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

MANDATORY USE CONTRACT FOR: HOUSEKEEPING SERVICES AT THE MONTGOMERY DEVELOPMENTAL CENTER

CONTRACT No.: OT904615 EFFECTIVE DATES: 12/01/14 to 11/30/16

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT904615 that opened on 10/20/14. 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 (Revised 10/2013), 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 Montgomery Developmental Center 7650 Timbercrest Drive, Huber Heights, OH 45424, 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-Perry, CPPB
gail.harper-perry@das.ohio.gov

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: _____
Robert Blair, Director Date

TABLE OF CONTENT

CLAUSES	PAGE NO.
Special Contract Terms and Conditions	3
Amendments to Contract Terms and Conditions	3
Mandatory Site Visit	3
Contract Award	3
Evaluation	3
Delivery and Acceptance	3
Fixed-Price with Economic Adjustment	3
Subcontracting	3
Usage Reports	3
Specifications	4-10
I. Scope	4
II. Definitions	4
III. Experience and Requirements	4
IV. Contractor Staff Requirements	5
V. Responsibilities of Center	6
VI. Contractor Responsibilities	6
VII. Quality Control	7
VIII. Weekend and Holidays	7
IX. Office Space Cleaning Hours	7
X. Locations to be Cleaned	8
XI. Service and Frequencies	8-9
XII. Cost Control and Payment	10
CONTRACT ITEMS	
Price Schedules	11
Bid Exhibits	12-17
Attachment A: Abuser Registry	12
Attachment B: Criminal Conduct Reporting	13
Attachment C: Statement of Residency	14
Attachment D: Residential House Layout except for Residential House 6	15
Attachment E: Administrative Building Layout	16
Attachment F: Building Square Footage	17
Contractor Index	18

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.

MANDATORY SITE VISIT: A mandatory site visit will be held on 10/09/14 at Montgomery Developmental Center, 7650 Timbercrest Drive, Huber Heights, Ohio 45424 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 arriving after the site visit has started. Bidders who fail to attend the mandatory site visit will be deemed not responsive and will be disqualified.

Please contact Mr. John Eardley by 10/08/14 at (937) 204-1009 or john.eardley@dodd.ohio.gov during regular business hours to make arrangements for authorization to enter the facility.

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

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the State will: determine the annual lot total cost for the contract year by adding together the Bidder's monthly costs for "Employee Payroll per Month", "Supply Cost per Month", and "Management Fee per Month" and multiplying that sum by twelve (12) months for an estimated cost per year. Failure to Bid all items may result in the Bidder being deemed not responsive.

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) once annually 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".

SUBCONTRACTING: The awarded Contractor shall be solely responsible for the Contract. Subcontracting by the Contractor shall not be permitted without prior approval by the State. On a per project basis, the Contractor shall clearly identify which requirements are subcontracted and identify the subcontracting company, the responsible business contacts therein, and the specific detail of the subcontracted work to be performed. No Contractor shall engage a subcontractor for work on State property or projects without the prior written approval of the Site Facility Manager or authorized designee.

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-Perry.

SPECIFICATIONS FOR HOUSEKEEPING SERVICES AT MONTGOMERY DEVELOPMENTAL CENTER

I. SCOPE

These specifications shall cover housekeeping services for the Montgomery Developmental Center (MDC) also referred to as “the Center”. The housekeeping program desired should be highly sophisticated, comprehensive, incorporating modern techniques, utilizing Contract employees that will establish and maintain a level of cleanliness benefiting a health care facility and meet Intermediate Care Facilities (ICF) for the Department of Developmental Disability (DODD) or other appropriate licensure requirements of Federal, State or local government. The standards of performance set forth in these specifications represent minimum standards and the Contract housekeeping program shall be results oriented and that its objective shall be to meet and maintain at all times the highest standards of cleanliness stated herein at the Montgomery Developmental Center.

All associated costs, to include but not limited to, fringe benefits, equipment, and supplies that are necessary to accomplish all specified housekeeping services shall be included in the Bidders “Total Monthly Cost”.

II. DEFINITIONS

A. "Facility or Center" means the Montgomery Developmental Center who will receive the services from the Contractor.

B. “Housekeeping Manager” means the Contractor’s on site manager.

III. EXPERIENCE AND REQUIREMENTS

A. The Contractor must have a minimum of three (3) years’ experience in health care facility or similar type of facility (i.e. hospital, nursing home, developmental Center, etc.) housekeeping services. (Note: General office cleaning contracts, doctors and dentists’ offices, and laboratories are not acceptable as a similar health care facility). Subcontractor’s experience will not be considered as experience for the Contractor.

B. If the Bidder has various regional or district offices, the regional or district office that will provide the services to this facility must exhibit the experience requirements stated above. The experience of a different regional or district office will not be sufficient to meet this requirement.

C. The Bidder must have a current Operations Manual - This shall be a model manual for an existing facility Contract. On award of Contract, the Contractor will develop an operation manual within ninety (90) days to meet the approval of the Center's superintendent or designee; manual to become the property of the Center.

D. The Bidder must have a current Safety and Sanitation Manual - This shall be a model manual for an existing Contract. On award of Contract, the Contractor will develop a safety and sanitation manual within ninety (90) days to meet the approval of the Center's superintendent or his/her designee; to become property of the Center.

E. The Bidder must have a formalized detailed outline of their procedures for monitoring quality control and providing continuous communications incorporating the minimum requirements specified in this Bid within thirty (30) days from the start of the Contract.

F. The Contractor must provide three (3) references demonstrating experience with the requirements of this Bid. The Contractor must include phone and email. If unable to reach, Bidder must provide additional references within 3 days.

SPECIFICATIONS (Cont'd)

IV. CONTRACTOR STAFF REQUIREMENTS

A. Housekeeping Manager

The Contractor must provide an on-site Housekeeping Manager who must have training and experience commensurate with their assigned duties to provide on-site, day-to-day management of the housekeeping department. The Housekeeping Manager must have a minimum of three (3) years of relevant managerial experience acceptable to the Center.

1. The Housekeeping Manager and any other management personnel of the Contractor's firm that provides direct services to the Center must be acceptable to the Center's administration. The Center administration retains the right of refusal and dismissal at all times.

2. The Housekeeping Manager cannot be reassigned without giving the Center ninety (90) days prior written notice. If the Housekeeping Manager's employment is terminated for any reason, he or she must be replaced within thirty (30) days.

3. The Housekeeping Manager will coordinate with the facility's Operations Director.

B. Cleaning Staff

1. Prior to working on-site, the Contractor shall furnish Montgomery Developmental Center with results of tuberculosis(TB) testing (negative and two step) for all staff related to this Contract.

2. Background checks shall be performed at Contractor's expense. The Contractor shall provide the Center with copies of the results of the checks. The background check must be completed at the start of Contract for all employees. The following checks shall be performed by the Contractor:

   a. Department of Developmental Disabilities Abuser Registry check using SSN; link provided below https://its.prodapps.dodd.ohio.gov/ABR_Default.aspx
   b. Signed and dated Abuser Registry Notice; see Attachment A
   c. Department of Health Nurse Aide Registry check; link provided below https://odhgateway.odh.ohio.gov/nar/nar_registry_search.aspx
   d. Signed and dated Notice of Criminal Conduct form; see Attachment B
   e. BCI check for all for all employees;
   f. FBI check for employees that have not lived and worked in Ohio for the previous 5 years;
   g. Notarized Statement of Ohio residency ; see Attachment C

3. The Contractor shall conduct a pre-employment drug screens, at the Contractor's expense.

4. The Contractor's staff will be required to meet OSHA's regulations on bloodbourne pathogens.

5. The Contractor's staff shall be highly accurate in meeting job duties and requirements, showing exactness from extra care taken.

6. The Contractor's staff shall have complete knowledge, insight, and judgment of job, and the field of housekeeping, comprehending, interpreting, and performing everything that is included within the realm of that job.

7. The Contractor's staff shall freely show willingness to comply or adjust when situations requiring change occur.

8. The Contractor's staff shall have the ability to perform job functions with reliability and infrequently needs work reviewed or inspected.

9. The Contractor's staff shall satisfactorily manage in proper and suitable manner to work and get along with other employees and residents. The Contractor's employees must recognize and possess ability to adapt to the resident population of this facility.

SPECIFICATIONS (Cont'd)

10. The Contractor's staff must be logical thinkers, being able to produce reasonable sound conclusions after due thought and consideration.

11. The Contractor's staff must demonstrate promptness and interest while fulfilling job duties.

12. The Contractor's staff must demonstrate pleasant personality, well mannered, and polite.

13. Staff Personnel of the Contractor's firm that provides direct services to the Center must be acceptable to the Center's administration and the Center administration retains the right of refusal and dismissal at all times.

14. The Contractor's staff must abide by all Center's policies and procedures.

C. Employee payroll expense to include fringe benefits, taxes, etc. The Contractor shall provide a minimum of 5 Full-time Housekeepers, 2 Floor Technicians and 1 Housekeeping Manager.

D. The median hourly wage for the Housekeeping Manager should not exceed sixteen dollars and ten cents ($16.10). The median hourly wage for all Housekeepers should not exceed ten dollars and thirty-one cents ($10.31) per hour. The median hourly wage for the Floor Tech's should not exceed ten dollars and seventy-two cents ($10.72). The preceding figure is based on Occupational Wage Data based on a survey of Ohio employers by The Ohio Department of Jobs and Family Services in cooperation with the Bureau of Labor Statistics. This information is available for review online at http://www.bls.gov/oes/current/oes372011.htm

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V. RESPONSIBILITIES OF THE CENTER

A. Cleaning equipment and supplies

1. The Center will supply toilet tissue, paper towels, plastic bags, and laundry service for wet mops, dust mops, and rags.

2. Maintenance and Cleaning: The Center will furnish building maintenance services for housekeeping service operation, except when repairs are made necessary by the willful act of negligence on the part of the Contractor or its employees.

B. The Operations Director for the Center will more fully explain tasks and frequencies until the Contractor develops a housekeeping policy and procedure manual for the Center.

C. The Center agrees to provide the Contractor with the use of housekeeping storage space and facilities on the Center's premises, as designated by the Operations Director, from which to conduct its housekeeping management services and facilities for use by the Contractor's agents and employees engaged in the performance of services for use as a lunch and break area. Such use shall include use of all utilities, including water, sewer, and electricity. Such utilities shall be provided without cost to the Contractor. The Center also agrees to supply sufficient parking area for employees of the Contractor. The Operations Director of the Center will designate such space.

VI. CONTRACTOR RESPONSIBILITIES

A. The Center will require that any substantial change to the frequency of the cleaning schedule or procedure manual must have the written approval of the superintendent or his/her designee. Refinement of the manual will be the responsibility of the Contractor with title remaining at the Center after the termination of the Contract period.

B. All services performed under the terms of this Contract shall comply with the requirements of the standards specified in the Williams-Steiger Occupational Safety and Health Act of 1970 (Public Law 91-596), as well as with other applicable Federal, State and local codes.

C. The Contractor shall agree not to refuse to hire, discharge, promote or demote or to discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, color, national origin, or ancestry, and handicap in full compliance with Title VII of the Civil Rights Act of 1964.

SPECIFICATIONS (Cont'd)

D. Training: The Contractor must have an established, up-to-date, in-service educational training program dealing with the many diverse cleaning disciplines that may be found within a residential facility for the developmentally disabled, and document training given to contract employees and Center staff that may be assigned by the superintendent or his/her designee. Such documentation will conform to Center procedures and be maintained by the Center's training officer.

E. Housekeeping Program – The Contractor shall provide sufficiently qualified on-site housekeeping personnel to provide the service delivery specified in this Contract. It is understood that the Contractor will provide housekeeping services seven (7) days per week, including holidays.

F. The Contractor shall provide all equipment necessary for use in cleaning at the Center.

G. The Contractor will supply all cleaning soaps, germicides, waxes, buffers, high-speed polishers, mopping and sweeping equipment, rags and sponges, ladders, and any cleaning materials needed, within reason, by decision of the Center at the Contractor's expense. These supplies will be used for housekeeping services only.

VII. QUALITY CONTROL

A. As a minimum standard and in an effort to assure quality control, the Center will require monthly meetings with the on-site Director of Environmental Services assigned to the facility. The primary purpose of these meetings is to facilitate the evaluation of the standards of performance of the Contractor and to provide a forum for open discussion and the resolution of problems that may develop regarding the delivery of services under the Contract.

B. The Director of Environmental Service's immediate supervisor shall visit and/or inspect the Contractor's cleaning operation at the facility at least twelve (12) times per year. During or at the conclusion of each of these inspection visits, the supervisor shall submit a written inspection report to the facility and schedule a meeting with the Operations Director or his/her designee.

C. The Contractor shall develop a detailed outline of their procedures for monitoring quality control and providing continuous communications incorporating the minimum requirements specified in the previous two paragraphs.

D. The Contractor, or employees of the Contractor, shall notify the Center Operations Director of any evidence of theft, forced entry, leaks, flooding, pests, lost facility keys in their possession or any condition which may seem detrimental to the Center function of security in the same day the Contractor becomes aware of such incident or event.

VIII. WEEKENDS AND HOLIDAYS

Cleaning on weekends and State recognized holidays should be performed as normal, including offices being used twenty-four (24) hours a day, seven (7) days a week (i.e., nursing, shift supervisor, lobby area). This will exclude maintenance and administrative areas and other areas designated by the Operations Director. There is no difference in pay for work performed on the weekends and State recognized holidays.

IX. OFFICE SPACE CLEANING HOURS

Cleaning of office areas is to be initiated after 3:00 p.m. and completed prior to the beginning of working hours of office personnel each day unless otherwise specified by the facility. Operations Director will determine changes based on the need of the facility.

SPECIFICATIONS (Cont'd)

X. LOCATIONS TO BE CLEANED

The successful Contractor shall be required to furnish housekeeping services for the following buildings located at the Montgomery Developmental Center. The residential houses are cleaned in entirety based on items listed in the Bid.

Building #1 (office area, central kitchen and dock areas)
Building #2 - Administration
Building #3 – Residential House 3
Building #4 – Residential House 4
Building #5 – Residential House 5
Building #6 – Residential House 6 (APSI Area and Hallway Floors)
Building #7 – Residential House 7
Building #8 - Residential House 8
Building #9 – Residential House 9
Building #10 - Maintenance(office and restroom twice weekly - Wednesday and Friday)

XI. SERVICES AND FREQUENCIES

The list of duties and frequencies will be the minimum performance acceptable to the facility. All of the cleaning, as specified below shall be performed more frequently as needed.

A. Private Offices, Lobbies, Lounges, Residential Houses, *House Kitchens, Central Kitchen and Dock Area

	SERVICE	FREQUENCY
1.	Empty waste cans.	Daily
2.	Replace can liners.	Daily
3.	Empty and damp clean ashtrays inside and outside.	Weekly
4.	Dust all furniture, including desks, chairs, and tables.	Daily
5.	Dust all exposed filing cabinets, bookcases, and shelves.	Daily
6.	Clean and sanitize all telephones (including public phone)	Daily
7.	Clean and sanitize drinking fountains	Daily
8.	Dust all horizontal surfaces to head height (including sills, ledges, moldings, shelves, and ducts).	Twice weekly
9.	Clean counter tops.	Daily
10.	Spot clean interior glass.	Weekly
11.	Clean and polish furniture (including desks, chairs, and cabinets).	Weekly
12.	Spot clean reception area and lobby glass (including front doors).	Weekly
13.	Sweep outside entrances to buildings (weather permitting).	As required
14.	Sweep outside patio areas weather permitting, (not to include snow removal).	Daily
15.	Remove fingerprints from doors, frames, light switches, kick, and push plates, handles, and railings.	Daily
16.	Clean windows.	Weekly
17.	Wash waste cans as needed or at least monthly in house kitchens.	As required
18.	Remove spots, stains and marks from walls - sanitize necessary areas.	Weekly
19.	Sweep down ramps and steps, weather permitting (not to include snow removal)	As required
20.	Damp clean diffuser outlets in ceilings.	As Required
21.	Dry clean areas adjacent to diffuser outlets.	Quarterly
22.	Vacuum carpets.	Weekly
23.	Wipe clean baseboards.	As required
24.	Spot remove scuffmarks and spills.	As required
25.	Dry dust or sweep floors.	Daily
26.	Machine buff dining room area floors.	3 times weekly
27.	Strip, clean, refinish and machine polish floors, to include all bedrooms in houses.	Twice per year
28.	Refinish to maintain adequate protective coating on floors.	As needed
29.	Wet mop floors with germicidal.	Daily

SPECIFICATIONS (Cont'd)

30.	Machine buff floors, except as noted in #s 27 and 28 above.	Weekly
31.	Dust above head height all horizontal surfaces.	Weekly
32.	Carpeting shall be cleaned through an extraction method.	As required
33.	Wipe off laundry room appliances.	Daily

B. Nurses Stations, Med Rooms, Clinic, and Dental Area

	SERVICE	FREQUENCY
1.	Wet mop floors with germicidal.	Daily
2.	Machine buff.	Weekly
3.	Empty trashcans and replace liners.	Daily
4.	Clean hand sinks.	Daily
5.	Clean diffusers.	Monthly

C. Dining Areas and House Kitchens

	SERVICE	FREQUENCY
1.	Strip, clean, refinish, and machine polish floor.	Twice yearly
2.	Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.	Daily
3.	Dust all horizontal surfaces, including sills, ledges, shelves, frames, ducts, moldings.	Daily
4.	Scrub and sanitize dining chairs in cooperation with food service workers.	Weekly
5.	Clean and sanitize drinking fountains.	Daily
6.	Sweep and damp mop floors.	Daily
7.	The Central kitchen floor shall be machine scrubbed at least twice per month.	Twice monthly
8.	The service building dock shall be swept and/or dry mopped.	Weekly
9.	The service building dock shall be scrubbed.	Twice monthly
10.	Kitchens' cleaning is to include floors, walls, ceilings, and dispensers.	Weekly

D. Restrooms

	SERVICE	FREQUENCY
1.	Clean, sanitize and polish all vitreous fixtures, including toilet bowls, urinals, hand basins.	Daily
2.	Clean and polish all chrome fittings.	Daily
3.	Clean and sanitize toilet seats.	Daily
4.	Clean and polish all glass & mirrors.	Daily
5.	Empty all containers and disposals, insert liners as required.	Daily
6.	Wash and sanitize exterior of all containers.	Daily
7.	Clean privacy doors and partitions.	Daily
8.	Sanitize privacy partitions.	Weekly
9.	Dust tops of lockers.	Monthly
10.	Remove spots, stains, and splashes from wall areas adjacent to hand basins.	Daily
11.	Remove fingerprints from doors, frames, light switches, kick & push plates, handles, etc.	Daily
12.	Refill all dispensers to maximum limits; towels, soap, napkins.	Daily
13.	Damp clean diffuser outlets.	Monthly
14.	Dry clean areas adjacent to diffuser outlet.	Monthly
15.	Clean and sanitize walls.	Weekly
16.	Wet mop floors with a germicidal.	Daily
17.	Clean baseboards.	As required

SPECIFICATIONS (Cont'd)

E. Other

	SERVICE	FREQUENCY
1.	Clean and sanitize soiled linen rooms.	Weekly
2.	Surface clean light fixtures with reach of 6' stepladder.	Semi-annually
3.	Move furniture to clean.	As required
4.	Decontamination - (ordered by a physician) will include: Cleaning and sterilization of all walls, floors, ceiling, fixtures, windows, furniture (including beds), louvers and mattresses and doors in rooms infected.	As required
5.	Maintain Housekeeping room in clean orderly manner, including walls, floors, mop sinks and all fixtures.	Daily
6.	Sweep front and rear entrances of Administration/Training building.	Daily
7.	Sweep outside dock area.	Weekly
8.	Sweep pool deck.	Weekly
9.	Machine scrub pool deck.	Monthly

XII. COST CONTROL AND PAYMENT

A. Cost Control

1. The Contractor shall maintain such accounting books and records in connection with the operation(s) under this Contract, for the contractual period. The accounting books and procedures shall be in accordance with the generally accepted accounting procedure with all statutory provisions as set forth by State and Federal law, and be acceptable to the Center.

2. Copies of all cost control records and reports shall be furnished to the Center superintendent of his/her designee in compliance with reporting scheduled as mutually agreed upon. The reports shall include not less than monthly, quarterly, and annual summaries by facility, functional unit and department therein, with labor and all fees specifically indicated. In addition, costs per unit of services rendered shall be developed and reported.

B. Payment

The Contractor shall provide a monthly itemized billing. Each billing must show Contractor's name, address, mailing address if different, date, and Tax Identification Number.

C. Contractor will not be compensated after award if additional employees are required to complete specifications listed herein unless mutually agreed upon.

PRICE SCHEDULE

ITEM #	DESCRIPTION	MONTHLY COST
26593	*Employee Payroll Per Month	$13,355.33
26594	**Supply Cost Per Month	$91.67
26595	***Management Fee Per Month	$2,350.00

* This cost includes total cost for all employees necessary to complete the tasks.

** Cleaning Supplies include all costs associated with the procurement of supplies that will be used by the Contractor to clean the facility.

*** Management Fee includes both direct and indirect expenses paid by service Contractor for the benefit of the Center. For Example: Forms, equipment, depreciation, shipping, technical support, program development, management supplies, etc.

Not used for evaluation purposes:

COST ALLOCATION FOR EMPLOYEE PAYROLL PER MONTH (1)					
As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of the total cost each cost element. Sum of the percentages must equal one hundred percent. (Add additional cost elements as necessary)					
Labor Cost	Training Cost	Recruitment Cost	Healthcare/Benefits Cost	Administrative Cost	Other (Explain) & Provide Breakdown
80%	10%	3 %	5 %	2 %	%

COST ALLOCATION FOR SUPPLY COST PER MONTH (1)					
As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of the total cost each cost element. Sum of the percentages must equal one hundred percent. (Add additional cost elements as necessary)					
Labor Cost	Acquisition Cost	Inventory Cost	Transportation Cost	Administrative Cost	Other (Explain) & Provide Breakdown
2 %	90 %	1 %	5 %	2 %	%

COST ALLOCATION FOR MANAGEMENT FEE PER MONTH (1)					
As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of the total cost each cost element. Sum of the percentages must equal one hundred percent. (Add additional cost elements as necessary)					
Labor Cost	Administrative Cost	Communications Cost	Other (Explain)	Other (Explain)	Other (Explain) & Provide Breakdown
80 %	15 %	5 %	%	%	%

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the “Instructions to Bidders”. In addition, the State will: determine the annual lot total cost for the contract year by adding together the Bidder’s monthly costs for “Employee Payroll per Month”, “Supply Cost per Month”, and “Management Fee per Month” and multiplying that sum by twelve (12) months for an estimated costs for the year. Failure to Bid all items may result in the Bidder being deemed not responsive.

Bidders must submit this Bid Price page along with completed page 11; Attachments A, B and C.

ATTACHMENT A

OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES, ABUSER REGISTRY NOTICE TO CONTRACT EMPLOYEES

The Ohio Department of Developmental Disabilities ("Department") maintains an Abuser Registry which is a list of DODD employees who the Department has determined have abused, neglected, had sexual contact with, stolen property from, or did not report the abuse or neglect of an individual with DODD. If your name is placed on the Abuser Registry you are barred from employment as an DODD employee in this state for a minimum of 5 years.

- Employees whose names may be placed on the Abuser Registry. The name of any "DODD employee" may be placed on the Abuser Registry. DODD employee includes any Department employee, any employee of a county board of DODD, and any employee providing specialized services to an individual with DODD. A specialized service is a program or service designed to primarily serve individuals with DODD including services by an entity licensed or certified by the Department.
- Abuser Registry Offenses. The Department may place the name of an DODD employee on the Abuser Registry if it determines that the employee has committed any of the below offenses against an individual with DODD.
  - **Abuse**
    - Abuse includes the use of any physical force that could reasonably be expected to result in physical harm.
    - Abuse includes unlawful sexual conduct (unprivileged intercourse or other sexual penetration) and unlawful sexual contact (unprivileged touching of another's erogenous zone).
    - Abuse includes verbal abuse. Verbal abuse means purposely using words to threaten, coerce, intimidate, harass or humiliate an individual.
  - **Sexual Contact.** Sexual contact means the touching of an erogenous zone for sexual gratification, whether or not consensual, by an DODD employee of an individual in the employee's care who is not the employee's spouse.
  - **Neglect.** Neglect means, when there is a duty to do so, failing to provide an individual with any treatment, care, goods or services necessary to maintain the health or safety of the individual.
  - **Misappropriation (theft).** This means obtaining the property of an individual or individuals, without consent, with an aggregate (combined) value of at least $100. Theft of any check, credit card, ATM card and the like are also Abuser Registry offenses.
  - **Failure to Report Abuse, Neglect or Misappropriation.** An DODD employee may be placed on the Abuser Registry if the employee unreasonably does not report abuse, neglect or misappropriation of the property of an individual with DODD, or the substantial risk to such an individual of abuse, neglect or misappropriation, when the employee should know that his/her non-reporting will result in a substantial risk of harm to such individual.

ORC 5123.542 requires the Department, each county DODD board, each entity providing specialized services under contract with an DODD board, and each owner, operator or administrator of a residential facility as defined in ORC 5123.19 or of a program certified by the Department to provide supported living services to annually provide written notice to each of its DODD employees explaining the conduct for which an DODD employee may be placed on the Abuser Registry. More information about the Abuser Registry is on the Department's website at http://odmrdd.state.oh.us/CountyBoardsDoc/BoardsInfo.htm or may be obtained by calling (614) 995-3810.

_____ _____
Name Date

ATTACHMENT B

Montgomery Developmental Center
Notice of Criminal Conduct Reporting Requirement – **CONTRACT EMPLOYEES**

I acknowledge that I am responsible to notify the Ohio Department of Mental Retardation and Developmental Disabilities, Montgomery Developmental Center Human Resources within fourteen days if, while employed as a contract employee with the department, I am ever formally charged with, convicted of, or plead guilty to any of the below noted offenses listed. I also acknowledge that failure to report formal charges, a conviction, or a guilty plea may result in being dismissed from employment.

2903.01 Aggravated Murder,
2903.02 Murder,
2903.03 Voluntary Manslaughter,
2903.04 Involuntary Manslaughter,
2903.11 Felonious Assault,
2903.12 Aggravated Assault,
2903.13 Assault,
2903.16 Failing to Provide for a Functionally Impaired Person,
2903.21 Aggravated Menacing,
2903.34 Patient Abuse or Neglect,
2903.341 MR/DD Caretaker Creating or Permitting a Substantial Risk to Health & Safety
2905.01 Kidnapping,
2905.02 Abduction,
2905.05 Criminal Child Enticement,,
2907.02 Rape,
2907.03 Sexual Battery,
2907.04 Corruption of a Minor,
2907.05 Gross Sexual Imposition,
2907.06 Sexual Imposition,
2907.07 Importuning,
2907.08 Voyeurism,
2907.09 Public Indecency,
2907.21 Compelling Prostitution,
2907.22 Promoting Prostitution,
2907.23 Procuring,
2907.25 Prostitution,
2907.31 Disseminating Matter Harmful to Juveniles,
2907.32 Pandering Obscenity Involving a Minor,
2907.321 Pandering Obscenity Involving a Minor,
2907.322 Pandering Sexually Oriented Matter Involving a Minor,
2907.323 Illegal Use of a Minor in Nudity-oriented Material of Performance,
2911.01 Aggravated Robbery,
2911.02 Robbery,
2911.11 Aggravated Burglary,
2911.12 Burglary,
2919.12 Unlawful Abortion,
2919.22 Endangering Children,
2919.24 Contributing to Unruliness or Delinquency of Child,
2919.25 Domestic Violence,
2923.12 Carrying Concealed Weapon,
2923.13 Having Weapons While Under Disability,
2923.161 Improper Discharging a Firearm at or Into a Habilitation or School,
2925.02 Corrupting Another with Drugs,
2925.03 Trafficking in Drugs,
2925.04 Illegal Manufacture of Drugs or Cultivation of Marihuana,
2925.05 Funding of Drug or Marihuana Trafficking,
2925.06 Illegal Administration or Distribution of Anabolic Steroids,
3716.11 Placing Harmful Objects in Food or Confection,
2905.04 Child Stealing (as it existed prior to July 1, 1996),
2919.23 Interference with Custody (that would have been a violation of Section 2905.04 of the Revised Code as it existed prior to July 1, 1996, had the violation occurred prior to that date),
2925.11 Possession of Drugs (that is not a minor drug possession offense),
Felonious Sexual Penetration in violation of former Section 2907.12 of the Ohio Revised Code.
Any conviction or employment history of child or client abuse, neglect or mistreatment, per ICF/MR standards Title 42 CFR, Section 483.420(d)(1)(iii).

I also acknowledge that I am responsible to report <u>any</u> felony conviction or guilty plea for an offense that is not included on the below list. I am responsible to report any such information within 14 days of conviction or guilty plea. Failure to do so may result in being dismissed from employment.

I also acknowledge that I am responsible to report any misdemeanor conviction or guilty plea (other than a minor traffic related offense). I am responsible to report any such information within 14 days of conviction or guilty plea. Failure to do so may result in suspension up to and including dismissal from employment.

Name:_____ Signature:_____ Date:_____

ATTACHMENT C

Notary Required On Page 2

Contractor's Statement of Residency and Waiver

Contractor (resident - *has lived in Ohio for five years or more*): I hereby attest and affirm that I have been a resident of the State of Ohio for five (5) or more years prior to my application for employment as a contractor with the Ohio Department of Developmental Disabilities. I understand that my appointment is continent upon successful completion of the BCII records check. I also agree to submit two (2) ink-rolled fingerprint cards if my fingerprints cannot be electronically processed.

Contractor (non-resident - *has not lived/worked in Ohio for 5 years*): I hereby attest and affirm that I have NOT been a resident of the State of Ohio for five or more years; I understand I will be required to have a Bureau of Criminal Identification and Investigation (BCII) criminal records check and a Federal bureau of Investigation (FBI) (nationwide) criminal records check. I also understand that my appointment is contingent upon successful completion of both the BCII and FBI criminal records checks. I also agree to submit two (2) ink-rolled fingerprint cards if my fingerprints cannot be electronically processed.

Contractor's Signature/Date: _____

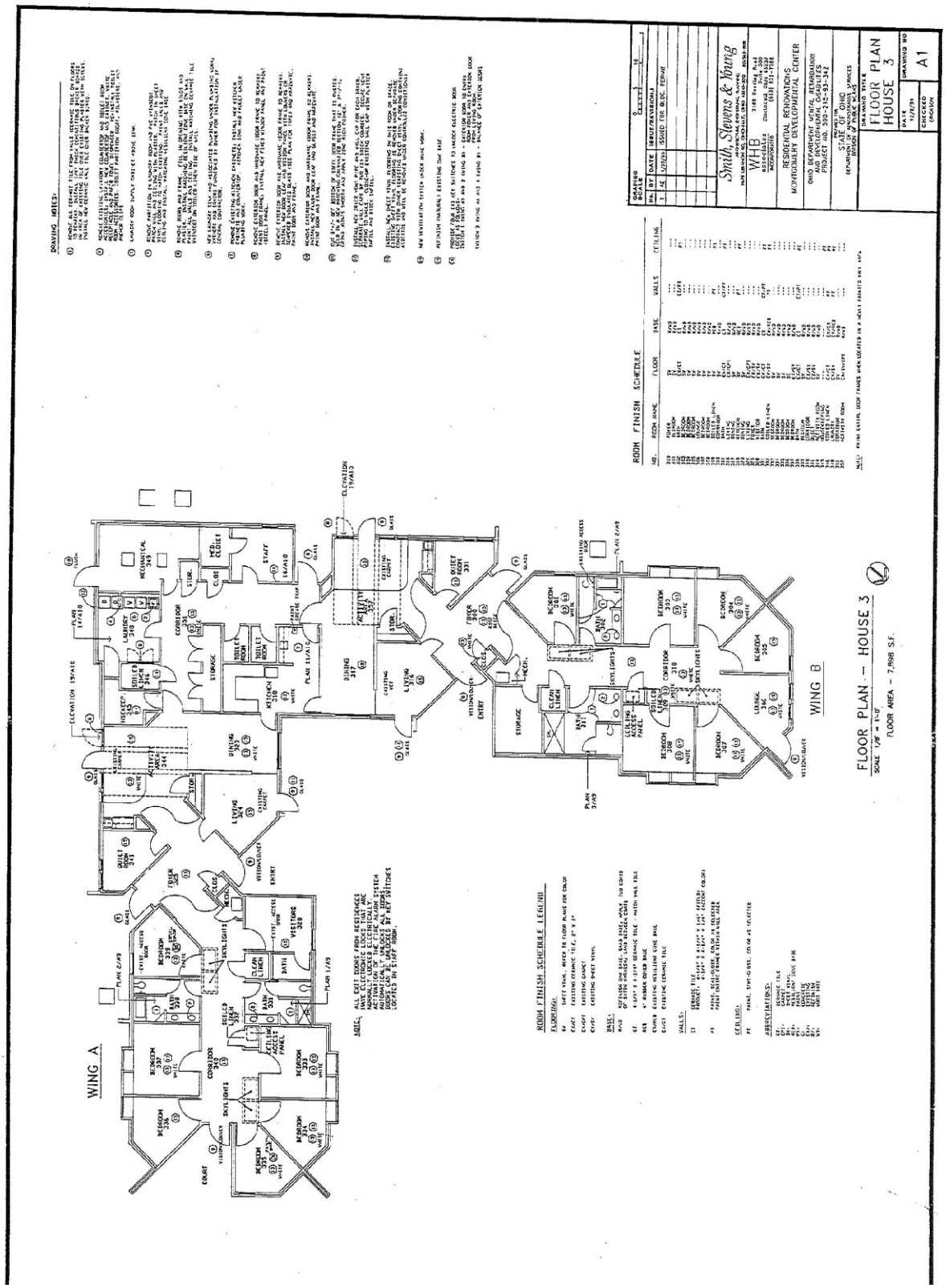
Notary Signature Required

Sworn before me and subscribed in my presence this ____, of _____, 20_____
(day) (month)

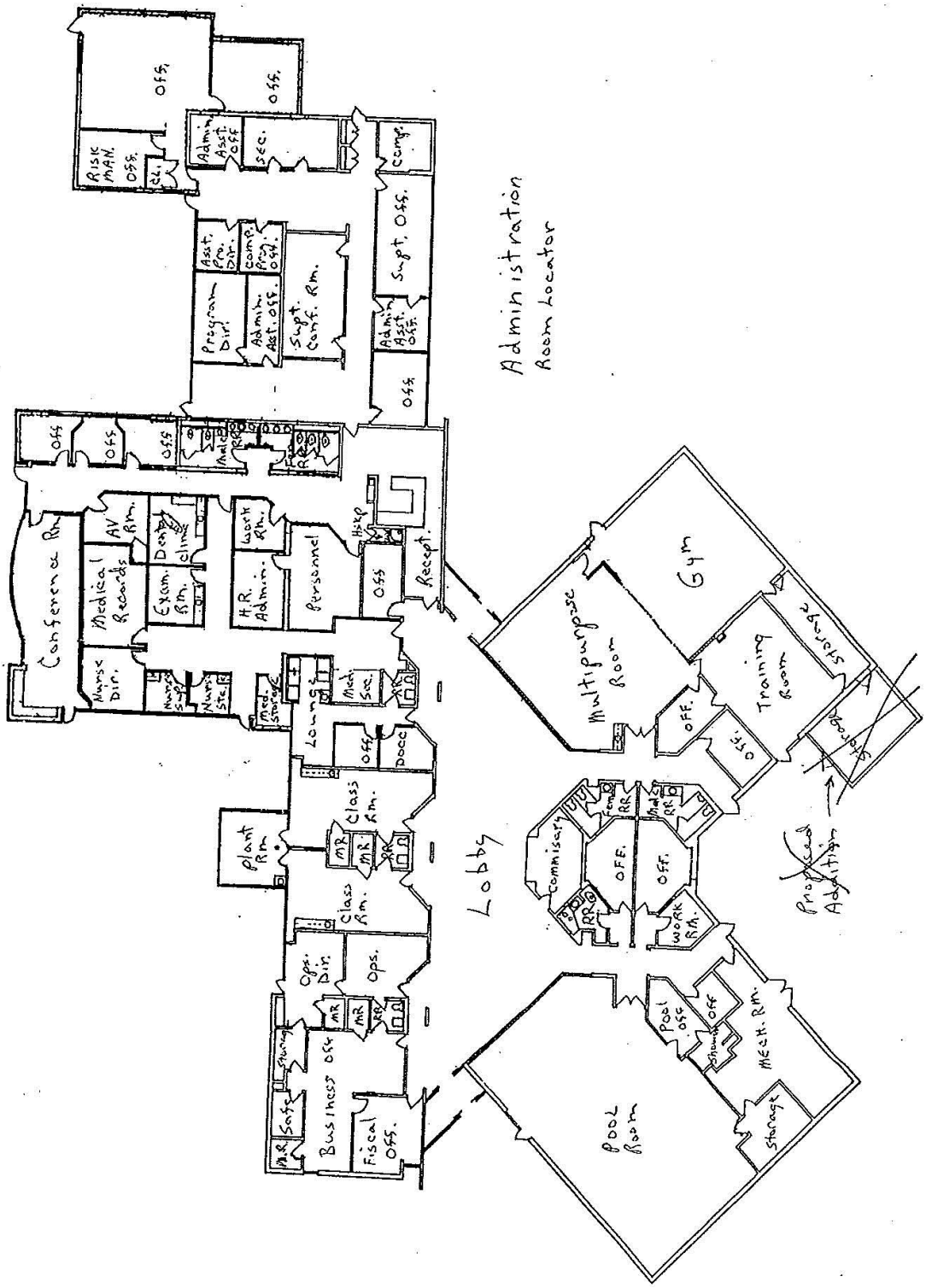
_____
Notary Signature

My commission expires: _____

ATTACHMENT D
RESIDENTIAL HOUSING EXCLUDING HOUSE SIX



ATTACHMENT E
ADMINISTRATIVE BUILDING
SCHEMATICS


Administration
Room Locator
Lobby
Gym
Multipurpose Room
Training Room
Storage
Proposed Addition
Pool Room
Pool Office
Mech. Rm.
Storage
Commissary
OFF.
OFF.
Work Rm.
Off.
Off.
Training Room
Storage
Off.
Off.
Off.

ATTACHMENT F
BUILDING SQUARE FOOTAGE

Square Footage	Building
13079	Administration Office Building
15027	Gym & Pool
800	Rec Center
7546	Residential House 3
7546	Residential House 4
7546	Residential House 5
3720	Residential House 6
7546	Residential House 7
7546	Residential House 8
7546	Residential House 9
11112	Maint/HSK/Food Serv
4405	Maintenance & Storage
93419	**TOTAL SQ' FT'**

CONTRACTOR INDEX

CONTRACTOR, TERMS, AND SHIPMENT:

BID CONTRACT NO.: OT904615-1 (11/30/16)

Minority Business Enterprise (MBE)
0000047452
Dove Building Services
1691 Cleveland Avenue
Columbus, OH 43211

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Vern Gibson

Telephone: (614) 299-4700
FAX: (614) 299-5599
E-mail address: vgibson@dovebs.com

Preferred Method of Ordering: Email vgibson@dovebs.com