

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 OT902312	OPENING DATE (1:00 p.m.) SEPTEMBER 19, 2011	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. DDD001	BID NOTICE DATE AUGUST 23, 2011	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): Montgomery Developmental Center 7650 Timbercrest Drive, Huber Height, OH 45424			
MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR: HOUSEKEEPING SERVICES AT THE MONTGOMERY DEVELOPMENTAL CENTER (MDC)			
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>12/01/11</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>11/30/14</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 02/2011, 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 five (5) 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"**]

1. 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)
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)
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):

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio. 
 Yes (Go to C) No (Go to B-2)
2. Bidder has significant economic presence within the state of Ohio. Yes (Answer a, b, c, d below) No (Go to B-3)
 - a) Bidder has paid the required taxes due the state of Ohio Yes No
 - b) 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/>
 - c) Bidder has ten or more employees based in Ohio or border state. Yes No (Go to B-2d)
 - d) Bidder has seventy-five percent or more employees based in Ohio or border state. Yes No (Go to B-3)
3. Border state bidder:
 Yes (Specify which state then go to B-2c): KY MI NY PA IN No (Go to B-4)
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>

D. DECLARATION REGARDING MATERIAL ASSISTANCE/NON-ASSISTANCE TO A TERRORIST ORGANIZATION (DMA)

The Bidder being awarded this Contract must:

1. review the Terrorist Exclusion List at http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf
2. complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form <http://www.publicsafety.ohio.gov/links/HLS0038.pdf> and submit this with your bid response.

Failure to complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form may result in the bidder being deemed not responsive and/or may invalidate any Contract award. If not submitted with the bid response, the bidder will have seven (7) calendar days, after notification, to submit the form.

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 08/31/11 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 convened. Bidders who fail to attend the mandatory bid conference will be deemed not responsive.

Please contact Bob Dix by 08/30/11 at (937) 233-8108 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.

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.

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

SPECIAL CHARGES: There shall be no assessment, surcharge, small order charge, broken case charge, minimum order charge, single item charge nor any other unspecified additional charge allowed by the State that is not specifically mentioned in this Bid or in any Contract awarded pursuant to this Bid. The Contractor must provide merchandise/service in unit quantity(s) as indicated in the Bid/Bid Response/Contract.

TRANSPORTATION CHARGES: All transportation costs shall be the responsibility of the awarded Contractor.

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.

SPECIAL CONTRACT TERMS AND CONDITIONS

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 provider 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.

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".

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.

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

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.

MINORITY SET ASIDE: It is necessary for the participating agency to purchase the supplies or services from a certified Minority Business Enterprise to meet the requirements of Ohio Revised Code Section 125.081. The aggregate value of the amount of these purchases exempted from this Contract, for purposes of Revised Code Section 125.081, will not exceed fifteen percent (15%) of the aggregate value of the Contract.

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.

SPECIAL CONTRACT TERMS AND CONDITIONS

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.

EXECUTIVE ORDER 2011-12K: Governing the Expenditure of Public Funds for Offshore Services Link:
[http://procure.ohio.gov/pdf/EO201112K/EO201112K Announcement.pdf](http://procure.ohio.gov/pdf/EO201112K/EO201112K%20Announcement.pdf)

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SPECIFICATIONS FOR HOUSEKEEPING SERVICES AT MONTGOMERY DEVELOPMENTAL CENTER

I. SCOPE

These specifications shall cover housekeeping services for the Montgomery Developmental Center (MDC). 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.

- A. 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".
- B. Subcontracting of services Contractor is not allowed without prior approval by the State.

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 is required. (Note: General office cleaning contracts, doctors and dentists' offices, and laboratories are not acceptable as a similar health care facility).
- 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 formulized 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.

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 appropriate 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 and 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. The Contractor shall furnish Montgomery Developmental Center with results of TB testing (negative and two step).
2. Criminal background checks shall be performed at Contractor's expense. The background check must be completed at the start of Contract.
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 bloodborne 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 as complete knowledge, insight, and judgment of job and the field of housekeeping, comprehending, interpreting, and performing most everything that is included within the realm of that job.
7. The Contractor's staff shall freely show willingness when situations requiring change occur, complying or adjusting very reasonably.
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.
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.

SPECIFICATIONS (Cont'd)

- C. Employee payroll expense to include fringe benefits, taxes, etc. The Contractor shall provide a minimum of 6 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 thirty-one cents (\$16.31). The median hourly wage for all Housekeepers should not exceed nine dollars and twenty-six cents (\$9.26) per hour. The median hourly wage for the Floor Tech's should not exceed nine dollars and sixty-nine cents (\$9.69). 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/oes_oh.htm#37-0000.

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.
- 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 mentally retarded, 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.

SPECIFICATIONS (Cont'd)

- 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.

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 5:00 p.m. and completed prior to the beginning of working hours of office personnel each day unless otherwise specified by the facility.

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
- Building #4 – Residential House
- Building #5 – Residential House
- Building #6 – Residential House
- Building #7 – Residential House
- Building #8 - Residential House
- Building #9 – Residential House
- Building #10 - Maintenance (office and restroom twice weekly - Wednesday and Friday)

SPECIFICATIONS (Cont'd)

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

<u>SERVICE</u>	<u>FREQUENCY</u>
1. Empty waste cans.	Daily
2. Replace can liners.	As required
3. Empty and damp clean ashtrays inside and outside.	Daily
4. Dust all furniture, including desks, chairs, and tables.	Daily
5. Dust all exposed filing cabinets, bookcases, and shelves.	Daily
6. Dust all telephones.	Daily
7. Clean and sanitize all telephones (including public phone)	Daily
8. Clean and sanitize drinking fountains	Daily
9. Dust all horizontal surfaces to head height (including sills, ledges, moldings, shelves, and ducts).	Twice weekly
10. Clean counter tops.	Daily
11. Spot clean interior glass.	Weekly
12. Clean and polish furniture (including desks, chairs, and cabinets).	Weekly
13. Spot clean reception area and lobby glass (including front doors).	Weekly
14. Sweep outside entrances to buildings (weather permitting).	As required
15. Sweep outside patio areas weather permitting, (not to include snow removal).	Daily
16. Remove fingerprints from doors, frames, light switches, kick, and push plates, handles, and railings.	Weekly
17. Clean windows.	As needed
18. Wash waste cans as needed or at least monthly in house kitchens.	Monthly
19. Remove spots, stains and marks from walls - sanitize necessary areas.	As required
20. Sweep down ramps and steps, weather permitting (not to include snow removal)	As required
21. Damp clean diffuser outlets in ceilings.	Quarterly
22. Dry clean areas adjacent to diffuser outlets.	Quarterly
23. Vacuum carpets.	Daily
24. Wipe clean baseboards.	As required
25. Spot remove scuffmarks and spills.	As required
26. Dry dust or sweep floors.	Daily
27. Machine buff dining room area floors.	3 times weekly
28. Machine scrub dining room area floors.	Monthly
29. Strip, clean, refinish and machine polish floors, to include all bedrooms in houses.	Twice per year
30. Refinish to maintain adequate protective coating on floors.	As needed
31. Wet mop floors with germicidal.	Daily
32. Machine buff floors, except as noted in #s 27 and 28 above.	Weekly
33. Dust above head height all horizontal surfaces.	Weekly
34. Carpeting shall be cleaned through an extraction method and scotch guarded, in all client areas at least once per quarter and in office areas twice & Semi- annually per year. Additionally, cleaning shall occur more frequently, if necessary.	Monthly
35. Wipe off laundry room appliances.	Daily

*House kitchens' cleaning is to include floors, walls, ceilings, and dispensers.

SPECIFICATIONS (Cont'd)

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

<u>SERVICE</u>	<u>FREQUENCY</u>
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

<u>SERVICE</u>	<u>FREQUENCY</u>
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

D. Restrooms

<u>SERVICE</u>	<u>FREQUENCY</u>
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. Wipe clean baseboards.	As required

*House kitchens' cleaning is to include floors, walls, ceilings, and dispensers.

SPECIFICATIONS (Cont'd)

E. Other

<u>SERVICE</u>	<u>FREQUENCY</u>
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. <u>Decontamination</u> - (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.

SPECIFICATIONS (Cont'd)

DISCLOSURE OF SERVICE PROVIDERS (See Standard Contract Terms and Conditions, Section [Roman Numeral] V. General Provisions:, Paragraph G.)

Bidders seeking to enter into a service contract shall disclose the following:

a) Principal location of business for the contractor (Name/City/State/Country)

b) Principal location of all subcontractors (Name/City/State/Country)

c) Location where services will be performed (Name/City/State/Country)

d) Location where any State data, applicable to the Contract, will be maintained or made available (Name/City/State/Country)

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors, locations where services will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your Bid not responsive.

BID PRICE PAGE

DESCRIPTION	MONTHLY COST
*Employee Payroll Per Month	\$
**Supply Cost Per Month	\$
***Management Fee Per Month	\$

- * 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.

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
%	%	%	%	%	%

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
%	%	%	%	%	%

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
%	%	%	%	%	%

(1) Not used for evaluation purposes

