

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 <u>OT902312</u>	OPENING DATE (1:00 p.m.) <u>SEPTEMBER 19, 2011</u>	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 SEPTEMBER 8, 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			
<u>PARTICIPATING AGENCY(IES):</u> MONTGOMERY DEVELOPMENTAL CENTER 7650 TIMBERCREST DRIVE, HUBER HEIGHTS OH 45424			
ADDENDUM FOR CHANGE ADDENDUM NO.: 02 REVISION DATE: 09/06/11			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u> HOUSEKEEPING SERVICES AT MONTGOMERY DEVELOPMENTAL CENTER			
Attached are pages 7-12 and newly added pages 15-17 containing attachments A, B and C to this Invitation to Bid. Remove the corresponding pages from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to add required Background checks, add links for the Abuser Registry and Nurse Aide Registry and add required forms. The forms that have been added are; The Abuser Registry Notice, Criminal Conduct and Ohio Residency. Pages have also been paginated.			

**

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. Prior to working on-site, the Contractor shall furnish Montgomery Developmental Center with results of TB testing (negative and two step).
- * 2. Background checks shall be performed at Contractor's expense. The Contractor shall provide the Center with copies of the results of the checks. The background check must be completed at the start of Contract. The following checks shall be performed by the Contractor:
 - a. A Department of Developmental Disabilities Abuser Registry check using SSN; link provided below https://its.prodapps.dodd.ohio.gov/ABR_Default.aspx
 - b. A signed and dated Abuser Registry Notice; see attachment A
 - c. A Department of Health Nurse Aide Registry check; link provided below https://odhgateway.odh.ohio.gov/nar/nar_registry_search.aspx
 - d. A signed and dated Notice of Criminal Conduct form; see attachment B
 - e. A BCI check for all for all employees;
 - f. A FBI check for employees that have not lived and worked in Ohio for the previous 5 years;
 - g. A notarized Statement of Ohio residency; see attachment C
3. The Contractor shall conduct a pre-employment drug screens, at the Contractor's expense.
4. The Contractor's staff will be required to meet OSHA's regulations on bloodbourne pathogens.
5. The Contractor's staff shall be highly accurate in meeting job duties and requirements, showing exactness from extra care taken.
6. The Contractor's staff shall have 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.

* Indicates change, **Paginate

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SPECIFICATIONS (Cont'd)

10. The Contractor's staff must be logical thinkers, being able to produce reasonable sound conclusions after due thought and consideration.
11. The Contractor's staff must demonstrate promptness and interest while fulfilling job duties.
12. The Contractor's staff must demonstrate pleasant personality, well mannered, and polite.
13. Staff Personnel of the Contractor's firm that provides direct services to the Center must be acceptable to the Center's administration and the Center administration retains the right of refusal and dismissal at all times.

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.

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SPECIFICATIONS (Cont'd)

- D. Training: The Contractor must have an established, up-to-date, in-service educational training program dealing with the many diverse cleaning disciplines that may be found within a residential facility for the 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.
- 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.

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SPECIFICATIONS (Cont'd)

X. LOCATIONS TO BE CLEANED

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

- Building #1 (office area, central kitchen and dock areas)
- Building #2 - Administration
- Building #3 – Residential House
- 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)

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

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SPECIFICATIONS (Cont'd)

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
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

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

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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.

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ATTACHMENT A

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

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

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

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

Name

Date

ATTACHMENT B

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

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

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

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

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

Name: _____ Signature: _____ Date: _____

ATTACHMENT C

Notary Required On Page 2

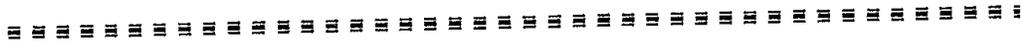
Page 2 of 2

Contractor's Statement of Residency and Waiver

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

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

Contractor's Signature/Date: _____



Notary Signature Required

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

Notary Signature

My commission expires: _____