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: OT900121 / OPENING DATE (1:00 p.m.): September 30, 2020	STREET ADDRESS ☐ Check if remit address is different and list on separate sheet
	CITY / STATE / ZIP
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk	COUNTY / MBE/EDGE CERTIFICATE NUMBER
	TELEPHONE NO. ( ) / TOLL FREE NO. 1 - ( )
	CONTACT PERSON / FAX NO. ( )
REQ./INDEX NO. DMH024 / BID NOTICE DATE September 10, 2020	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)

☐ E-Mail ☐ 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): OHIO DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH.125.081

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:

PROFESSIONAL JANITORIAL SERVICES FOR APPALACHIAN BEHAVIOR HEALTHCARE

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 11/1/2020 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 10/31/2023 unless DAS terminates the Contract based upon reasons set forth in 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 agency.

CONTRACT RENEWAL. This Contract may be renewed after the ending date of the Contract solely at the discretion of the Contracting Agency for a period of one month. Any further renewals will be by mutual agreement between the Contractor and the Contracting Agency for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed 24 months unless the Contracting Agency determines that additional renewal is necessary.

INSTRUCTIONS TO BIDDERS and STANDARD TERMS AND CONDITIONS, Revised 05/29/19, are a part of this Invitation to Bid. Copies may be downloaded by clicking the link above. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.

Contract Components. Once awarded, the Contract will consist of: the complete Invitation to Bid, including the Instructions to Bidders, the Standard Contract Terms and Conditions, any Special Contract Terms and Conditions, the bid specifications and any written addenda or amendments to the Invitation to Bid or Contract; the completed competitive sealed bid, including proper modifications, clarifications and samples; and applicable, valid State of Ohio purchase orders or other ordering documents ("Contract").

INQUIRIES: All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, http://procure.ohio.gov/. Locate the "Quick Links" menu on the right, select "Bid Opportunities Search"; Step 1, enter the "Bid Number; Step 2, click "Search"; Step 3, click the "Document/Bid Number." The "Submit Inquiry" button is at the bottom right of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the "View Q & A" button located beneath the "Submit Inquiry" button.

	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.

CERTIFICATION STATEMENTS

Bidders claiming preference for Domestic Source End Products, the Ohio preference, and/or the Veteran Friendly Business Enterprise (VBE) must complete the following information. **Any bidder who intentionally submits false or misleading information in an attempt to receive a bid preference will be immediately disqualified and may be subject to legal action up to and including debarment.** The state reserves the right to clarify any information during the evaluation process.

*****BIDDERS MUST COMPLETE THE APPROPRIATE CERTIFICATION BELOW TO RECEIVE THE PREFERENCE.*****

A. DOMESTIC PREFERENCE (BUY AMERICAN): Revised Code 125:11 and Administrative Code 123:5-1(K) [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 American 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)

B. OHIO PREFERENCE (BUY OHIO): Revised Code 125:09 and Administrative Code 123:5-1-06

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
   ☐ Yes ☐ 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://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: (Except products mined in Michigan)
   ☐ 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 (Except for products mined in Michigan) ☐ Yes ☐ No ☐ Not Applicable

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C. VETERANS PREFERENCE (BUY VETERAN): Revised Code 9.318 and Administrative Code 123:5-1-16

Is the bidder a certified Veteran Friendly Business Enterprise as defined in Administrative Code 123:5-1-01(KK)
☐ Yes ☐ No

SPECIAL TERMS AND CONDITIONS

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

MINORITY BUSINESS ENTERPRISE (MBE) SET ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This RFP/ITB is being issued as a minority set aside contract in accordance with Section 125.081 of the Ohio Revised Code. All bidders must be an Ohio certified MBE as of the Bid due/opening date. If a certification application has been submitted that needs to be expedited to meet the solicitation due/opening date, contact the DAS Equal Opportunity Division at 614-466-8380. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at: http://das.ohio.gov/Divisions/EqualOpportunity.aspx

SITE VISIT: A site visit will be held on 09/21/2020 at 100 Hospital Drive, Athens, OH 45701 to survey the facility and discuss the requirements of the bid. The site visit will commence promptly at 11 AM, barring an unforeseen circumstance that results in a delay of the site visit. Attendance will be taken. The state will not be responsible to a bidder for their failure to obtain information discussed during the site visit due to their failure to attend and/or arriving after the site visit has convened. Visitors will be required to follow all hospital safety protocol including wearing face coverings for the duration of the site visit.

Please contact Donald Bowers by 09/18/2020 at (740) 592-6712 during regular business hours to make arrangements for authorization to enter the facility.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the “Instructions to Bidders”. In addition, the state will determine the low total by: multiplying the Estimated Monthly Usage of Janitorial Service by the Unit Cost then multiple the Monthly Janitorial Service total by the number of months in a year twelve (12) to arrive at an Annual Janitorial Cost. Then the state will multiply the Estimated Annual Usage of Floor Cleaning Service to the unit cost to determine the Annual Floor Cleaning Cost. Finally, the state will add the Annual Janitorial Cost to the Annual Floor Cleaning Cost to determine the low lot total.

(Estimated Monthly Usage of Janitorial Service x Unit Cost) x 12 = Annual Janitorial Cost
+
Estimated Annual Usage of Floor Cleaning Service x Unit Cost = Annual Floor Cleaning Cost
=
Low Lot Total

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by: multiplying the Estimated Monthly Usage of Janitorial Service by the Unit Cost then multiple the Monthly Janitorial Service total by the number of months in a year twelve (12) to arrive at an Annual Janitorial Cost. Then the state will multiply the Estimated Annual Usage of Floor Cleaning Service to the unit cost to determine the Annual Floor Cleaning Cost. Finally, the state will add the Annual Janitorial Cost to the Annual Floor Cleaning Cost to determine the low lot total.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract. 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 TERMS AND CONDITIONS (CONT.)

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

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

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

SPECIAL BIDDER INSTRUCTIONS: Bidders shall submit with the bid at least three (3) references of health care facilities, (e.g., hospital or mental health facility) they have provided janitorial services for in the past five (5) years, APPENDIX B. References shall include: facility name, contact person and phone number. Failure to submit current references with current phone numbers may result in disqualification of your bid.

SPECIFICATIONS AND REQUIREMENTS

I. SCOPE AND CLASSIFICATION

The Contractor will operate and manage housekeeping services of Ohio Department of Mental Health and Addiction Services (ODMHAS) Appalachian Behavioral Healthcare (ABH), a two-story building consisting of 40,000 Square Feet, fifty offices, thirteen restrooms, an employee breakroom, and eight meeting rooms. The Contractor must maintain sufficient levels of staff to maintain a clean and sanitary environment for all occupants. Additionally, the Contractor will be responsible for quarterly carpet and annual tile cleaning, stripping, and waxing services.

II. GENERAL REQUIREMENTS

A. Janitorial Services

1. Janitorial services will be provided five (5) days a week, from the hours of 8:00 am until 4:30 pm, excluding the State of Ohio recognized holidays.

2. All holidays that occur on Saturday will be observed by the State of Ohio on the preceding day (Friday). All holidays that occur on Sunday will be observed by the State of Ohio the following day (Monday).

TABLE 1

Holiday	Observance Date
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas	December 25

3. ABH reserves the right to add, delete, or modify any of the housekeeping, cleaning, and sanitation expectations and frequencies set forth herein as determined appropriate by the ABH Maintenance Director or designee in response to programmatic, facilitative, and operational needs of the facility occupants.

   a. ABH and the Contractor must agree to any changes prior to the implementation of such changes.

4. The Contractor is responsible for equipment, qualified labor, logistics, and transportation, necessary for the successful completion of all the required products and services listed herein.

   a. The Contractor must supply and use ABH approved lockable housekeeping carts.

   b. The Contractor shall supply all chemicals, materials, and equipment for carpet cleaning, epoxy floors, and tile stripping, sealing, and waxing.

   c. ABH will supply standard cleaning chemicals and paper products.

5. The Contractor must maintain a minimum acceptable cleaning schedule. The schedule included in APPENDIX A is a guide; in no way is it to be interpreted as all-inclusive of the facility's needs. Tasks and frequencies must be increased or modified by the Contractor as needed in order to ensure optimal cleanliness and sanitation. The Contractor is to submit for approval by ABH an in-depth cleaning and sanitation schedule.

SPECIFICATIONS AND REQUIREMENTS (Cont.)

6. The cleaning schedule should include but not be limited to:

    a. Upstairs administration area environmental services task checklist.
    b. Downstairs area environmental services task checklist.
    c. All doors and door frames will be cleaned twice annually.
    d. All windows, interior, and exterior will be cleaned twice annually.
    e. All walls will be spot cleaned as needed, and thoroughly cleaned annually.
    f. All cove base, trim, and molding will be spot cleaned as needed, and thoroughly cleaned annually.
    g. All hand soap and hand sanitizing dispensers will be filled daily as needed, spot cleaned daily, and thoroughly cleaned monthly.
    h. All door handles will be cleaned daily.

7. All on-site employees of the Contractor are required to pass a background check, performed by ABH at the cost of the Contractor. ABH reserves the right to restrict access to anyone based upon a criminal conviction or pending charge that could constitute a first-degree misdemeanor or a felony under the Ohio Revised Code or other State or Federal laws. Failure to comply on behalf of the contract, its employees or agents may result in the immediate termination of the contract.

8. All on-site employees of the Contractor are required to receive tuberculosis (TB) tests and will be retested annually. Tests will be performed by ABH staff.

9. Employees of the Contractor shall wear at least one item with the Contractor's name and/or other identifying wording (e.g. "Housekeeping", "Janitorial Staff", etc.) to provide identification of themselves to anyone entering facilities or properties where they are providing services pursuant to these specifications.

10. The Contractor shall provide all required personal protective equipment and training.

B. Carpet and Upholstery Cleaning

1. Carpet Cleanings must maintain a high appearance level on the most highly trafficked areas. During inclement weather months, the common areas (i.e. entrance, walk-off areas, lobbies, etc.) will receive additional attention via hot water extraction in efforts to prevent the tracking of soil and salt into the facility. The contractor is to submit for approval a quarterly cleaning schedule. Such a schedule will be subject to periodic review and modification by the facility manager or designee.

    a. Preconditioning aids significantly in suspending soils before physical removal takes place.

    b. Cleaners should carefully treat each area in succession with liquid dry compound, or foam preconditioner, based on the requirements of the cleaning method or system employed.

    c. Furniture is not normally moved to precondition underneath, unless extreme soiling is evident or unless company policy dictates otherwise.
    d. When a cleaner chooses to rinse with an acidic rinse agent or with freshwater alone, preconditioning agents may need to be applied to most, if not all, of the carpet.

    e. It is recommended that when cleaners choose a preconditioner that requires wet extraction, they apply it to only the amount of carpet that they can agitate as necessary and clean before the preconditioner dries.

SPECIFICATIONS AND REQUIREMENT (CONT.)

f. The required method of carpet cleaning is a high-performance hot water extraction system with jet extraction capabilities.

   i. Jet extraction includes 14/16HG Mercury at 235 CFM with hose withstanding 1500 PSI for greater protection.

g. Steam equipment must be capable of maintaining a 250 degree temperature, water supply must be maintained between 200 degrees not to exceed 230 degrees, inject 2.1 gallons of steam per minute at 400 PSI into the carpet.

h. Blow dryers/Floor fans must be provided by contractor where needed for safety purposes.

i. After cleaning the designated carpet area(s), the cleaner(s) should thoroughly inspect the carpet. This includes.

   i. Inspecting for incomplete spot removal.

   ii. Inspecting traffic lanes, pivot points, and entry areas for satisfactory appearance, and inspecting for excessive dampness, if necessary.

   iii. Damage should be brought to the attention of the property manager or the other appropriate authority and documented in writing on work orders or job evaluation forms.

j. Recovered cleaning waste shall be disposed of properly, according to all applicable laws and regulations. Normally this means liquid disposal into a sanitary sewer system especially when hazardous materials (HAZMAT) may be involved, at a licensed disposal facility.

   i. Cleaners should never rinse or dispose of wastewater from equipment in sinks that are used for food preparation or other sanitary purposes.

   ii. If waste disposal is not possible on location, the waste should be returned to the company facility for proper disposal.

k. Although commercial loop-pile carpet does not need grooming, any cut-pile carpet will require resetting of the pile using a carpet rake, broom, or mechanical brushing device immediately after cleaning or as part of the final cleaning step.

2. Upholstery Cleaning: If furniture and/or cubicle walls are requested to be cleaned, Contractor shall extend the above preconditioning services to furniture and/or cubicle walls.

   a. Pre-treatment for upholstery stains required prior to actual cleaning of furniture.

   b. The preferred method of upholstery cleaning is low moisture cleaning. However, if low moisture is not effective at removing a stain, then hot water extraction will be an acceptable alternative.

C. Tile Cleaning

1. The tile at ABH are Ceramic Tile and Vinyl Composite Tile (VCT). Cleanings must maintain a high appearance level on the most highly trafficked areas. The contractor must coordinate the annual tile cleaning with the facility manager or designee.

   a. Tile and grout must be swept, or dust mopped prior to cleaning.

   b. A cleaning solution must be applied, hand scrubbed, and allowed to dwell for ten (10) to fifteen (15) minutes prior to utilizing a tile spinner/scrubber.

SPECIFICATIONS AND REQUIREMENT (CONT.)

c. When the VCT has become dull, the wax will need to be stripped prior to new coatings of wax.

i. Tile will need to be swept or dust mopped prior to the stripping process.

ii. Apply a commercial wax-stripping product with a brush, mop, or floor-scrubbing machine that has a brush attachment.

iii. After applying the stripper according to the manufacturer's directions, rinse the floor thoroughly with clear water.

iv. Use a nonabrasive powder and a synthetic scouring pad for stubborn spots.

b. Prior to sealing, the floors must be swept or vacuumed to remove debris or traces of stripped sealant.

c. Tile floors are to be sealed with as many as three coats of sealer and further protected by wax.

d. Sealing of the tile floor should be done with a high gloss 25-percent solids commercial Urethane finishing product.

1) Sealant should be applied with a large roller or as specified by the manufacturer.

2) Leave the sealant to dry for the time specified by the manufacturer.

3) After the sealant dries, apply two to three thin coats of an acrylic floor finish or similar as specified by the manufacturer.

4) Use a wax applicator fitted with a lamb's wool pad or use a floor-polishing machine.

5) When the wax is dry, buff the floor to a high sheen.

D. Epoxy cleaning

1. The epoxy at ABH must be cleaned regularly to maintain a high appearance level on the most highly trafficked areas.

a. Epoxy must be swept and mopped daily.

b. For deep cleaning apply cleaning product on floor surface with a deck brush, foamer/sprayer automatic floor scrubber, or a foamer/sprayer.

c. Dwell – allow cleaning product time to emulsify foreign material 10 –15 minutes.

d. Agitate to aid in the release of foreign materials with a deck brush, rotary floor machine Automatic floor scrubber, or a rotary floor machine.

e. Remove cleaning product from the floor with a squeegee (soft neoprene), wet vacuum or an automatic floor scrubber.

f. Rinse the floor with clean water and remove with a wet vacuum, squeegee (soft neoprene), or an automatic floor scrubber.

SPECIFICATIONS AND REQUIREMENT (CONT.)

III. CONTRACTOR'S RESPONSIBILITIES

A. The Contractor shall furnish professional services performed in accordance with the standards necessary for the satisfactory performance of the work.

B. The Contractor is responsible for any travel-related expenses incurred during the execution of the services and requirements listed.

C. The required services shall meet standards required by the Occupational Safety and Health Act, Joint Commission, Centers for Medicaid and Medicare Services or other accrediting or certifying organizations, as appropriate.

1. Occupational Safety and Health Act

2. The Joint Commission National Patent Safety Goals for the Hospital Program

3. Centers for Medicaid and Medicare Standards

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D. The Contractor and its staff are to follow all applicable ABH rules and regulations while on ABH grounds.

E. The Contractor is to immediately inform ABH of any resignation/termination of an employee.

IV. INVOICING

A. The facility reserves the right to request monthly or quarterly invoices.

B. Invoices for Janitorial Services must represent actual hours worked.

C. Invoices for Floor Cleaning Services must represent actual area cleaned.

V. COVID-19

A. The Contractor will be required to follow ABH's COVID-19 Exposure Reduction Plan, see link below, during the COVID-19 pandemic.

1. https://procure.ohio.gov/pdf/OT900121_ABH.COVID_Exposure.Reduction.Plan.pdf

2. The exposure control plan may affect cleaning schedule regarding high touch areas.

3. The contractor will be required to adjust a standard cleaning schedule to meet the exposure control plan requirements.

PRICE SCHEDULE

Bidders shall not insert a unit price more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped and not used in the evaluation and any subsequent award. Cleaning volume and frequency are subject to change based upon the needs of the individual facility.

UNSPSC CATEGORY CODE: 76110000 (CLEANING AND JANITORIAL SERVICES), 91111601 (HOUSEKEEPING SERVICES)

LAUNDRY SERVICES

The estimated frequency is for evaluation purposes only.

JANITORIAL SERVICES			
ITEM	ESTIMATED MOUNTHLY USAGE	UNIT	UNIT PRICE
Janitorial Supervisor	160	Hour	$_____/Hour
Janitorial Services	320	Hour	$_____/Hour
FLOOR CLEANING SERVICES			
ITEM	ESTIMATED ANNUAL USAGE	UNIT	UNIT PRICE
Tile Floor Cleaning Service	5,000	Sq. Ft.	$_____/Sq. Ft.
Carpet Cleaning Service	140,000	Sq. Ft.	$_____/Sq. Ft
Epoxy Floor Cleaning Service	1,000	Sq. Ft.	$_____/Sq. Ft

APPENDIX A
SAMPLE CLEANING SCHEDULE

Task	Times per Month	Times per Week	Monday	Tuesday	Wednesday	Thursday	Friday
Main Entrance/Atrium							
Sweep concrete under the awning with Broom and dustpan		5	1	1	1	1	1
Clean glass entrance doors (Interior and Exterior)		5	1	1	1	1	1
Vacuum walk-off mats		5	1	1	1	1	1
Sweep tile floors		5	1	1	1	1	1
Wet mop tile floors		5	1	1	1	1	1
Empty/Check waste receptacles		10	2	2	2	2	2
Clean exterior of waste receptacles		5	1	1	1	1	1
Police are for litter		5	1	1	1	1	1
Clean aluminum framing		1	1				
Lobby							
Vacuum Carpet		5	1	1	1	1	1
Sweep tile floors with broom and dustpan		5	1	1	1	1	1
Wet mop tile floors		5	1	1	1	1	1
Dust/Wipe off tables, chairs, desks		5	1	1	1	1	1
Empty/Check waste receptacles		10	2	2	2	2	2
Clean exterior of waste receptacles		5	1	1	1	1	1
Police are for litter		5	1	1	1	1	1
Clean aluminum framing		1		1			
Communications/Copier Rooms							
Clean/Wipe Down counter inside and outside		5	1	1	1	1	1
Spot clean glass entrance doors		5	1	1	1	1	1
Empty waste receptacles		5	1	1	1	1	1
Sweep with broom and dustpan		3	1		1		1
Clean glass patrician		1			1		
Wet Mop VCT floor		1	1				
Dust chairs and tables		1		1			
Vacuum Carpeting						1	
Rooms 1308-1312 Police Department							
Clean/Wipe Tables		5	1	1	1	1	1
Empty waste receptacles		5	1	1	1	1	1
Vacuum Carpeting		3	1		1		1
Dust tables, bookshelves, desks, chairs		1	1				
Wipe exterior of the refrigerator		1		1			
Wipe and clean aluminum frames		1			1		
Wipe and clean blinds		1				1	
Rooms 1313-1319 & 1307 Central Nursing							
Clean/wipe countertops and sinks		5	1	1	1	1	1
Clean/wipe tables		5	1	1	1	1	1
Vacuum Carpet		3	1		1		1
Empty waste receptacles		3	1		1		1
Dust tables, bookshelves, desks, chairs		1		1			
Wipe exterior of the refrigerator		1			1		
Wipe and clean aluminum frames		1	1				
Wipe and clean blinds		1				1	

APPENDIX A
SAMPLE CLEANING SCHEDULE (Cont.)

Task	Times per Month	Times per Week	Monday	Tuesday	Wednesday	Thursday	Friday
Room 1321, Admissions Office							
Dust mop		5	1	1	1	1	1
Wet mop		5	1	1	1	1	1
Wipe/clean exterior of the washer & dryer		5	1	1	1	1	1
Wipe/clean exterior of the sink		5	1	1	1	1	1
Clean exterior of waste receptacles		5	1	1	1	1	1
Empty waste receptacles		5	1	1	1	1	1
Dust tables, bookshelves, desks, chairs		1		1			
Wipe exterior of the refrigerator, freezer, and microwave		1			1		
Wipe and clean aluminum frames		1	1				
Wipe and clean blinds		1				1	
Rooms 1328-1336 OT/AT/WAP							
Dust mop		2		1		1	
Wet mop		2		1		1	
Wipe/clean countertops and the sink		3	1		1		1
Empty waste receptacles		5	1	1	1	1	1
Dust tables, bookshelves, desks, chairs		1		1			
Wipe exterior of the refrigerator		1			1		
Wipe and clean aluminum frames		1	1				
Wipe and clean blinds		1					
Room 1345, 1345A, 1345B, 1361 Pharmacy							
Dust Mop		5	1	1	1	1	1
Wet Mop		5	1	1	1	1	1
Wipe/clean countertops and the sink		5	1	1	1	1	1
Empty waste receptacles		5	1	1	1	1	1
Dust tables, bookshelves, desks, and computer monitors		1			1		
Rooms 1350-1353 Medical Services							
Dust mop		5	1	1	1	1	1
Wet mop		5	1	1	1	1	1
Wipe/clean countertops and the sink		5	1	1	1	1	1
Clean/wipe aluminum frames		3	1		1		1
Clean/wipe blinds		3	1		1		1
Empty waste receptacles		5	1	1	1	1	1
Dust tables, bookshelves, desks, and computer monitors		1	1				
Vacuum carpet		1		1			
Rooms 1355-1357 Human Resources							
Empty waste receptacles		5	1	1	1	1	1
Dust tables, bookshelves, desks, and computer monitors		1	1				
Vacuum carpet		1					
Clean/wipe aluminum frames		1					
Empty waste receptacles		1					
Room 1358-1360 Education and Training							
Empty waste receptacles		5	1	1	1	1	1
Vacuum carpet		1	1				
Clean/wipe aluminum frames		1		1			
Dust tables, bookshelves, desks, and computer monitors		1				1	
Wipe and clean blinds		1					1

APPENDIX A
SAMPLE CLEANING SCHEDULE (Cont.)

Task	Times per Month	Times per Week	Monday	Tuesday	Wednesday	Thursday	Friday
Restrooms: Rooms 1304, 1318, 1328, 1363, 1365, 1372, 1373, 1376, 1402, 1403, 1446, 1447							
Replenish paper barriers		5		1	1	1	1
Clean/disinfect toilets		5	1	1	1	1	1
Clean/disinfect urinals		5	1	1	1	1	1
Clean/polish sinks and fixtures		5	1	1	1	1	1
Empty/check waste receptacles		10	2	2	2	2	2
Polish/refill towel dispensers		5	1	1	1	1	1
Polish soap dispensers		5	1	1	1	1	1
Polish mirrors		5	1	1	1	1	1
Replenish toilet paper		5	1	1	1	1	1
Dust/wipe locker tops		5	1	1	1	1	1
Clean/disinfect showers		5	1	1	1	1	1
Dust mop floor		5	1	1	1	1	1
Wet mop/disinfect floor		5	1	1	1	1	1
Clean/polish waste receptacles		5	1	1	1	1	1
Refill air freshener	1						
Wipe/Clean dividers and stall doors	1						
Rooms 1337, 1338, 1340, 1371, 1371B, 1374, 1375, 1376 Visitation							
Empty waste receptacles		5	1	1	1	1	1
Vacuum		5	1	1	1	1	1
Clean/Dust tables & chairs		5	1	1	1	1	1
Wi[e/clean counters		5	1	1	1	1	1
Dust mop floors		1			1		
Wet mop floors		1			1		
Rear Exterior							
Dust/wipe railings		1		1			
Dust mop stairwell/landing		1		1			
Wet mop stairwell/landing		1		1			
Corridors/Hallways							
Vacuum carpeting		5	1	1	1	1	1
Dust mop floors		5	1	1	1	1	1
Wet mop floors		5	1	1	1	1	1
Polish/disinfect drinking fountains		5	1	1	1	1	1
Elevators-3							
Spot clean walls		1	1				
Polish and clean stainless steel		1		1			
Vacuum Carpeting (2 elevators)		1			1		
Dust mop floors (1 elevator)		1				1	
Wet mop floors (1elevator)		1					1
Room 1433 Biohazard Room							
Empty waste receptacles		1		1			
Dust mop floors	2						
Wet mop/disinfect floors	2						

APPENDIX A
SAMPLE CLEANING SCHEDULE (Cont.)

Task	Times per Month	Times per Week	Monday	Tuesday	Wednesday	Thursday	Friday
Room 1400 Multi-Purpose/Gym							
Empty waste receptacles		5	1	1	1	1	1
Dust mop	2						
Wet mop gym floor	2						
Strip and Wax Floor (Annually)							
Rooms 1366, 1367, 1369 Conference Rooms							
Empty waste receptacles		5	1	1	1	1	1
Vacuum carpeting		1	1				
Wipe/clean countertops and sink		1		1			
Clean/wipe aluminum frames		1			1		
Clean/wipe blinds		1				1	
Room 1449 Employee Break Room							
Clean/wipe exterior of vending machines		5	1	1	1	1	1
Sweep & dust mop floors		5	1	1	1	1	1
Wet mop & disinfect floors		5	1	1	1	1	1
Wipe and clean chairs		5	1	1	1	1	1
Wipe and clean tables		5	1	1	1	1	1
Clean interior & exterior of appliances	2						
Clean waste receptacles	1						
Clean exterior of vending machines	1						
Stairwell S106							
Vacuum carpeting		3	1		1		1
Clean/wipe down the handrail		3	1		1		1
Wipe down walls (Quarterly)							
Rooms 2300, 2303, 2325 Reception/Vestibule							
Empty/Check waste receptacles		5	1	1	1	1	1
Clean waste receptacles	2						
Wipe down exterior of vending machines	2						
Clean/wipe aluminum frames	2						
Clean/wipe blinds	2						
Clean/dust tables, chairs. Desk, counters	2						
Vacuum carpet	2						
Rooms 2304-2308 & 2310-2313 Staff Offices							
Empty/check waste receptacles		5	1	1	1	1	1
Clean waste receptacles	2						
Vacuum carpeting	2						
Clean/wipe/dust all furniture	2						
Rooms 2316, 2318, 2319, 2320 Staff Offices							
Empty/check waste receptacles		5	1	1	1	1	1
Clean waste receptacles	2						
Vacuum carpet	2						
Clean/wipe/dust all furniture	2						
Rooms 2322, 2326, 2327 CEO's Offices							
Empty/check waste receptacles		5	1	1	1	1	1
Clean/wipe down aluminum framing	2						
Clean/wipe blinds	2						
Clean waste receptacles	2						
Dust/wipe off tables, chairs, desk, counters	2						
Vacuum carper	2						

APPENDIX A
SAMPLE CLEANING SCHEDULE (Cont.)

Task	Times per Month	Times per Week	Monday	Tuesday	Wednesday	Thursday	Friday
Rooms 2315, 2321 Conference Rooms							
Empty/Check waste receptacles		5	1	1	1	1	1
Clean waste receptacles	2						
Vacuum carpeting	2						
Clean/wipe/dust all furniture	2						
Rooms 2329, 23330, 2331, 2332, CCO's Office							
Empty/check waste receptacles		5	1	1	1	1	1
Clean/wipe down aluminum framing	2						
Clean/wipe blinds	2						
Clean waste receptacles	2						
Dust/wipe off tables, chairs, desks, counters	2						
Empty/check waste receptacles	2						
Rooms 2334, 2335, 2336, 2337 Medical Records							
Empty waste receptacles		5	1	1	1	1	1
Vacuum carpet	2						
Clean/wipe tables, desks, chairs	2						
Clean waste receptacles	2						
Sweep (with broom & dustpan)	2						
Wet mop VCT floor	2						
Rooms 2342, 2343, 2347, 2348, 2349 Offices							
Empty waste receptacles		5	1	1	1	1	1
Vacuum carpet	2						
Clean/ wipe off aluminum frames	2						
Clean/wipe off blinds	2						
Clean/wipe counter, desks, furniture, chairs	2						
Clean waste receptacles							
Rooms 2338, 2339 Restrooms							
Replenish paper barriers		5	1	1	1	1	1
Clean/disinfect toilers		5	1	1	1	1	1
Clean/disinfect urinals		5	1	1	1	1	1
Clean/polish sinks & fixtures		5	1	1	1	1	1
Empty/check waste receptacles		5	1	1	1	1	1
Polish/refill towel dispensers		5	1	1	1	1	1
Polish soap dispensers		5	1	1	1	1	1
Polish mirrors		5	1	1	1	1	1
Replenish toilet paper		5	1	1	1	1	1
Dust mop floors		5	1	1	1	1	1
Wet mop/disinfect floors		5	1	1	1	1	1
Clean/polish waste receptacles		5	1	1	1	1	1
Refill air freshener	1						
Wipe/clean dividers and stall doors	1						
Room 1449 Employee Break Room							
Empty waste receptacles		5	1	1	1	1	1
Clean interior & exterior of appliances	2						
Clean waste receptacles	2						
Sweep & dust mop floors	2						
Mop and disinfect floors	2						

APPENDIX B
BIDDER REFERENCES

Three (3) professional references who have received services from the Bidder in the past five (5) years

Company Name:	Contact Name:	
Address:	Phone Number: E-Mail Address:	
Project Name:	Beginning Date of Project: (Month/Year)	Ending Date of Project: (Month/Year)
Description of project size, complexity and the Bidder's role in this project.		

Company Name:	Contact Name:	
Address:	Phone Number: E-Mail Address:	
Project Name:	Beginning Date of Project: (Month/Year)	Ending Date of Project: (Month/Year)
Description of project size, complexity and the Bidder's role in this project.		

Company Name:	Contact Name:	
Address:	Phone Number: E-Mail Address:	
Project Name:	Beginning Date of Project: (Month/Year)	Ending Date of Project: (Month/Year)
Description of project size, complexity and the Bidder's role in this project.		