

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 for Summit Behavioral

CONTRACT No.: OT903515

EFFECTIVE DATES: 07/01/14 to 06/30/16
Renewal through 06/30/2017 *

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT903515 that opened on 06/04/14. 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](#), 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 OHIO DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES-SUMMIT BEHAVIORAL HEALTHCARE, 1101 Summit Road, Cincinnati, OH 45237, 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.

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

*indicates removal of contract analyst information

Signed: _____
Robert Blair, Director Date

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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.

SITE VISIT: Prior to submitting their bid response, the bidder should visit the agency(ies) they are bidding in order to survey the facility(s) and to become familiar with the requirements of the bid. The bidder must contact the facility to schedule an appointment. To schedule an appointment, please contact Ken Willman, Housekeeping Supervisor at 513-948-3355. Once a contract is awarded, failure of the bidder to have requested a site visit to become familiar with the facility and requirements of the bid will be insufficient reason to support any request to be released from the contract.

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

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

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

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

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

USAGE REPORTS: Every 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.

SPECIFICATIONS AND REQUIREMENTS

I. SCOPE OF WORK:

The Contractor will operate and manage housekeeping services for Summit Behavioral Healthcare (SBH), a two-story building consisting of the following areas: patient care area with eleven (11) patient units (291 bed capacity), treatment mall, group/class rooms, medical clinic, gym, commissary, patient bank, patient game room, pharmacy, probate court, office spaces; and a lower level with cafeteria, dining hall, restrooms, dock area, volunteer area, staff offices, storeroom and a plant services building, including sufficient levels of staff to maintain a clean and sanitary environment for all occupants.

II. OPERATIONAL REQUIREMENTS:

- A. Services will be provided seven (7) days a week, from the hours of 8:00 a.m. until 11:00 p.m.. On weekends (Saturdays and Sundays) and State of Ohio recognized holidays, service requirements will be reduced in the Administration area. Services during other times designated by the SBH (e.g. crisis management situations) will be treated as an on-call basis and must include, at a minimum, all daily, weekly and monthly tasks as appropriate.
- B. SBH 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 SBH facility manager in response to programmatic, facilitative, and operational needs of Facility occupants. SBH and the Contractor must agree to any changes to this agreement prior to implementation of changes.
- C. It will be the responsibility of the Contractor to supply all equipment. The Contractor must supply and use lockable housekeeping carts.
- D. The Contractor shall represent a minimum acceptable cleaning schedule. The following schedule is provided as a guide; in no way is it to be interpreted as all inclusive of the facility's needs. Tasks and frequencies must be increased/ modified by the Contractor as necessary to assure optimal cleanliness and sanitation. Contractor is to submit for approval an in-depth cleaning and sanitation schedule. Such schedule will be subject to periodic review and modification by the facility manager or designee.
 1. Minimum Acceptable Cleaning Schedule *:
 - a. Patient areas (units A – K) janitorial task check list;
 - b. Treatment mall area (day shift) janitorial check list;
 - c. Treatment mall area (2nd shift), plant services, lower level janitorial check list;
 - d. All hallway floors will be spot cleaned periodically on all shifts.
 2. Additional Tasks:
 - a. All hard floors dust mopped, daily;
 - b. All classrooms, kitchen, office, and conference room hard floors spot mopped daily, mopped weekly;
 - c. All windows (interior & exterior) washed quarterly (separate billing);
 3. Special Events and/or Conference Rooms
 - a. Set up conference rooms/groups rooms as needed for meetings, trainings and events;
 - b. Set up and tear down of hospital areas for special events.
 4. Summit Behavioral Healthcare Housekeeping Manager will be directly involved with the interviewing process. Summit Behavioral Healthcare Housekeeping Manager will give final approval before contractor hires staff to work on premises.
 5. All contract employees will need to pass a Summit Behavioral Healthcare background check.
 6. All contract employees are required to receive a TB test and will be retested annually at Summit Behavioral Healthcare.
 7. All housekeeping contracted staff will be outfitted in an appropriate uniform that directly identifies them with the awarded contractor.

*Note Janitorial tasks and frequencies of tasks are listed in Appendices attached hereto.

SPECIFICATIONS AND REQUIREMENTS (continued)

III. CONTRACTOR REQUIREMENTS:

- A. It is fully understood and agreed that Contractor is an independent contractor and is not an agent, servant, or employee of the State of Ohio or ODMHAS. Contractor declares that it is engaged as an independent business and has complied with all applicable federal, state, and local laws regarding business permits and licenses of any kind, including but not limited to any insurance coverage that is required in the normal course of business.
- B. Contractor shall furnish professional services performed in accordance with standards necessary for the satisfactory performance of the work hereunder. ODMHAS shall not be required to provide any training to the Contractor to enable it to perform services required hereunder. Contractor agrees that it does not have any authority to sign agreements, notes, and/or obligations or to make purchases and/or dispose of property for, or on behalf of, the State of Ohio or ODMHAS.
- C. Unless stated otherwise in the Invitation to Bid, Contractor shall furnish its own support staff, materials, tools, equipment, and other supplies necessary for the satisfactory performance of the work hereunder. Contractor shall be responsible for and assume all office and business expenses that are incurred as a result of the performance of this contract, unless stated otherwise.
- D. Any travel-related expenses incurred by the Contractor under this contract shall be at the Contractor's expense.
- E. ODMHAS may, from time to time as it deems appropriate, communicate specific instructions and requests to Contractor concerning the performance of the work described in this contract. It is expressly understood by the parties that these instructions and requests are for the sole purpose of performing the specific tasks requested to ensure satisfactory completion of the work described in this contract. The management of the work, including the exclusive right to control or direct the manner or means by which the work described herein remains with and is retained by the Contractor. ODMHAS retains the right to ensure that the work of the Contractor is in conformity with the terms and conditions of the contract.
- F. The Contractor must receive written approval from ODMHAS prior to entering into any subcontract or joint venture for the delivery of services required by this contract. If the Contractor enters into any agreement with a subcontractor, the Contractor is ultimately responsible for any and all actions or omissions by the subcontractor in the delivery of services under this contract.
- G. Throughout the term of this contract, the Contractor shall provide ODMHAS with copies of all current licensure, certification, and/or accreditation, including any renew or re-issuance thereof, for any employee or subcontractor, providing services under this contract.
- H. The Contractor agrees that while operating in an ODMHAS facility, the Contractor and/or any employee or subcontractor of the Contractor, shall follow all applicable rules and regulations for that facility.
- I. **BUSINESS ASSOCIATE AGREEMENT:** If applicable, the Contractor agrees to execute the ODMHAS business associate agreement relating to services rendered under this contract. In addition, ODMHAS may require Contractor, its employees and agents to submit to basic HIPAA orientation provided by ODMHAS.
- J. **ACCREDITATION STANDARDS:** The services to be performed under this contract shall meet standards required by the Occupational Safety and Health Act, Joint Commission, Centers for Medicaid & Medicare Services or other accrediting or certifying organizations, as appropriate.
- K. **PUBLICITY:** The Contractor will not advertise that it is doing business with the State or use this contract as a marketing or sales tool without prior, written consent of the State.
- L. **CRIMINAL BACKGROUND CHECK:** The Contractor, its employees and agents may be subject to a criminal background check upon request by ODMHAS, at the expense of the Contractor. Upon request, the Contractor, its employees and agents must provide verification of said criminal background check. ODMHAS reserves the right to restrict access of its property and facilities to any employee or agent of Contractor 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 law. Failure to comply on behalf of the Contractor, its employees or agents may result in the immediate termination of this contract.
- M. **MATERIAL SAFETY DATA SHEETS:** The Contractor must provide Material Safety Data Sheets for all chemicals and cleanup solutions used before bringing them onto hospital grounds.

PRICE SCHEDULE

*OAKS Item ID#	Description	Cost Per Month
26205	Monthly cost for all services as described within bid document	\$48,150

COST ALLOCATION – This section must be completed and submitted with the Bid Submission. Failure to complete this section may deem the Bid as not responsive and no further consideration given and/or may result in non-approval of any future prices increases if awarded.

Bidder should indicate the breakdown of cost by the percentage of cost for fuel, labor and equipment/supplies.

Percentage of cost for Labor ___ 100 _____ %

Percentage of cost for Fuel _____ 0 _____ %

Percentage of cost for Equipment/Supplies _____ 0 _____ %

Other (please explain) _____ 0 _____ %

BID AUTOMOBILE LIABILITY CHECKLIST:

SUBMIT WITH YOUR BID:

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

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

*Updated ITEM ID Number.

APPENDIX A
SUMMIT BEHAVIORAL HEALTHCARE
UNIT CHECKLIST

BATHROOM/SHOWER ROOMS

Description	Daily	Weekly	Monthly
Commodes clean inside/outside/underneath	X		
Sinks cleaned and polished	X		
Walls and doors clean		X	
Trash receptacles emptied and disinfected	X		
Floors clean	X		
Clean mirrors	X		
Soap, toilet tissue dispensers filled	X		
Dusted and cobwebs removed		X	
Shower walls clean	X		
Vents clean			X
Bathtub clean	X		

EMPLOYEE BREAK ROOM

Description	Daily	Weekly	Monthly
Trash receptacle emptied and clean	X		
Sink, counter cleaned	X		
Tables and chairs clean	X		
Floors clean	X		
Soap, towel and hand sanitizer dispensers filled	X		
Refrigerator cleaned		X	
Windows and windowsills clean			X
Locker clean		X	
Vent clean			X
Door clean		X	
Microwave	X		

BEDROOMS

Description	Daily	Weekly	Monthly
Floors cleaned / spot mopped	Spot	Clean	
Under bed cleaned rooms 107 & 109		X	
Windows and sills cleaned		X	
Vents cleaned			X
Desk cleaned		X	
Walls cleaned		X	
Beds, mattress and wardrobes cleaned		X	
Fixtures cleaned		X	
Doors clean		X	

NOTE: In addition, all beds/mattresses/wardrobes/desk/chairs and area around the bed are to be cleaned after all discharges or transfer.

APPENDIX A-continued
SUMMIT BEHAVIORAL HEALTHCARE
UNIT CHECKLIST

TIME OUT ROOM

Description	Daily	Weekly	Monthly
Dust mop/mop floors	spot	X	
Spot clean walls			X
Disinfect bed		X	

NOTE: In addition Time out room & bed is to be disinfected after ever time used.

DAY ROOM

Description	Daily	Weekly	Monthly
Trash receptacle emptied and clean	X		
Water fountain cleaned and polished water	X		
Walls clean		X	
Dust mop & wet mop	X		
Hand sanitizer	X		
Carpet vacuumed	X		
Doors cleaned inside and out		X	
Chairs TV area	spot	clean	
Phones cleaned and disinfected	X		
Dust		X	
Vents clean			X
Carpet spot cleaned	X		
Tables in eating area	As needed		

GROUP/INTERVIEW ROOM

Description	Daily	Weekly	Monthly
Trash receptacle emptied and clean	X		
Walls clean		X	
Vents clean			X
Windows clean		X	
Doors clean		X	
Carpet vacuumed	spot	X	
Table/Chairs	X		

PORCHES/PATIOS

Description	Daily	Weekly	Monthly
Patio clean	X		
Windows clean SPOT CLEANED DAILY	X		X

MEDICATION ROOM

Description	Daily	Weekly	Monthly
Floors cleaned	X		
Trash emptied and clean	X		
Soap, towel and hand sanitizer dispensers filled	X		
Sink/counter clean	X		
Walls clean			X
Doors clean		X	
Vent cleaned			X
Clean behind med equipment		X	
Dust cabinets		X	

APPENDIX A-continued
SUMMIT BEHAVIORAL HEALTHCARE
UNIT CHECKLIST

NOURISHMENT STATION

Description	Daily	Weekly	Monthly
Floors clean	X		
Trash emptied and clean	X		
Soap, towel, hand sanitizer dispensers filled	X		
Sink/counter/cabinets	X		
Walls clean		X	
Doors clean		X	
Ice machine clean	X		
Vents			X
Microwaves	X		
Refrigerator		X	

NURSES STATION/CONFERENCE ROOM

Description	Daily	Weekly	Monthly
Walls clean			X
Trash emptied/receptacle clean	X		
Dust mop & wet mop	X		
Chairs		X	
Counter/tables clean	X		
Window clean		X	
Vents clean			X
Hand sanitizer filled	X		
Doors clean		X	
Restroom clean	X		
Cabinets		X	

EXAM ROOM

Description	Daily	Weekly	Monthly
Floor cleaned	X		
Trash emptied and receptacles clean	X		
Sink/counter clean	X		
Soap, towel, hand sanitizer dispensers filled	X		
Doors clean			X
Vents clean			X
Walls clean			X
Exam table disinfected	X		

LAUNDRY ROOM

Description	Daily	Weekly	Monthly
Trash emptied/receptacle clean	X		
Floor cleaned	X		
Dryer vent clean (in wall)		X	
Walls clean		X	
Door clean		X	
Sink/counter clean	X		
Vent clean			X
Soap, towel, hand sanitizer dispensers filled	X		
Washer, dryer & behind		X	

APPENDIX A-continued
SUMMIT BEHAVIORAL HEALTHCARE
UNIT CHECKLIST

CLEAN/SOILED LINEN ROOM

Description	Daily	Weekly	Monthly
Floors clean	spot	X	
Vents clean			X
Walls clean			X
Sink clean	X		
Trash emptied/receptacle clean	X		
Door clean		X	
Hand soap, towels, hand sanitizer filled	X		
Laundry soap dips. clean		X	

HALLWAY/REAR DOCK/YARD

Description	Daily	Weekly	Monthly
Floors clean	X		
Walls clean			X
Vents clean			X
Doors clean		X	
Trash picked up outside		X	

NOTES: For all Appendix A areas:

Biohazard boxes are to be transported to storage as requested.

Plunge minor clogged toilets.

Trash emptied in patient eating area daily as needed after meals and snacks between 8:00 a.m. and 10:00 p.m.

**APPENDIX- B
SUMMIT BEHAVIORAL HEALTHCARE
CUSTODIAL WORKERS CHECKLIST
DAY TIME TREATMENT MALL/BUILDING 10/PLANT SERVICES**

MOD

Description	Daily	Weekly	Monthly
Commode/inside/outside/underneath clean	X		
Sinks and fixtures clean	X		
Trash receptacles emptied and clean	X		
Floors clean		X	
Soap, towel, toilet tissue, seat cover disp. filled	X		
Mirrors clean	X		
Change linen on bed	X		
Dust furniture		X	
Clean vents			X

MOD will be cleaned daily between 1:00 p.m. and 4:00 p.m.

YARD/PATIOS

Description	Daily	Weekly	Monthly
Trash emptied/cleaned	X		
Trash picked up	X		
Windows clean	SPOT		X

STOREROOM

Description	Daily	Weekly	Monthly
Clean restroom		X	
Empty trash	X		
Vacuum carpet		X	

Storeroom cleaning will be performed before 4:00 p.m.

COMMISSARY AREA

Description	Daily	Weekly	Monthly
Trash receptacles empty and clean	As Needed		
Table/chairs clean	As Needed		
Spot clean floors	As Needed		
Windows	X		

HALLWAYS

Description	Daily	Weekly	Monthly
Spot mop	X		

COMMISSARY

Description	Daily	Weekly	Monthly
Sweep & mop	X		
Vents			X
Walls			X
Fill soap, towels, hand sanitizer	X		

Cleaned between 3:00 p.m. and 4:00 p.m.

GAME ROOM

Description	Daily	Weekly	Monthly
Spot clean floors	AS NEEDED		
Tables/chairs clean	AS NEEDED		
Towel disp.	X		
Empty Trash	X		

**APPENDIX- B - continued
SUMMIT BEHAVIORAL HEALTHCARE
CUSTODIAL WORKERS CHECKLIST
DAY TIME TREATMENT MALL/BUILDING 10/PLANT SERVICES**

GARAGE

Description	Daily	Weekly	Monthly
Sweep Floor			X
Counter clean		X	
Hand sanitizer dispenser filled	X		
Trash emptied receptacle clean	X		
Walk in doors		X	

PHARMACY

Description	Daily	Weekly	Monthly
Empty trash	X		
Mop floor		X	
Vacuum carpet		X	
Clean vents/furniture			X
Clean sinks and counters		X	

Cleaned before 4:00 p.m.

TREATMENT ROOMS/CONFERENCE ROOMS

Description	Daily	Weekly	Monthly
Clean tables & Chairs if needed	X		
Empty trash if needed	X		
Walls		X	
Doors		X	
Vents			X
Sink & counters	X		
Soap & towel disp.	X		

PLANT SERVICES

Description	Daily	Weekly	Monthly
Clean restrooms	X		
Clean break room	X		
Vacuum carpet		X	
Empty trash	X		
Dust mop & mop hall		X	
Glass doors		X	
Offices	X		
Vents			X
Doors		X	

NOTES: For all Appendix B areas:

Plant services cleaned daily before 4:00 p.m.

All weekly and monthly cleaning will be performed or as needed.

Setup tables and chairs for all special events.

Clean high volume restroom in treatment mall.

Take care of all issues within the treatment mall, medical clinic, & plant services. (spills, excess trash)

Transport biohazard boxes to storage as requested.

Plunge minor clogged toilets.

APPENDIXES – C
SUMMIT BEHAVIORAL HEALTHCARE
TREATMENT MALL/LOWERS LEVEL

RESTROOMS

Description	Daily	Weekly	Monthly
Commodes/urinals inside/outside/underneath clean	X		
Sinks and fixtures clean	X		
Dividers and stall doors clean		X	
Trash receptacles emptied and clean	X		
Floors clean	X		
Soap, towel, toilet tissue, seat cover dispensers filled	X		
Clean doors & frames		X	
Walls clean		X	
Mirrors clean	X		
Vents clean			X

OFFICES

Description	Daily	Weekly	Monthly
Trash receptacles emptied and clean	X		
Vacuum/carpet	spot	X	
Walls clean			X
Clean doors & frames			X
Furniture clean/dust		X	
Windows clean		X	
Counters/sinks clean	X		
Vents clean			X

C.I.S. completed before 5:00 p.m.

Patient Bank completed before 4:30 p.m.

TREATMENT/CONFERENCE ROOMS

Description	Daily	Weekly	Monthly
Trash receptacles emptied and clean	X		
Walls clean		X	
Sinks/counter clean	X		
Soap, towel, hand sanitizer dispensers filled	X		
Tables & chairs clean	X		
Carpet vacuumed/ floors clean	X		
Vents clean			X
Clean doors & frames			X
Windows		X	
Microwave	X		

GYM

Description	Daily	Weekly	Monthly
Trash receptacles empty and clean	X		
Walls clean			X
Water fountains cleaned	X		
Clean doors & frames			X
Disinfect pads on walls		X	
Dust mopped & spot mopped	X		
Vents clean			X

APPENDIXES – C - continued
SUMMIT BEHAVIORAL HEALTHCARE
TREATMENT MALL/LOWERS LEVEL

PATIENT DINNING ROOM cleaned after 8:30 p.m.

Description	Daily	Weekly	Monthly
Trash receptacles empty and clean	X		
Tables/chairs clean	X		
Sweep & mop after visitation	X		
Walls clean			X
Vents clean		X	
Clean doors & frames		X	
Spot clean windows	X		
Microwave	X		

GAME ROOM

Description	Daily	Weekly	Monthly
Trash receptacles and clean	X		
Floors clean	X		
Walls clean			X
Tables/chairs clean	X		
Games cleaned	X		
Vents clean			X
Towel dispenser filled	X		
Counter clean	X		

MEDICAL/DENTAL CLINIC

Description	Daily	Weekly	Monthly
Trash receptacles empty and clean	X		
Floors dust mop & mop	X		
Soap, hand sanitizer, towel dispensers filled	X		
Counters/sink clean	X		
Vents clean			X
Windows clean		X	
Furniture clean		X	
Clean doors & frames		X	
Walls clean		X	
Ice machine clean	X		

FITNESS ROOM

Description	Daily	Weekly	Monthly
Walls clean			X
Towel dispenser filled	X		
Clean door & frame			X
Vents clean			X
Windows clean		X	
Trash emptied/receptacle clean	X		
Carpet vacuumed	spot	X	
Equipment disinfected	X		

COURT ROOM

Description	Daily	Weekly	Monthly
Carpet vacuumed		X	
Trash emptied/receptacle clean	X		
Walls clean			X
Tables/chairs clean	X		
Clean door & frame			X
Vents			X

APPENDIXES – C - continued
SUMMIT BEHAVIORAL HEALTHCARE
TREATMENT MALL/LOWERS LEVEL

HOLDING ROOM

Description	Daily	Weekly	Monthly
Vacuum/spot carpet		X	
Walls clean	spot		X
Chairs clean	spot	X	
Vents clean			X
Clean door & frame			X

WAITING AREA

Description	Daily	Weekly	Monthly
Carpet vacuumed	spot	X	
Walls clean			X
Trash emptied receptacle clean	X		
Chairs clean		X	
Counter clean	X		
Windows	X		
Vents			X

BEDROOMS

Description	Daily	Weekly	Monthly
Floors clean	spot	X	
Beds & mattress clean		X	
Walls clean		X	
Doors clean			X
Under bed clean		X	
Wardrobe/desk clean		X	
Vents clean			X

HALLWAYS

Description	Daily	Weekly	Monthly
Rubber floor dust mop & spot mopped	X		
Vents			X
Clean doors		X	
Clean walls		X	
Clean & disinfect water fountains	X		
Vacuum mats	X		
Dust		X	
Spot clean windows	SPOT		CLEAN
Elevators	X		

KITCHEN

Description	Daily	Weekly	Monthly
Clean vents		X	

REAR DOCK/HALLWAY

Description	Daily	Weekly	Monthly
Sweep & scrub		X	
Empty trash		X	
Pick up outside trash rear dock		X	

APPENDIXES – C - continued
SUMMIT BEHAVIORAL HEALTHCARE
TREATMENT MALL/LOWERS LEVEL

OUTSIDE/COURTYARDS

Description	Daily	Weekly	Monthly
Empty trash	X		
Pickup trash		X	

BARBER SHOP

Description	Daily	Weekly	Monthly
Sweep & mop floor	X		
Empty trash	X		
Clean walls			X
Clean sink	X		
Chairs		X	

NOTES: For all Appendix C areas:

- Biohazard boxes are to be transported to storage as requested.**
- All weekly and monthly cleaning will be performed or as needed.**
- Setup and take down table and chairs for all special events.**
- Plunge minor clogged toilets.**

CONTRACTOR INDEX

CONTRACTOR, TERMS, AND SHIPMENT:

CONTRACT NO.: OT903515-1 *



Minority Business Enterprise (MBE)

OAKS ID# 0000221510
Robert Louis Group
425 Walnut Street, Suite 1200
Cincinnati, OH 45202

CONTRACTOR'S CONTACT: J.R. Foster

TERMS: Net 30 Days

DELIVERY: As Specified

Telephone: (513) 250-4680

FAX: (888) 371-7476

E-mail address: jr.foster@robertlouisgroup.com

*to advise of removal of end date

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
2	07/01/16	This amendment is issued to notify that as a result of mutual agreement between the state of Ohio and the Contractor, this contract is renewed for an additional twelve (12) months effective 07/01/2016 through 06/30/2017.
1	07/21/14	This amendment is issued to OAKS ID Number, ITEM Number and Contract Number to Contract and, to add the Summary of Amendments page.