

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

REQUIREMENTS CONTRACT: HOUSEKEEPING AND RESTROOM ATTENDANTS

CONTRACT No.: OT902110

EFFECTIVE DATES: 07/01/09 to 06/30/12

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT902110 that opened on 06/05/09. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the [Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to THE OHIO EXPOSITION CENTER, 717 EAST 17TH AVENUE, COLUMBUS OH 43211, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

Gail Harper
gail.harper@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:



<http://www.ohio.gov/procure>

Minority Business Enterprise Award in accordance with ORC CH. 125.081

Signed: _____
Hugh Quill, Director Date

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SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

SPECIAL CONDITIONS: The Director, Department of Administrative Services reserves the right to Bid large or unusual requirements, for items that may be a part of the awarded Contract, under a separate Bid.

INCURRED COSTS: The State is not liable for any costs incurred by the Bidder prior to issuance of a Contract.

SITE VISIT: A site visit will be held on Tuesday May 26, 2009 at Ohio Exposition Center-Administration Building, 717 East 17th Avenue, Columbus, OH, 43211 to survey the facility and discuss the requirements of the Bid. The site visit will commence promptly at 10:00 AM, barring an unforeseen circumstance that results in a delay of the site visit. Attendance will be taken. The State will not be responsible to a Bidder for their failure to obtain information discussed during the site visit due to their failure to attend and/or arriving after the site visit has convened.

Please contact Andy Westhoff by May 22, 2009 at (614) 644-5050 or a.westhoff@expo.state.oh.us during regular business hours to make arrangements for authorization to enter the facility.

SPECIFICATION QUESTIONS: Information regarding submission of questions and clarifications for this Bid is provided on page one (1) of the Bid. Through the indicated inquiry closure date, Bidders may visit the Procurement Services website to post Bid related questions at <www.ohio.gov/procure>. Answers to all Bidder questions will be posted on the Procurement Services website and linked to the Bid Number. Bidders can make their own inquiry and/or review all inquiry questions/responses from the same website page from which the Bid document is downloaded. The State will make every effort to respond to website inquires within forty-eight (48) hours of receipt. The State will not respond to any verbal or written questions received through any other medium. No prospective Bidder shall respond to any verbal instructions or changes to this Bid. Only Bid communications, issued by the Department of Administrative Services, Office of Procurement Services, in a public, published format, will be considered valid.

MANDATORY/REQUIRED SUBMISSIONS: As specified, mandatory submissions must be submitted with the Bid Response. Required documentation/materials should be submitted with the Bid. If not submitted with the Bid, the Bidder must provide the said documentation/materials within five (5) business days, after notification, to the Office of Procurement Services. Failure to provide mandatory submissions with the Bid Response or failure to provide the required documentation/materials, as applicable, within the stated time period will result in the Bidder being deemed as not responsive and the Bid Response will be immediately disqualified with no further consideration given for potential awarding of the Contract.

For specific submission requirements, Bidders should refer to Specifications and Requirements and the Bid Submission Check List for a listing of those mandatory submissions due with the Bid Response and those other submissions that should be submitted with the Bid Response, but which do not become mandatory until requested during the Bid evaluation period.

CONTRACT RENEWAL: The following supersedes Article S-6 of the Supplemental Contract Terms and Conditions. This Contract may be renewed solely at the discretion of DAS for a period of one month. Any further renewals will be for an appropriate period of time. The cumulative time of all renewals may not exceed twenty four (24) months unless DAS determines that an additional renewal is necessary.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the State will total the Monthly Charge for the first column, 07/01/09 through 06/30/10. The State will then total the Monthly Charge for the second column, 07/01/10 through 06/30/11. The State will then total the Monthly Charge for the third column, 07/01/11 through 06/30/12. All three annual totals will be added to determine a three year contract amount. Failure to Bid all items may result in the Bidder being deemed not responsive.

CONTRACT AWARD: The Contract will be awarded to the lowest responsive and responsible Bidder by low lot total.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

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DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If not provided as part of the Bid Response, the Bidder must provide said literature within ten (10) calendar days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the Bid (e.g. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any Contract and will be disregarded by the State of Ohio. Failure of the Bidder to furnish descriptive literature either as part of their Bid Response or within the time specified herein will deem the Bidder not responsive.

PRODUCT SAMPLES: The Bidder(s) may be required to submit samples of the supplies being offered. The samples will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If not included as part of their Bid Response, the Bidder will be required to provide the samples within ten (10) calendar days after notification. Failure to provide the samples within the stated time period will result in the Bidder being deemed not responsive. After award of the Contract, the samples will be used as a basis of comparison with actual product delivered under Contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The Contract prices(s) will remain firm for the first twelve (12) months duration of the Contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the Contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

USAGE REPORTS: Every twelve (12) months the Contractor must submit a report (written or on disk) indicating sales generated by this Contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this Contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Gail Harper.

BILLING: Invoices are to be sent monthly to Ohio Exposition Center, Attention: Finance Office, Rae Bricker, 717 East 17th Avenue, Columbus, OH 43211-2698

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LIQUIDATED DAMAGES: In the event that an awarded Contractor fails to perform within the timeframe specified by the Contract and/or purchase order, the agency will contact the Contractor to determine when the purchase order will be fulfilled. If the Contractor cannot fulfill the purchase order requirements within a timeline acceptable to the agency, the agency may procure like-kind supplies/services from another resource and invoice the Contractor for the full additional amount charged by the third party provider. Invoices for said liquidated damages must be deducted from subsequent Contractor invoices prior to payment by the agency.

Under these damage recovery provisions, the agency may: (1) elect to procure any portion of the original order from another source; and/or (2) charge the Contractor for any difference in cost for the service/merchandise procured; and/or (3) cancel any portion of the original order without Contractor penalty. Also reference Supplemental Contract Terms and Conditions, Article S-9, Time of Delivery, and Standard Contract Terms and Conditions, Section II, Contract Remedies.

INSURANCE DOCUMENTS: Upon the policy renewal date, the Contractor must submit, within thirty (30) days, updated insurance documents showing compliance with all applicable coverage's required by this Contract. As required, the documents must include a current Workers' Compensation Certificate and an Acord Certificate of all applicable insurance coverage's and must include all required Commercial General Liability endorsements as described in Articles S-12 and S-13 of the Supplemental Terms and Conditions of this Contract.

Failure to maintain compliant insurance coverage per Article S-14 of the Supplemental Contract Terms and Conditions will be considered a default and will be cause for cancellation of the Contract under the Standard Contract Terms and Conditions, Section I, Item C, Part 1.

These documents shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Gail Harper.

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SPECIFICATIONS AND REQUIREMENTS

I. SCOPE

Department of Administrative Service, Office of Procurement Services is requesting Bids for the services of a Contractor to perform housekeeping duties at the Ohio Exposition Center, which includes the Administration Building, Maintenance Office and State Highway Patrol Office. Services will encompass the entire premises, inside and out, including all office space, lobbies, corridors, lavatories, aisles, service/utility areas and any other areas as directed by the Facility Manager of the Ohio Exposition Commission (OEC). The winning Bidder will also provide restroom attendants during the Ohio State Fair, Quarter Horse Show and other events as requested by the Facility Manager.

II. DEFINITIONS

- A. The term "Contractor" refers to the successful Bidder who will perform the duties specified in the Contract.
- B. The term "State" refers to the State of Ohio, through any of its departments, agencies, or representatives.
- C. The term "facility" refers to the Ohio Exposition Center, including the Administration Building, Maintenance Office and State Highway Patrol Office.
- D. The term "Facility Manager" refers to the Contractor's main point of contact at the Ohio Exposition Center. Upon award, the Facility Manager's name, phone and email will be provided.
- E. The term "restroom attendant" refers to someone who will: dust all surfaces; mop floors; scrub sinks, toilets, countertops, walls, and ceilings; pickup and empty trash; polish mirrors and glass; restock soap, tissue and paper towels; order and stock supplies; secure doors and windows; and maintain the restrooms throughout the day, to have an overall "clean, tidy appearance" to all customers. The restroom attendant must be of the same gender as the customers designated to be utilizing that room.
- F. The term "table busser" refers to someone who will: remove all items from tables; wipe tables; pickup and empty trash; mop all spills; mop entire floor area; and maintain throughout the day, a "clean, tidy appearance" to all customers.

III. FACILITIES AND EQUIPMENT

- A. The Ohio Exposition Center encompasses 360 acres and is located at 717 East 17th Avenue, Columbus, Ohio 43211-2698. The facility includes multi level buildings consisting of office space, restrooms, conference rooms, staff offices, kitchen, and dining rooms. Go to [location of fixtures link](#) This is the most accurate spread sheet available that lists the location of the restrooms and fixtures therein. Go to [housekeeping hours link](#) This is the most accurate spread sheet available that list the events, dates and number of hours worked. If there are no hours listed, it means that no restroom service is required or the hours are included in another event's hours.
- B. There are ninety (90) restrooms and over five hundred (500) restroom stalls at the facility. During the Fair and other shows, most restrooms are cleaned and maintained each day. (Please see Attachment 1 for layout of buildings at the facility.)
- C. Square footage is not the primary determinant of the amount of time and effort required to maintain the building at a level of cleanliness acceptable to the State and will not be used as an evaluator in this Bid. All Bidders will be responsible for taking square footage measurements as appropriate during the Site visit.
- D. A trailer on site is provided for the Contractor's operations. No rent or payment of utilities is required but all communication services must be paid by the Contractor.
- E. Storage space is available for all cleaning supplies and equipment. The facility retains the right to modify or change the location of such space at its discretion.
- F. Contractor must provide own source of transportation while working. It is imperative that employees can quickly get around the facility, especially during the State Fair. An all weather, enclosed golf cart/utility industrial vehicle must be available to the employees. This vehicle must have a load capacity of at least 1000 pounds (to move pallets of cleaning supplies and toilet paper, etc...)

SPECIFICATIONS AND REQUIREMENTS

- G. Contractor must provide two way radios for employees during working hours. The radios must be of commercial grade with a base radio system set up in the trailer. This is especially important during the State Fair so that problems can be communicated quickly and resolved both effectively and efficiently.
- H. Contractor must provide uniforms and Identification tags that are to be worn and be visible at all times while at the facility.

IV. OPERATIONS

- A. The awarded Contractor will operate and manage restroom attendant services and housekeeping services on the premises. This includes having sufficient levels of staff, supplies, and equipment, to maintain a clean and sanitary environment for all occupants.
- B. Restroom attendants are to be provided for each show scheduled at the facility. The number of restroom attendants varies depending on the quantity of shows per month and the size of the estimated attendance of each show. The Facility Manager will provide a monthly calendar which details the following month's activities, including the show names, location, hours of show, anticipated attendance and required number of restroom attendants. With few exceptions, restroom attendants will be needed to work every Saturday and Sunday.
- C. Year round housekeeping services are to be provided three (3) days per week, Monday through Friday, fifty-two (52) weeks per year, excluding State holidays, beginning at approximately 6:00 p. m., and continuing until such time as all tasks are completed.
- D. Section V. represents a minimum acceptable housekeeping cleaning schedule and is provided as a guide for Bid purposes; in no way is it to be interpreted as all inclusive of the facility's needs. Tasks and frequencies may be increased/modified by the Contractor as necessary to assure optimal cleanliness and sanitation.
- E. The awarded Contractor, and not the facility, is responsible for resolving all housekeeping and restroom attendant related problems to the satisfaction of the facility. Failure to comply with the provisions set forth herein will result in the initiation of the State of Ohio's formal "Complaint to Vendor" process.
- F. The facility reserves the right to add, delete, or modify as needed any of the housekeeping cleaning and sanitation expectations and frequencies set forth herein as determined appropriate by the State. Maintaining the overall cleanliness of the facility is paramount to this Contract.
- G. The average number of hours spent for housekeeping and restroom attendants during 2008, was 1450 per month. This number also includes the hours spent for the State Fair and the Quarter Horse Show.
- H. The successful Contractor shall provide the Maintenance Office with a weekly manpower and labor recap.

V. STANDARD TASK SCHEDULE

Including but not limited to the following:

A. Entry Areas, Lobbies and Common Areas

1. Three Times Weekly Service

- a. Wash entry glass inside and out.
- b. Police entry area for loose debris.
- c. Empty all wastebaskets and remove all designated trash. Change liners where needed.
- d. Fully vacuum all carpeted areas.
- e. Dust mop and damp mop tile floors.
- f. Clean drinking fountains.

2. Once Weekly Service

- a. Completely dust all ledges, high partitions, windowsills, wall-mounted objects, bookcases and all horizontal surfaces.
- b. Detail vacuum flooring and furniture, using tank vacuum.

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B. Offices, Conference Rooms and Kitchen Areas

1. Three Times Weekly Service

- a. Empty wastebaskets and remove all designated trash. Change liners where needed.
- b. Sweep and mop all tiles and floors.
- c. Fully vacuum all carpeted areas.
- d. Remove fingerprints from doors and glass.
- e. Clean all sink areas, counter tops and work stations.

2. Once Weekly Service

- a. Completely dust all ledges, high partitions, windowsills, wall-mounted objects, bookcases and all horizontal surfaces.
- b. Detail vacuum flooring and furniture, using tank vacuum.

C. Restrooms

1. Three Times Weekly Service

- a. Clean, sanitize and polish fixtures, including toilet bowls, urinals and hand basins.
- b. Clean and polish glass and stainless steel partitions.
- c. Empty all wastebaskets and remove all designated trash. Change liners where needed.
- d. Sweep and mop tile floors.
- e. Dust shelves, ledges and moldings.
- f. Refill restroom dispensers.

2. Monthly Service

- a. Spray vinyl tile floors.
- b. Buff vinyl tile floors.

D. Rhodes Center – Lobby Restrooms and Maintenance Complex

1. Three Times Weekly Service

- a. Clean, sanitize and polish fixtures, including toilet bowls, urinals and hand basins.
- b. Clean and polish glass and stainless steel partitions.
- c. Empty all wastebaskets and remove all designated trash. Change liners where needed.
- d. Sweep and mop tile floors.
- e. Dust shelves, ledges and moldings.
- f. Refill restroom dispensers.

2. Monthly Service

- a. Spray vinyl tile floors.
- b. Buff vinyl tile floors.

E. Voinovich Annex Entry Office

1. Once Weekly Service

- a. Empty all wastebaskets and remove all designated trash. Change liners where needed.
- b. Sweep and mop tile floors.
- c. Fully vacuum all carpeted areas; detail vacuum furniture using tank vacuum.
- d. Remove fingerprints from doors and glass.
- e. Clean all sink areas, counter tops and work stations.

SPECIFICATIONS AND REQUIREMENTS

2. Monthly Service

- a. Spray vinyl tile floors.
- b. Buff vinyl tile floors.

F. Voinovich Annex Restrooms

1. Once Weekly Service

- a. Clean, sanitize and polish fixtures, including toilet bowls, urinals and hand basins.
- b. Clean and polish glass and stainless steel partitions.
- c. Empty all wastebaskets and remove all designated trash. Change liners where needed.
- d. Sweep and mop tile floors.
- e. Dust shelves, ledges and moldings.
- f. Refill restroom dispensers.

2. Monthly Service

- a. Spray vinyl tile floors.
- b. Buff vinyl tile floors.

VI. STATE FAIR SPECIAL REQUIREMENTS

- A. The Ohio State Fair is held for twelve (12) days in August. For two weeks prior to the opening, twelve restroom attendants must be scheduled (two daily shifts of three female and three male attendants).
- B. The State Fair is a crucial time period for the facility because of its high visibility. It is imperative that all of the eating areas and restrooms remain clean throughout this event. In order to accomplish this, the State is requiring a minimum of 5750 available man hours for restroom attendants and table bussers. There are to be two shifts of workers during the day: 7:00 am to 3:00 pm, and 2:00 pm to 10:00 pm. There is to be a skeleton shift from 10:00 pm to 6:00 am.
- C. The normal cleaning schedule, (See Section V., Standard Task Schedule), shall be modified from three times weekly to daily. Also, there are additional facilities that must be cleaned on a daily basis.
 1. Specialty trailers and State Patrol trailers (ten to fifteen total trailers). Daily duties include:
 - a. Clean, sanitize and polish fixtures, including toilet bowls, urinals and hand basins.
 - b. Empty all wastebaskets and remove all designated trash.
 - c. Change liners where needed.
 - d. Sweep and mop tile floors.
 - e. Dust shelves, ledges and moldings.
 - f. Refill restroom dispensers.
 - g. Vacuum all carpeted areas.
 2. The Ohio Building. The Ohio Food Pavilion must have a minimum of two people physically present from 8:00 am to 9:00 pm. Daily duties will include bussing tables, cleaning floors, wiping chairs, cleaning spills and removing trash.
 3. Bricker Building. The MarketPlace Food Court Area, shall also be staffed with a minimum of two people from 9:00 am to 9:00 pm. Daily duties will include bussing tables, cleaning floors, wiping chairs, cleaning spills and removing trash.
 4. Rhodes Center. The dormitories are used for male and female exhibitors during the Fair. The hallways and stairwells must be swept and mopped daily. The restrooms must be cleaned daily:
 - a. Clean, sanitize and polish fixtures, including toilet bowls, urinals and hand basins.
 - b. Empty all wastebaskets and remove all designated trash.
 - c. Change liners where needed.

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- d. Sweep and mop tile floors.
 - e. Dust shelves, ledges and moldings.
 - f. Refill restroom dispensers.
5. Korbel Showerhouse in the North Campground. Duties to be completed at least three times daily and include:
- a. Clean, sanitize and polish fixtures, including toilet bowls, urinals and hand basins.
 - b. Empty all wastebaskets and remove all designated trash.
 - c. Change liners where needed.
 - d. Sweep and mop tile floors.
 - e. Dust shelves, ledges and moldings.
 - f. Refill restroom dispensers.
 - g. Clean and sanitize the six shower stalls.
6. Commissioner Conference Center. Daily duties include cleaning the three restrooms, building and kitchen:
- a. Clean, sanitize and polish fixtures, including toilet bowls, urinals and hand basins.
 - b. Empty all wastebaskets and remove all designated trash.
 - c. Change liners where needed.
 - d. Sweep and mop tile floors.
 - e. Dust shelves, ledges and moldings.
 - f. Refill restroom dispensers.
 - g. Vacuum all carpeted areas.
 - h. Scrub sink and all counter tops in kitchen.
 - i. Clean outside areas of appliances.

VII. QUARTER HORSE SPECIAL REQUIREMENTS

- A. The Quarter Horse Show is held for twenty one (21) days in October.
- B. The Quarter Horse Show is a crucial time period for the facility because of its high visibility. During this show, people are on site twenty four hours a day. It is imperative that all restrooms remain clean throughout this event. In order to accomplish this, the State is requiring a minimum of 2850 available man hours for restroom attendants. There are to be two shifts of workers during the day: 7:00 am to 3:00 pm, and 2:00 pm to 10:00 pm
- C. In addition to the normal cleaning schedule, (See Section V., Standard Task Schedule), there are additional facilities that must be cleaned on a daily basis.
1. Office trailer and State Patrol trailer (two total). Daily duties include:
- a. Clean, sanitize and polish fixtures, including toilet bowls, urinals and hand basins.
 - b. Empty all wastebaskets and remove all designated trash.
 - c. Change liners where needed.
 - d. Sweep and mop tile floors.
 - e. Dust shelves, ledges and moldings.
 - f. Refill restroom dispensers.
 - g. Vacuum all carpeted areas.
2. Korbel Showerhouse in the North Campground. Duties to be completed three times daily and include:
- a. Clean, sanitize and polish fixtures, including toilet bowls, urinals and hand basins.
 - b. Empty all wastebaskets and remove all designated trash.
 - c. Change liners where needed.
 - d. Sweep and mop tile floors.
 - e. Dust shelves, ledges and moldings.

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- f. Refill restroom dispensers.
 - g. Clean and sanitize the six shower stalls.
3. Commissioner Conference Center. Daily duties include cleaning the building, kitchen and three restrooms:
- a. Clean, sanitize and polish fixtures, including toilet bowls, urinals and hand basins.
 - b. Empty all wastebaskets and remove all designated trash.
 - c. Change liners where needed.
 - d. Sweep and mop tile floors.
 - e. Dust shelves, ledges and moldings.
 - f. Refill restroom dispensers.
 - g. Vacuum all carpeted areas.
 - h. Scrub sink and all counter tops in kitchen.
 - i. Clean outside areas of appliances.

VIII. STANDARDS, LAWS, AND REGULATIONS

The Contractor must remain in full compliance with all applicable laws and ordinances as adopted by Federal, State, and local authorities.

- A. The Ohio Revised Code as it applies to housekeeping operations.
- B. The Ohio Department of Health, local laws, rules, and regulations as they apply to housekeeping operations.
- C. The Williams-Steiger Occupational Safety and Health Act of 1970, OSHA standards, as applicable.
- D. Relevant facility policies, procedures, and directives.

IX. RESPONSIBILITIES OF THE CONTRACTOR

- A. Personnel
 1. The Contractor is to employ and staff at the facility a sufficient number of competently trained and experienced personnel knowledgeable of housekeeping operations.
 2. For the purpose of Bidding on this Contract, the following represents the minimum staffing plan acceptable to the center:
 - a. Work schedules are to be established with the understanding that adequate supervision will be provided during all work periods.
 - b. Contractor must provide adequate staffing, and on-site management, to satisfactorily perform all services.
 - c. Housekeeping staff must work a schedule designed to meet the operational needs of the facility and to assure proper cleaning as specified in the Contract.
 - d. A Housekeeping Work Report must be filled out and submitted for each show at the Exposition. (Attachment 2). Contractor will provide acceptable documentation to the Facility Manager that Contractor has provided housekeeping staffing which meets or exceeds the minimum schedule set forth above. Failure to consistently meet minimum staffing levels may result in the center initiating the State of Ohio's formal "Complaint to Vendor " process. This process may result in the termination of any Contract award.
 3. The Contractor is required to perform background checks on all employees assigned to the facility. All checks must be made and approved by the Contractor. The results of the background checks must be delivered to the Human Resources Director at the facility for final review. This final approval must be completed before any employee is allowed on site to perform duties as described herein.

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4. The Contractor must enforce the mandate of a drug-free environment, i.e., Contract employees will not purchase, transfer, use, or possess illegal drugs or alcohol, or abuse prescription drugs in any way while working on State property. Prescription and over-the-counter medications are to be secured in a locked environment. Failure to comply may result in immediate termination of any Contract award.

B. Equipment

1. The Contractor is to provide all equipment necessary to fulfill the obligations set forth herein. Such equipment must meet or exceed industry standards.
2. Contractor will maintain all equipment in a safe, usable condition at all times. Replacement equipment is to be provided as needed to assure a full, operable inventory of required equipment at all times. Equipment repairs will be at Contractor's expense.
3. All equipment must comply with the applicable standards specified in the Williams-Steiger Occupational Safety and Health Act of 1970.
4. Disputes over equipment and inventory, which cannot be resolved, will be settled by an impartial third party.

C. Supplies

1. Contractor is to furnish all cleaning supplies, including but not limited to, detergents, floor finishes, germicides, deodorants, glass cleaner, carpet cleaner, all-purpose cleaner, furniture polish, etc., necessary to meet and/or exceed industry standards for cleanliness and sanitation. Contractor must implement appropriate inventory control procedures to safeguard such inventory and assume financial responsibility for inventory losses resulting from misuse, theft, or other negligent behavior.
2. Contractor is to warrant that all supplies and materials furnished are of industry-standard quality and not harmful to items cleaned. Contractor will be financially liable for the full cost of the repair/replacement of any surfaces damaged as a result of the application of inappropriate chemical solutions or solutions which have been incorrectly or inappropriately applied or which are damaged as the result of negligence and/or abuse by the Contractor or its employees.
3. A minimum of fifty (50) "Caution: Wet Floor" signs must be stocked at the facility and provided by the Contractor. Consumable paper products and soap for the restrooms will be provided by the facility.

D. Miscellaneous

1. Contractor is financially responsible for all business-related and/or personal long-distance telephone calls or fax calls made on-site by any of its personnel.
2. Contractor assumes financial responsibility for any and all injuries or damages to persons or property, regardless of ownership, incurred while Contractor is in possession or control of any of the center's equipment when such injuries or property damage occur as a result of neglect, misuse, carelessness, or other cause in which the Contractor or its employees may be determined legally responsible by an authority identified as having proper jurisdiction.
3. MSDS(Material Safety Data Sheet) must be posted and appropriately logged at all cleaning chemical storage locations.

X. RESPONSIBILITIES OF THE FACILITY

A. Utilities and Supplies

1. The facility will provide electricity, natural gas, and water/sewer utilities necessary to complete this Contract.

SPECIFICATIONS AND REQUIREMENTS

2. The facility will provide the following supplies in support of the housekeeping operations: toilet tissue, paper towels, soap dispensers, refills, trash bags and liners. The facility will also supply two (2) Kaivic cleaning machines available for Contractor's unlimited use for this Contract. Contractor is to implement appropriate inventory control procedures and provide inventory usage summary data to the Facility Manager on a monthly basis.

B. Professional Services

The facility has designated the Facility Manager as the individual responsible for the management of the entire housekeeping operation, including but not limited to:

1. Monitoring the daily operations of the awarded Contractor and the direct implementation of all provisions including direct supervision of Contractor's awarded manager/supervisor.
2. Evaluating the quality of housekeeping services provided, i.e., adherence to cleaning schedules; inspecting facility for compliance with Federal, State, and local sanitation standards; interviewing staff, and management to determine their acceptance of housekeeping services.
3. Documenting quantitative and qualitative reviews or inspections to monitor quality control of the housekeeping operation.
4. Serving as liaison between the facility occupants and the Contractor's housekeeping manager and other representatives.
5. Determining additional or making revisions to housekeeping needs and consulting with Contractor's manager for appropriate implementation and follow through on collected data as specified in the center's policies and procedures.

XI. BIDDERS' QUALIFICATIONS

- A. Bidder's current company must have a minimum of two (2) years experience and currently be providing total housekeeping services. The successful Bidder must demonstrate with staffing levels that they can handle the hours required per month and peak staffing levels during the Ohio State Fair and Quarter Horse Fair.
- B. Bidder must submit a minimum of three references verifying dollars spent and a recommendation that details the Bidder's outstanding service. This list must include entity name, phone number, contact name, and email address.

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BID PRICE PAGE

All Bidders shall fill in a monthly charge for each month. This charge is to entail all expenses including, but not limited to, staff, supervision, supplies and equipment necessary to provide the services and frequencies set forth herein. No additional monies will be paid by the State for the completion of this Contract.
 OAKS ID NUMBER: 10277

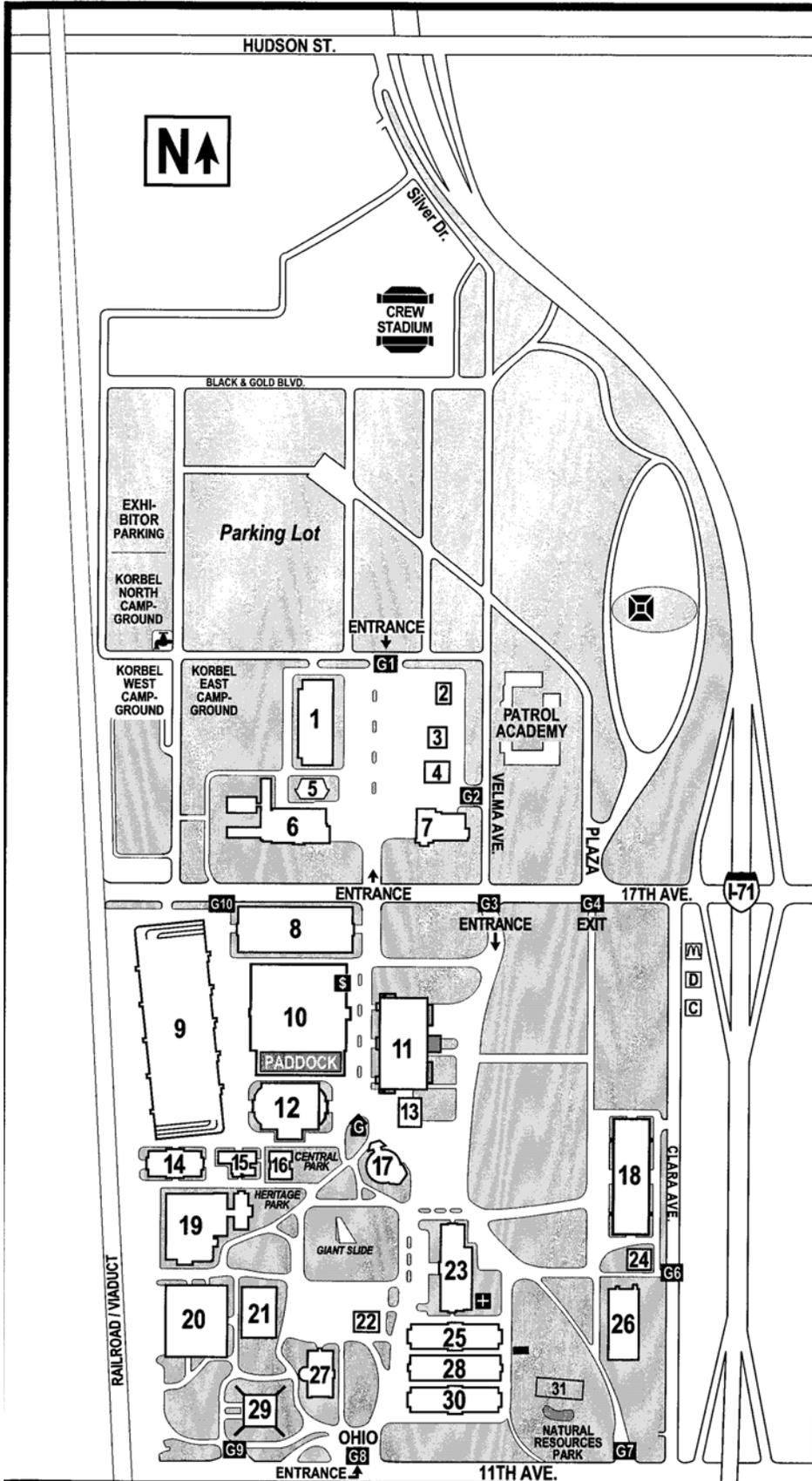
DESCRIPTION	07/01/09 through 06/30/10	07/01/10 through 06/30/11	07/01/11 through 06/30/12
July Monthly Charge	\$19,286.40	\$19,286.40	\$19,286.40
August Monthly Charge**	\$82,598.40	\$82,598.40	\$82,598.40
September Monthly Charge	\$12,127.27	\$12,127.27	\$12,127.27
October Monthly Charge***	\$38,545.91	\$38,545.91	\$38,545.91
November Monthly Charge	\$12,127.27	\$12,127.27	\$12,127.27
December Monthly Charge	\$12,127.27	\$12,127.27	\$12,127.27
January Monthly Charge	\$12,127.27	\$12,127.27	\$12,127.27
February Monthly Charge	\$12,127.27	\$12,127.27	\$12,127.27
March Monthly Charge	\$12,127.27	\$12,127.27	\$12,127.27
April Monthly Charge	\$12,127.27	\$12,127.27	\$12,127.27
May Monthly Charge	\$12,127.27	\$12,127.27	\$12,127.27
June Monthly Charge	\$12,127.27	\$12,127.27	\$12,127.27

** The Ohio State Fair is for twelve (12) days during the month of August. Additional cleaning and crews are required as described earlier. No additional monies will be paid by the State for these additional services rendered. Please quote your monthly charge accordingly.

*** The Quarter Horse Fair is for twenty-one (21) days during the month of October. Additional cleaning and crews are required as described earlier. No additional money will be paid by the State for these additional services rendered. Please quote your monthly charge accordingly.

As a baseline for any future cost increase requests, Bidders shall indicate their cost elements as a percentage of the total cost for providing supplies/services as described herein. Sum of all percentages must equal one hundred percent.				
Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
12.56%	82.83%	1.01%	1.80%	1.80%

Attachment 1.
 Ohio Exposition Center Building Index



OHIO EXPO CENTER
 & STATE FAIR

BUILDING INDEX

1. Lausche Bldg.
2. Cardinal Shelter
3. Solar Home
4. Expo Hall
5. FFA Center
6. Rhodes Center
7. DiSalle Center
8. Brown Arena / Sheep Barn
9. Gilligan Complex
10. Bricker Bldg.
11. Celeste Center
12. Coliseum
13. Congress Pavilion
14. Cooper Arena
15. Dairy Bldg.
16. Administration Office
17. Ohio Bldg.
18. Buckeye Bldg.
19. Voinovich Livestock & Trade Center
20. O'Neill Bldg.
21. Covered Pavilion
22. Covered Pavilion
23. Ag & Hort Bldg.
24. Maintenance Office
25. North Commercial Bldg.
26. Maintenance Complex
27. Cox Fine Arts Center
28. South Commercial Bldg.
29. Janis Center
30. Rabbit & Poultry Bldg.
31. Natural Resources Park

- Gazebo
- McDonalds
- Days INN
- Comfort Suites
- ATM
- OSP Post 96
- Shower House

ohioexpoctr.com
 (888) OHO-EXPO
 -EOE-

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: OT902110-1(06/30/12)



47452
Dove Building Services
1691 Cleveland Avenue
Columbus, OH 43211

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Vern Gibson

Telephone: (614) 299-4700
FAX: (614) 299-5599

CONTRACTOR'S E-MAIL ADDRESS:

db1691@aol.com

OAKS ITEM ID.: 10277

Code Number is applicable to all procurements against this contract.

Preferred method of receiving purchase orders: e-mail to db1691@aol.com

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
1	07/01/09	Changed Contract Number from OT909509 to the new Contract Number OT902110.