

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER OT905113	OPENING DATE (1:00 p.m.) MARCH 4, 2013	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY	STATE ZIP
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. DAS074	BID NOTICE DATE FEBRUARY 21, 2013	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____ Days, Net 30 Days			
PARTICIPATING AGENCY(IES): Department of Administrative Services, 4200 Surface Road, Columbus, OH 43228, and all facilities listed herein.			
MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:			
WINDOW WASHING SERVICES			
TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning <u>04/01/13</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>03/31/15</u> unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.			
INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 09/2012, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions . All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.			
By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.			
Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.procure.ohio.gov/ All questions should be submitted a minimum of three (3) working days prior to the bid opening date.			
PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)		DATE

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

REQUIRED CERTIFICATION FOR BIDDING

Those bidders claiming preference for Domestic Source End Products and/or the Ohio preference, pursuant to Revised Code Sections 125.09 and 125.11 and Administrative Code Section 123:5-1-06 must complete the following information. Bidders who qualify as an "Ohio" bidder (offer an Ohio product or who have significant Ohio economic presence) or who qualify as a Border State bidder are eligible to receive a five percent (5%) preference over non-Ohio/Border state bidders. The state reserves the right to clarify any information during the evaluation process. **BIDDERS MUST COMPLETE THIS CERTIFICATION TO RECEIVE THE PREFERENCE.**

A. DOMESTIC PREFERENCE (BUY AMERICA): [Not applicable to "Excepted Products"]

- Where is each product/services being offered mined, raised, grown, produced or manufactured?
 United States: _____(State) Canada Mexico (Go to B-1)
 Other: (Specify Country) _____ (Go to A-2)
- End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued.
 Yes (Go to Section B-1) No (Go to Section A-3)
- The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy America Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.

_____ (Item) _____ (Country) of
Origin)

_____ (Item) _____ (Country) of
Origin)

A domestic end source product is deemed to be excessively priced if it exceeds the cost of the foreign product by more than 6%. Pursuant to FAR, Part 25, the state of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The contractor, their subcontractor(s) and any agent of the contractor or subcontractor must not acquire any supplies or services originating from sources within, or that were located in or transported from or through Cuba, Iran, Iraq, Libya, North Korea, Sudan Territory of Afghanistan controlled by the Taliban, or Serbia (excluding the territory of Kosovo).



B. OHIO PREFERENCE (BUY OHIO):

- The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
 Yes (Go to C) No (Go to B-2)
- Bidder has significant economic presence within the state of Ohio.
 Yes (Answer a, b, c, d below) No (Go to B-3)
 - Bidder has paid the required taxes due the state of Ohio Yes No
 - Bidder is registered with the Ohio Secretary of State
 Yes (Charter/Registration No.: _____) No
Questions regarding registration should be directed to (614) 466-3910 or visit their web site at:
<http://www.sos.state.oh.us/>
 - Bidder has ten or more employees based in Ohio or border state. Yes No (Go to B-2d)
 - Bidder has seventy-five percent or more employees based in Ohio or border state.
 Yes No (Go to B-3)
- Border state bidder:
 Yes (Specify which state then go to B-2c): KY MI NY PA IN No (Go to B-4)
- Border state bidder: mined products mined in respective border state Yes No Not Applicable

C. E.D.G.E. DESIGNATION

Bidder is certified E.D.G.E. business Yes No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at:
<http://www.das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx>

SPECIAL 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.

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 may result in the Bidder being deemed as not responsive and the Bid Response may be disqualified with no further consideration given for potential awarding of the Contract.

SITE VISIT: Prior to submitting their bid response, the bidders are encouraged to visit the facility(ies) they are bidding in order to survey the facility(s) and to become familiar with the requirements of the bid. The bidder must contact each facility to schedule an appointment. To schedule an appointment, please refer to Location Specific Specifications. Site visits must be coordinated through the DAS Building representative as defined within this document. Once a contract is awarded, failure of the bidder to have requested a site visit to become familiar with the facility and requirements of the bid will be insufficient reason to support any request to be released from the contract.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will: Multiply the Cost Per Cleaning times and Estimated Cleaning Per Year to arrive at an annual cost, and then add the estimated annual Cost for each location within each county to arrive at a total for all locations within a county.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total for each county. There will be one award per county listed herein. Failure to bid all locations within a county will result in the bidder being deemed not responsive for that county. Bidder may bid one or all counties, and may be awarded multiple counties if determined to be the lowest, responsive, and responsible bidder.

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.

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.

SPECIAL TERMS AND CONDITIONS

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 six (6) 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: Geraldine Berry, CPPB.

NOTICE ON THE USE OF SOCIAL SECURITY NUMBERS AS FEDERAL TAX IDENTIFICATION NUMBERS: The Department of Administrative Services (Department) requires vendors and contractors wishing to do business with the State to provide their Federal Taxpayer Identification Number to the Department. The Department does this so that it can perform statutorily required "responsibility" analyses on those vendors and contractors doing business with the State and, under limited circumstances, for tax reporting purposes. If you are a vendor or contractor using your Social Security Number as your Federal Taxpayer Identification Number, please be aware that the information you submit is a public record, and the Department may be compelled by Ohio law to release Federal Taxpayer Identification Numbers as a public record. If you do not want to have your Social Security Number potentially disclosed as a Federal Taxpayer Identification Number, the Department encourages you to use a separate Employer Identification Number (EIN) obtained from the United States Internal Revenue Service's to serve as your Federal Taxpayer Identification Number.

BILLING: Please do not put an individual's name on any invoices. Invoices are to be sent monthly to Department of Administrative Services, Office of Properties and Facilities, Attention: Accounts Payable, 4200 Surface Road, Columbus, OH 43228. For any billing questions please contact Carla Bridges @ Carla.bridges@das.state.oh.us.

EXPENDITURE OF PUBLIC FUNDS ON OFFSHORE SERVICES: The Contractor affirms to have read and understands [Executive Order 2011-12K](#) and shall abide by those requirements in the performance of this Contract. Notwithstanding any other terms of this Contract, the State reserves the right to recover any funds paid for services the Contractor performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided the State in this Contract.

The bidder must complete the attached Contractor/Subcontractor Affirmation and Disclosure form attachment to abide with Executive Order 2011-12K, affirming no services of the Contractor or its subcontractors under this Contract will be performed outside the United States. During the performance of this Contract, the Contractor must not change the location(s) of the country where the services are performed, change the location(s) of the country where the data are maintained, or made available unless a duly signed waiver from the State has been attained to perform the services outside the United States.

BID AUTOMOBILE LIABILITY CHECKLIST:

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

GENERAL SPECIFICATIONS

I. SCOPE

It is the intention of these specifications that the awarded contractor hereunder shall furnish, and the Department of Administrative Services, herein after referred to as "DAS", shall purchase window cleaning services covered by the contract during the period of time specified. The quantities shown are approximate and are for the purpose of bid evaluation.

The Contractor shall provide all labor, materials, supervision, equipment, services, incidentals, and related items necessary to wash and clean windows, doorways, and transoms on the inside and outside of DAS buildings at various locations, as specified herein. In addition, the Contractor shall be responsible for maintaining all certifications as required by law. In the event a piece of equipment is owned by the State and cannot be certified, the Contractor is expected to use their own equipment at these sites. It is the Contractor's responsibility to visit each location prior to bidding and become familiar with the equipment and expectations of that facility.

All work or site visits are to be coordinated through the DAS Building Representative designated within this document.

II. JOB SPECIFICATIONS

- A. The Contractor shall wash all exterior windows, glass doorways, transoms, on both the interior and exterior of the various buildings listed. The Contractor shall work with the DAS building representative at each location for specifics for each location prior to each visit.
- B. All window surfaces specified shall be washed thoroughly, removing all dirt, dust, and foreign matter, and squeegee clean leaving no smears, smudges, or film. The Contractor must contact the DAS representative for any windows or doorways that are being blocked from being washed and cleaned because of grates, bars, or screening.
- C. If applicable, the Contractor shall use extreme caution so as not to damage window unit air conditioners in the performance of his duties under this contract.
- D. The Contractor shall exercise care when cleaning interior windows that are coated with tinting materials.
- E. The Contractor shall not use abrasive materials.
- F. The Contractor's equipment shall be outfitted with non-skid feet to prevent marking of floors and indents of plexichrome and asphalt sidewalks.
- G. The work to be done under this contract includes but is not limited to; the providing of all labor, materials, supervision, equipment, services, incidentals, and related items necessary to complete the work in accordance with this specification and scope of work.
- H. Smoking is strictly prohibited in any DAS buildings. Smoking shall be restricted to only those designated areas at each location.
- I. The Contractor shall obtain all necessary licenses, permits, and certifications for performing this Contract. In the event a certification cannot be obtained, the Contractor is responsible for identifying an alternative solution that is mutually agreeable. For example, the scaffolding existing at the Riffe Tower is out of certification and cannot be certified. The awarded Contractor shall be responsible for bringing in their own certified equipment to clean these windows.
- J. All Subcontractors are to be preapproved through DAS Procurement Services prior to beginning any work. If not approved, they may be asked to leave the work site and not return until approvals are obtained. The State will not bear any costs associated with this action.

III. WORK SCHEDULE, INTERRUPTIONS, PROPERTY PROTECTION

- A. All work must be performed between the hours of 7:30 a.m. through 5:00 p.m. Access to any building must be coordinated with the DAS building representative of each location. Work can be accomplished during the weekdays Monday thru Friday excluding State Holidays:

New Years Day
Martin Luther King, Jr. Birthday
Memorial Day
Labor Day
Thanksgiving Day

Columbus Day
President's Day
Independence Day
Veteran's Day
Christmas Day

GENERAL SPECIFICATIONS

- B. The work described in this specification shall be done with the least inconvenience to the building occupants. Vehicles must have egress capabilities at all times. The amount of time that normal operations are interrupted must be kept to an absolute minimum and shall be coordinated with the building representative.
- C. The Contractor is responsible to protect all existing and newly installed work, materials, equipment, improvements, utilities, structures, and vegetation at all times during the course of this contract. Any property or incidentals damaged during the course of this contract shall be repaired or replaced to the satisfaction of the building representative.
- D. All work being performed shall fully conform to all local, state, and Federal safety regulations. It is the responsibility of the Contractor to be aware of these laws, rules and regulations. Failure to know these, does not relieve the Contractor from any responsibility and payment of damages as a result.
- E. DAS reserves the right to alter the number of annual cleanings and the months within which they are performed at any time during the term of this agreement. The one time rate quoted for each facility will be used to compute actual annual lump sum amounts should the number of cleaning cycles and dates be altered.

IV. REFERENCES, MATERIALS, WORKMANSHIP, PERMITS, LICENSES, AND INSPECTIONS

- A. Bidders will be required to provide at least three (3) references (names of contact persons and phone numbers) of similar sized and scoped contracts during the past twenty-four (24) months.
- B. With regard to this contract, the building representative will determine acceptability of all work and/or services performed. If the work and/or services are not acceptable, the Contractor will be called in to review and correct all problem areas without additional cost. Upon notification by the building representative, the Contractor will effect repairs to deficient work and/or services in accordance with a schedule jointly agreed upon.
- C. Certifications, Inspections, Permits, licenses, and taxes shall be the responsibility of the Contractor at no additional cost to DAS. The State is not responsible for providing any equipment. If available at a location, and mutually agreeable to all parties, State owned equipment may be used, however, it is the Contractor's responsibility for ensuring certifications and licenses are present prior to beginning work and throughout the course of this Contract. In the event the equipment becomes unstable or unusable, the Contractor assumes the responsibility of providing the means to accomplish the tasks defined in this Contract.
- D. Contractor shall provide a complete, workmanlike, well executed job in accordance with these specifications and all applicable national and local codes. In cases of conflict between requirements; that requirement which is in compliance with all applicable codes and which is also, in the opinion of DAS, more advantageous to DAS, shall govern.

Contractor is responsible for knowing and adhering to all Occupational and Safety Health Administration (OSHA) laws and regulations as applicable. Related to scaffolding:

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9720

Contractor is responsible for following and knowing all Federal, State, and local laws and ordinances pertaining to these services.

V. DEBRIS REMOVAL AND SAFETY

- A. The Contractor shall be responsible to remove all their debris from the site and clean affected work areas. Contractor shall keep the premises free of debris and unusable materials resulting from their work and as work progresses; or upon request by a DAS representative, shall remove such debris and materials from DAS property. The Contractor shall leave all affected areas as they were prior to beginning work.
- B. All work shall be done in a safe manner and comply with all governing regulations concerning safety. This shall include but not be limited to OSHA, federal, state, and local laws and regulations. Adequate barricades shall be erected and maintained all around areas, where equipment and materials are stored and used. During all phases of the work, where needed, the Contractor shall make proper use of interior and exterior type temporary scaffolding and/or rigging, during the actual work.

GENERAL SPECIFICATIONS

VI. UTILITIES

DAS shall make available all required utilities to the Contractor for work under this contract. This however does not include those utilities to be installed by the Contractor as a part of the scope of work or specification. Accidental interruption(s) caused by the Contractor and repair thereto, shall be at the Contractor's expense. Planned interruptions under this contract shall be coordinated with the building representative office at least one (1) day in advance of the expected occurrence.

VII. POTENTIALLY HAZARDOUS MATERIALS

It is encouraged that the use of any product which contains any ingredient that could be hazardous or injurious to a person's health, and or plant life, not be used at any DAS building. In the event it is necessary, it is the Contractor's responsibility to gain approval from the DAS building representative and to provide a Material Safety Data Sheet (MSDS) at the time of each use. Any harm caused by the use of these materials shall be at the responsibility of the Contractor.

VIII. BACKGROUND CHECKS, CONTRACTOR SECURITY CONSTRAINTS, AND VALID ID

- A. Initial: Prior to working at any DAS facility, the Contractor will ensure that only those employees who have successfully completed background checks at the expense of the Contractor, have been accepted and cleared, are permitted to work in the facility.
- B. Intermittent: After inception of this Contract, and the initial background checks done on all employees, DAS may request a background check on the Contractor and/or any of the Contractor's employees at any time during this Contract. The intermittent background checks will be at the expense of DAS. Upon request, the Contractor shall supply DAS with the employee's full name, home address, driver's license number and social security number. Failure of the Contractor to provide this information to DAS will result in that individual not being permitted to work at any DAS location, and may result in breach of contract on behalf of the Contractor.
- C. The Contractor and all of the Contractor's employees must carry valid, photo identification with them at all times. Accepted forms of identification include: U.S. government issued work visa or green card, State issued driver's license or photo identification card. There will be no exception to this condition.
- D. The Contractor will cooperate fully with DAS at all times to control the access and movement of their employees.

LOCATION SPECIFIC SPECIFICATIONS

The following information is specific to each location listed herein. Additional information and requirements can also be found in Appendix A of this document. This information is a guideline, and complete, detailed expectations and requirements will be discussed with the awarded Contractor and building representative upon contract inception. The building representatives are listed with each facility below. It is the Contractor's responsibility to work directly and receive instructions from these individuals after award.

Bidders are strongly encouraged to visit each location and meet with the designated DAS Building representatives to gain a thorough understanding of the scope of work, the requirements, and any special conditions that may exist.

All Contractors must sign in and out at the Facility Management Office. Building hours of operation are 7:30 AM – 5 PM. All visits must be preapproved by the DAS Building representative.

I. **Rhodes Tower: 30 E. Broad Street, Columbus, OH**

Contact: Ryan Dalton (614) 466-1268

Lobby (floors 1-5): Contractor will clean all windows, doors and transoms; interior and exterior

Monumental Glass: Contractor will clean all windows, trim and granite ledges; interior and exterior

Supreme Court and interior 4th/5th floor glass (by administrative hearing room): Contractor will clean all windows, trim and granite ledges; interior and exterior.

High-Rise (floors 7-40): Contractor will clean all windows, windowsills, and transoms; exterior only

Interior Atrium (floors 2-5): Contractor will clean all windows interior and exterior, including windowsills and granite ledges

NOTE: Due to safety concerns, atrium cleaning must be done when building is closed, preferably a weekend. Special care is to be taken when cleaning in this interior area.

It is the responsibility of the Contractor to provide all window washing equipment to include scaffolding, lifts, baskets, bosun chair and any repelling equipment. If the contractor wishes to use the existing davits, the davits and davit sockets will require inspection at the contractors expense. If the Contractor wishes to use the existing scaffolding systems (1 - electronically controlled 30' scaffold/ 2 – small single occupant motorized scaffolds), Contractor is responsible for all repairs, certifications and inspections at Contractors expense. Secure storage space is available should the contractor decide to rent or lease scaffolding equipment.

II. **Riffe Tower: 77 S. High Street, Columbus, OH**

Contact: Brian Hammen (614) 644-9854

Floors 1-5: Contractor will clean all windows, doors and transoms; interior and exterior including all lobby and vestibule windows and transoms; All Clock Tower Glass; and all Theatre lobby glass and studio glass

High-Rise Floors 6-31: Contractor will clean all windows; exterior only

All window washing equipment including scaffolding will have to be provided by the contractor. If the contractor wishes to use the existing davits both the davits and davit sockets will require inspection and certification, at the contractors expense. Secure storage space is available should the contractor decide to rent or lease scaffolding equipment.

III. **Ohio Department of Health (ODH): 35 E. Chestnut Street, Columbus, OH**

Contact: Eric Hanna (614) 995-1477

Floor 1-Lobby: Contractor will clean windows, doors and transoms; interior and exterior

Floors 2-9: Contractor will clean all windows, doors and transoms; exterior only

Three floors are garage level and there are no windows to clean.

LOCATION SPECIFIC SPECIFICATIONS

IV. Ohio Department of Education (ODE): 25 S. Front Street, Columbus, OH
Contact: Amy Wilson (614) 387-0300

Floor 1- Lobby: Contractor will clean windows, doors and transoms; interior and exterior
Floors 2-7: Contractor will clean all windows, doors and transoms; exterior only

V. Ohio Department of Health (ODH): 246 N. High Street, Columbus, OH
Contact: Eric Hanna (614) 995-1477

Floor 1-Lobby: Contractor will clean windows, doors and transoms; interior and exterior
Floors 2-9: Contractor will clean all windows, doors and transoms; exterior only

VI. Governor's Residence: 358 N. Parkview, Columbus, OH*
Contact: Ann Boeckman (614) 644-7644 x6

Contractor is to clean all exterior windows, doors, and transoms

VII. General Services Division (GSD): 4200 Surface Road, Columbus, OH*
Contact: Noel Rozelle (614) 644-0339

Contractor is to clean all windows, doors and transoms in the lobby; interior and exterior;
Contractor is to clean all exterior windows

VIII. Frank J. Lausche Bldg: 615 Superior Ave, Cleveland, OH
Contact: Anthony Matney (614) 332-9853

Lobby: Contractor will clean all windows, doors and transoms; interior and exterior
Plaza-all windows, doors and transoms; interior and exterior
Floors 2-12; exterior only

Scaffolding: Swing stage is available for use, however Contractor is required to obtain the necessary inspections and certifications.

IX. Oliver R. Ocasek Bldg: 161 S. High Street, Akron, OH
Contact: Anthony Matney (614) 332-9853

Lobby; windows, doors and transoms; interior and exterior
Floors 2-5 windows and sunshade; exterior only
Glass Roof Atrium; interior and exterior
Skywalk windows on the east and west side of the building; interior and exterior.

X. DiSalle Government Center, 1 Government Center, Toledo, OH
Contact: Anthony Matney (614) 332-9853

Lobby: Contractor will clean all windows, doors and transoms; interior and exterior
Floors 3-22; exterior only

Scaffolding: Swing stage is available for use, however Contractor is required to obtain the necessary inspections and certifications.

*These facilities may not require service upon award, however pricing should be submitted to be considered for the Franklin County award. In the event these facilities will require service, it will be at the prices quoted above.

PRICE SCHEDULE

Bidder must bid all buildings within a county to be considered for award of that county. Bidder may bid one or more counties. Award will be made to lowest, responsive and responsible Bidder within each county.

Location	Estimated Cleanings Per Year	Cost Per Cleaning
Rhodes Tower-30 E. Broad Street, Columbus, OH-Franklin County		
Lobby windows (floors 1-5), doors, transoms; clean interior and exterior and all trim.	4	\$
Monumental Glass: Contractor will clean all windows and trim; interior and exterior	2	\$
Supreme Court and 4 th /5 th floor interior glass (by administrative hearing room): Contractor will clean all windows, trim and granite ledges; interior and exterior.	2	\$
Interior Atrium (floors 2-5): -Contractor will clean all windows interior and exterior, including windowsills and granite ledges **NOTE: Due to safety concerns, atrium cleaning must be done when building is closed, preferably a weekend. Special care is to be taken when cleaning in this interior area.	2	\$
High-Rise (floors 7-40): Contractor will clean all windows, windowsills, and transoms; exterior only	2	\$
Annual cost of inspections and certifications of davits and davit sockets	1	\$
Annual cost of rental or leased scaffold systems	1	\$
Repairs, inspections and certifications of existing scaffold system equipment	1	\$
Other:		\$
Riffe-77 S. High Street, Columbus, OH-Franklin County		
Floors 1-5; interior and exterior	4	\$
Floors 6-31; exterior only	2	\$
Ohio Department of Education (ODE): 25 S. Front Street, Columbus, OH-Franklin County		
Lobby, windows, doors and transoms; clean interior and exterior	4	\$
Floors 2-7, clean all windows; exterior only	2	\$
Ohio Department of Health (ODH): 35 E. Chestnut Street, Columbus, OH-Franklin County		
Lobby, windows, doors and transoms; interior and exterior	4	\$
Floors 2-9, clean all windows; exterior only (3 floors are garage level with no windows)	2	\$
Ohio Department of Health (ODH): 246 N. High Street, Columbus, OH-Franklin County		
Lobby, windows, doors and transoms; interior and exterior	4	\$
Floors 2-9, clean all windows; exterior only	2	\$
General Services Division (GSD): 4200 Surface Road, Columbus, OH-Franklin County		
Lobby windows, doors and transoms; interior and exterior	4	\$
All exterior windows	2	\$
Governor's Residence: 358 N. Parkview, Columbus, OH-Franklin County		
All window, doors and transoms; exterior only	2	\$
Frank J. Lausche Bldg: 615 Superior Ave, Cleveland, OH-Cuyahoga County		
First Floor - all doors and windows; interior and exterior	4	\$
Floors 2 through 12-all windows exterior only	2	\$
Plaza area – all doors and windows; interior and exterior	4	\$
Oliver R. Ocasek Bldg: 161 S. High Street, Akron, OH-Summit County		
First Floor lobby windows, doors and transoms; interior and exterior	4	\$
Floors 2-5 windows on the North side of the building; exterior only	2	\$
Floors 2-5 windows and sunshades on the South side of the building; exterior only	2	\$
Glass Roof Atrium spanning nearly the entire length of the building; interior and exterior	1	\$
Skywalk windows on the east and west side of the building; interior and exterior.	1	\$
DiSalle Government Center, 1 Government Center, Toledo, OH-Lucas County		
Lobby windows doors and transoms; interior and exterior	4	\$
Floors 3-22 all windows; exterior only	2	\$

Bid price shall include all costs associated with providing these services. No additional fees, taxes, or additional costs will be paid. It is the Bidders responsibility to visit each facility prior to submitting their bid; meet with the DAS building representatives, and gain a thorough understanding of what is expected. Failure to visit each location and become familiar with the facility and requirements of the bid will be insufficient reason to support any request to be released from the contract.

*These facilities may not require service upon award, however pricing should be submitted to be considered for the Franklin County award. In the event these facilities will require service, it will be at the prices quoted above.

**APPENDIX A
ADDITIONAL BUILDING INFORMATION**

Building Location	Building Size	Special Notes
Rhodes Tower 30 E. Broad Street Columbus, OH	41 floors-629' High rise windows on floors 7-40 Floor 6 and 41-Mechanical, no cleaning needed	Monumental glass on west side of building (solid sheets of glass approximately 4 stories(floors 2-5) tall Supreme court glass on south-east corner of building (solid sheets of glass approx. three stories (floors 3-5) 4 th /5 th floor interior glass (by administrative hearing room). Outside reached from 3 rd floor by lift only; Inside on 4 th and 5 th floor. Lobby glass on south side of building approx. 5 stories (floors 1-5) tall Atrium interior glass on the inside of the building atrium in misc. elevated locations. Atrium elevation is 5 stories (floors 1-5) tall
Riffe Tower 77 S. High Street Columbus, OH	32 Floors-503.5'	31 floors have windows which require cleaning
ODE 25 S. Front St. Columbus, OH	8 floors	8 th Floor does not contain any windows.
ODH 35 East Chestnut Street Columbus, OH	9 floors-249' 42,000sq ft per floor	Six floors of windows to clean as 3 floors are parking garage (2 nd floor, 3 rd floor, and mezzanine)
ODH 246 N. High Street Columbus, OH	9 floors-249' 36,000 sq ft per floor	
Governor's Residence 358 N. Parkview Columbus, OH	3 floors	May not be part of this Contract.*
GSD 4200 Surface Road Columbus, OH	Single Story-19' high w/ a 14' high front office portion 34,000sf office space	May not be part of this Contract.*

*Bidder is required to provide pricing for these locations, however they may not be a part of this Contract pursuant to ORC 125.60 – 125.6012 and ORC 4115.31-4115.35. In the event a successful Contractor in this program is awarded these locations, the services for these locations may be removed from this Contract.

**APPENDIX A
ADDITIONAL BUILDING INFORMATION (CONTINUED)**

Building Location	Building Size	Specifics Known
<p>Frank J. Lausche Bldg 615 Superior Ave Cleveland, OH</p>	<p>12 floors-204'</p>	<p>Standard building windows (floors 4-12) 41 1/2 inches Floor 3 - no windows</p> <p>Floor 2: room 205 - 7'; room 210 - 3' hallway on Huron side - 3' Lottery point offices - 3' (several windows inset requiring ladders and field verification)</p> <p>Floor 1 Lobby Superior side - two windows stacked' 7' each (168 total) Lottery point- 11.5' above entrance doors – 4' Plaza Patio side - two windows 10.5' and 11.5' point hallway – 6' inches</p> <p>Lausche also has glass spandrels in between windows on floors 4-12</p>
<p>Oliver R. Ocask Bldg 161 S. High Street Akron, OH</p>	<p>5 floors-99'</p>	<p>Lower level (West) windows: has one section that is 25' high by 50' on one side and the other side is 25' high by 42' and there are 10 bubbled atrium panels</p> <p>1st Floor lobby window- one section is 25' high by 42' / one section 12.5' high by 7.5' and one section is 6' high by 22' there are also 10 bubbled atrium panels bubble atrium</p> <p>Floors 2-5 are standard windows.</p> <p>1st floor south side windows only go about 1/2 the length of the building and due to grade of landscaping vary in size 1st floor north side windows go about 2/3 the length of the building</p> <p>There are glass sun shades attached to the windows on the south side of the building Two Sky bridges (East and West) will need field verification</p> <p>There is a glass Atrium spanning nearly the entire the length of the building which will need special consideration</p>
<p>DiSalle Government Center 1 Government Center Toledo, OH</p>	<p>22 Stories-299' Main lobby height is 23'4" 116 windows per story</p>	<p>20 floors require cleaning</p>