



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

MANDATORY USE CONTRACT FOR: Janitorial Services, Division of Geological Survey

CONTRACT No.: CRP30397

EFFECTIVE DATES: 07/22/2019 to 06/30/2021

The Department of Administrative Services (DAS), Office of Procurement from Community Rehabilitation Programs (OPCRP) has accepted the proposal submitted in response to the Contract Number listed above by the certified Community Rehabilitation Program (CRP) and/or the certified Agent of a Community Rehabilitation Program (Agent). The CRP and/or Agent listed herein has been awarded a contract for the services or supplies listed. The respective ordering office contract approval form, [contract terms and conditions, supplemental terms and conditions](#), pricing schedules, specifications, and any attachments incorporated by reference and accepted by DAS become a part of this Mandatory Contract.

This Mandatory 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 mandatory contract is available to The Ohio Department of Natural Resources, 3307 S. Old State Road, Delaware, OH 43015..

This contract award by Office of Procurement from Community Rehabilitation Program is in accordance with Sections 125.60 to 125.6012 of the Revised Code.

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 initially advertised or described.

State agencies may make purchases under this Mandatory 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.

This mandatory contract and any amendments thereto are available from the DAS Web site at the following address:

[www.procure.ohio.gov](http://www.procure.ohio.gov)

Signed: \_\_\_\_\_  
Matthew M. Damschroder, Director Date

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## **SPECIFICATIONS**

### **I. SCOPE OF WORK**

To provide custodial maintenance services for the ODNR, Geological Survey, 330 South Old State Road, Delaware, OH, 43015. The two days per week will be Tuesday and Thursday (excluding state holidays). Cleaning hours are 8:00 AM – 10:00 AM on Tuesday's and Thursday's. All paper products, soap and trash liners will be provided by the ODNR. (It will be the responsibility of the custodial crew to notify the customer when supplies are diminishing).

#### **A. LOBBIES/ENTRANCE/HALLWAY**

1. Two times per week tasks
  - a. Thoroughly vacuum mats
  - b. Dust reception counter
  - c. Clean vestibule
2. Two times per week tasks
  - Spot clean entrance glass
3. One time per week tasks
  - Clean glass entrance doors

#### **B. OFFICE CARE**

1. Two times per week tasks
  - a. Empty waste baskets
  - b. Clean/polish sinks and fixtures
2. Monthly tasks
  - a. Dust venetian blinds
  - b. Vacuum upholstered furniture
  - c. Clean glass
  - d. Clean waste baskets

#### **C. RESTROOMS**

1. Two times per week tasks
  - a. Clean/disinfect toilets and urinal
  - b. Clean/polish sinks and fixtures
  - c. Empty waste baskets
  - d. Polish/refill towel, soap and toilet paper dispensers
  - e. Polish mirrors
  - f. Sweep and wet mop floors
  - g. Sweep and wet mop floors in locker room
  - h. Clean/disinfect toilets in locker room, restroom and mirrors
  - i. Clean/polish sinks and fixtures in locker room restroom

### **SPECIFICATIONS**

- j. Polish/refill towel and soap dispensers in locker room restroom
- k. Empty waste baskets in locker room restroom
- l. Replenish toilet paper in locker room restroom
- m. Sweep and wet mop floors in locker room restroom
- n. High dusting

2. Monthly tasks

Clean waste baskets in locker room restroom

3. Annual tasks

Strip and re-wax floors in locker room and locker room restroom

#### **D. FLOOR CARE/WINDOW CARE**

1. Two times per weekly tasks

- a. Dust and wet mop floor in learning center and lobby
- b. Sweep and wet mop floor in watercraft entry

2. Two times weekly tasks

Vacuum traffic lanes

3. Weekly tasks

- a. Sweep and wet mop vinyl office and hall floors
- b. Thoroughly vacuum carpeting

4. Quarterly tasks

Spray buff vinyl floors

5. Annual Tasks

- a. Thoroughly clean carpeting in conference room and watercraft entry
- b. Wash interior windows
- c. Strip and re-wax vinyl offices, hall and watercraft entry

#### **E. MISCELLANEOUS**

1. Two times per weekly tasks

- a. Vacuum classroom
- b. Wipe classroom tables
- c. Empty classroom waste baskets
- d. Wipe tables in break area

### **SPECIFICATIONS**

- e. Wipe exterior of appliances in break area
  - f. Empty waste basket in break area
  - g. Clean/ polish sink and fixtures in break area
2. Monthly tasks
- a. Vacuum classroom chairs
  - b. Clean classroom waste baskets
  - c. Vacuum chairs in break area
  - d. Clean waste baskets in break area

**COST SUMMARY**

ITEM NUMBER	ITEM	PRICE PER
36530	Janitorial Services, Division of Geological Survey, 3307 South Old State Road, Delaware, OH 43015	\$404.60 / Month

**Submit Invoices to:**

Ohio Department of Natural Resources  
3307 South Old State Road  
Delaware, OH 43015

**CONTRACTOR INDEX**

**CONTRACTOR AND TERMS:**



OAKS ID: 0000043219  
The Alpha Group of Delaware, Inc.  
1000 Alpha Drive  
Delaware, OH 43015

**CONTRACT NO:** CRP30397

**TERMS:** Net 30 Days

**CONTRACTOR'S CONTACT:**  
Charlie Jackson

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