



FACILITY SERVICES SCOPE OF WORK  
EFFECTIVE JULY 1, 2020

A. LOCATION:

Burbank Outpost Lawn Care  
State Route 83 North  
Burbank, OH 44214

B. DATES OF SERVICE:

Vendor shall furnish all necessary personnel, supplies and equipment (unless otherwise noted herein) to provide the contracted scope of work not to exceed 26 occurrences annually

C. WORKING HOURS:

1. Services shall normally be performed between the hours of 7:30 AM and 4:00 PM. The District Designated Representative may approve other hours when deemed necessary to accomplish the specified work.
2. The Department reserves the right to discontinue service temporarily due to inclement weather. A minimum of four (4) hour notice must be given to the Contractor for a proportional amount to be reduced or suspended in the payment.
3. It shall be understood that, from time to time, facilities may be opened or closed during the life of the contract. The District designated representative will provide a minimum thirty (30) day notice to the vendor of the anticipated closure of site(s) serviced in accordance with this contract.
4. Vendor shall notify the District Designated Representative of staff absences and contingency plan not less than one (1) hour prior to start of regular work time.
5. Most ODOT Facilities operate on a Monday through Friday work schedule. When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When the holiday falls on a Sunday, it shall be observed on the following Monday.

D. DAS SPECIFICATIONS:

The State of Ohio Department of Administrative Services Standard Terms and Conditions Rev. 05-15 and Special Terms and Conditions Rev. 05-15, including any subsequent changes, shall govern this work.

E. SCOPE OF WORK:

The intent of this scope of work is to provide high quality facility services, furnishing adequate supervision, labor and supplies to accomplish all contracted services. All work shall be performed in accordance with the services to be provided as set forth herein. There shall be no exceptions or deviations to any part, or from approved schedule without prior written approval of the District designated representative. Contractor shall be deemed to have adequate knowledge of the nature of the contracted services.

F. MATERIALS AND SUPPLIES:

Vendors shall furnish, without additional cost, all materials and supplies required to perform the scope of work.

G. SITE DETAILS:

1. Burbank Outpost

a. Areas identified on the attached site map - Approximately 0.75 Acres

1. All identified grass areas within the exterior facility fence
2. All identified grass areas from the exterior fence to the road
3. Approximately 950 lineal feet of fence

H. SERVICES TO BE PROVIDED:

1. Mowing and Trimming

Vendor shall mow and trim lawn areas for approximately twenty-six (26) cuts per season between April 15 and November 30 annually as detailed below:

Mow and trim as necessary assuring that turf is maintained between three (3) and four (4) inches in height. During hot and dry weather, maintain turf between four (4) and five (5) inches in height to avoid turf stress.

Trimming of grass shall take place within two (2) days of mowing and as needed to keep a neat edge between the buildings, sidewalks, curbs, parking lots and fences, and the lawn. Trim fence lines of all grass and weeds.

Note: Mowing shall not be performed when it is raining or if the grass is still wet. Not more than 1/3 total blade shall be removed during any mowing event. During droughts, lawns will not be mowed unless requested by the District Facilities Maintenance Supervisor or designated representative.

2. Debris Removal

Vendor shall remove all litter, fallen leaves and branches prior to each mowing and trimming event

3. Blowing of Clippings

Keep all walkways, parking lots and entryways free of grass cuttings and debris. Mow in direction to avoid blowing cuttings onto parked cars. (Notify District Designated Representative of mowing schedule so cars can be moved if necessary)

4. ODOT Maintained Chemical Weed Control

The department shall provide chemical weed control application for all fence lines with their certified operators. The awarded vendor is NOT responsible for chemical weed control along fence lines of the service property.

I. DRESS CODE:

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

J. SAFETY:

The vendor shall provide all required personal protective equipment and training and all employees of the vendor shall always wear safety vests when outside buildings performing work of any type pursuant to this scope of work.

K. BASIS OF PAYMENT:

Payment shall be made at price bid for unit price per day. The daily rate will be determined by dividing the annual cost (including all labor, supplies and equipment, plus 15% overhead) by the number of days the facility is serviced for the contract term.

Example: \$12,000 Annual Cost / 120 Contract Days = \$100 per Contract Day

Vendors shall complete contract audit sheets provided by the District Designated Representative to verify hours worked from sign in sheets. Should the vendor fail to provide full staffing hours equal to the number of hours per day times the number of working days per month, the vendor shall deduct, by detailed line item credit, the amount equal to the hourly rate for the employee plus taxes, benefits and 15% Overhead times the number of hours not provided in the month, to the nearest full hour from that month's invoice. The sign in and sign out records may be used in the verification process for approval of any invoices for payment.

L. INSPECTION:

Department personnel may inspect the performance of work each working day. Vendor of record shall have a regular, ongoing inspection program for services provided and shall furnish the District Designated Representative with copies of inspection reports and follow-up for deficiency corrections.

M. CHEMICALS AND CLEANING SUPPLIES:

In accordance with OSHA 29 CFR 1910.1200 Hazard Communication Standard a chemical inventory listing all products used, manufacturers name, and copies of Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) used in performing work outlined in these specifications shall be submitted at least annually to and approved by the District Designated Representative. This information shall also be kept and maintained in each facility. In case of an emergency both the inventory and MSDS/SDS must be readily accessible. All chemical product containers must be properly labeled.

N. BACKGROUND CHECK SCREENING:

At each contract renewal date, by signing the contract, the awarded vendor verifies to the Department that the employees it is placing in ODOT facilities have successfully passed the vendor's own background check screening.

O. OTHER PROCEDURES:

1. After all facility services have been completed the premises shall be left in a neat and orderly condition.
2. Vendor of record shall be responsible for disposal of all liquid and solid waste from performance of this contract. At no time shall the vendor of record bring items to or on ODOT properties for disposal. All chemicals utilized in performance of this contract shall meet with the approval of the District Designated Representative and shall be in accordance with the rules of the Ohio Environmental Protection Agency. In no circumstance shall any chemical be disposed of improperly.
3. Vendor's employees shall sign in and out with the designated representative, including arrival and departure times. Sign In/Out sheets shall be reviewed by the vendor and originals shall be submitted to ODOT with monthly invoicing.
4. The vendor shall sign for the keys they receive for each facility maintained. In the event keys are lost, the vendor shall be responsible for re-keying the facility at the current market rate of approximately \$2500.00.
5. Upon completion of daily contracted services, the vendor shall scan the facility for any unusual conditions and report as necessary.

-End of Scope of Work-



FACILITY SERVICES SCOPE OF WORK  
EFFECTIVE JULY 1, 2020

A. LOCATION:

Medina Outpost Lawn Care  
3220 Medina Road (State Route 18)  
Medina, OH 44256

B. DATES OF SERVICE:

Vendor shall furnish all necessary personnel, supplies and equipment (unless otherwise noted herein) to provide the contracted scope of work not to exceed 26 occurrences annually

C. WORKING HOURS:

1. Services shall normally be performed between the hours of 7:30 AM and 4:00 PM. The District Designated Representative may approve other hours when deemed necessary to accomplish the specified work.
2. The Department reserves the right to discontinue service temporarily due to inclement weather. A minimum of four (4) hour notice must be given to the Contractor for a proportional amount to be reduced or suspended in the payment.
3. It shall be understood that, from time to time, facilities may be opened or closed during the life of the contract. The District designated representative will provide a minimum thirty (30) day notice to the vendor of the anticipated closure of site(s) serviced in accordance with this contract.
4. Vendor shall notify the District Designated Representative of staff absences and contingency plan not less than one (1) hour prior to start of regular work time.
5. Most ODOT Facilities operate on a Monday through Friday work schedule. When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When the holiday falls on a Sunday, it shall be observed on the following Monday.

D. DAS SPECIFICATIONS:

The State of Ohio Department of Administrative Services Standard Terms and Conditions Rev. 05-15 and Special Terms and Conditions Rev. 05-15, including any subsequent changes, shall govern this work.

E. SCOPE OF WORK:

The intent of this scope of work is to provide high quality facility services, furnishing adequate supervision, labor and supplies to accomplish all contracted services. All work shall be performed in accordance with the services to be provided as set forth herein. There shall be no exceptions or deviations to any part, or from approved schedule without prior written approval of the District designated representative. Contractor shall be deemed to have adequate knowledge of the nature of the contracted services.

F. MATERIALS AND SUPPLIES:

Vendors shall furnish, without additional cost, all materials and supplies required to perform the scope of work.

G. SITE DETAILS:

1. Medina Full Service Facility

a. Areas identified on the attached site map - Approximately 1.9 Acres

1. All identified grass areas within the exterior facility fence
2. All identified grass areas from the exterior fence to the road in the cul-de-sac
3. All identified grass areas within the exterior facility fence on the salt building side of the property
4. Approximately 1,400 lineal feet of fence

H. SERVICES TO BE PROVIDED:

1. Mowing and Trimming

Vendor shall mow and trim lawn areas for approximately twenty-six (26) cuts per season between April 15 and November 30 annually as detailed below:

Mow and trim as necessary assuring that turf is maintained between three (3) and four (4) inches in height. During hot and dry weather, maintain turf between four (4) and five (5) inches in height to avoid turf stress.

Trimming of grass shall take place within two (2) days of mowing and as needed to keep a neat edge between the buildings, sidewalks, curbs, parking lots and fences, and the lawn. Trim fence lines of all grass and weeds.

Note: Mowing shall not be performed when it is raining or if the grass is still wet. Not more than 1/3 total blade shall be removed during any mowing event. During droughts, lawns will not be mowed unless requested by the District Facilities Maintenance Supervisor or designated representative.

2. Debris Removal

Vendor shall remove all litter, fallen leaves and branches prior to each mowing and trimming event

3. Blowing of Clippings

Keep all walkways, parking lots and entryways free of grass cuttings and debris. Mow in direction to avoid blowing cuttings onto parked cars. (Notify District Designated Representative of mowing schedule so cars can be moved if necessary)

4. ODOT Maintained Chemical Weed Control

The department shall provide chemical weed control application for all fence lines with their certified operators. The awarded vendor is NOT responsible for chemical weed control along fence lines of the service property.

I. DRESS CODE:

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

J. SAFETY:

The vendor shall provide all required personal protective equipment and training and all employees of the vendor shall always wear safety vests when outside buildings performing work of any type pursuant to this scope of work.

**K. BASIS OF PAYMENT:**

Payment shall be made at price bid for unit price per day. The daily rate will be determined by dividing the annual cost (including all labor, supplies and equipment, plus 15% overhead) by the number of days the facility is serviced for the contract term.

Example: \$12,000 Annual Cost / 120 Contract Days = \$100 per Contract Day

Vendors shall complete contract audit sheets provided by the District Designated Representative to verify hours worked from sign in sheets. Should the vendor fail to provide full staffing hours equal to the number of hours per day times the number of working days per month, the vendor shall deduct, by detailed line item credit, the amount equal to the hourly rate for the employee plus taxes, benefits and 15% Overhead times the number of hours not provided in the month, to the nearest full hour from that month's invoice. The sign in and sign out records may be used in the verification process for approval of any invoices for payment.

**L. INSPECTION:**

Department personnel may inspect the performance of work each working day. Vendor of record shall have a regular, ongoing inspection program for services provided and shall furnish the District Designated Representative with copies of inspection reports and follow-up for deficiency corrections.

**M. CHEMICALS AND CLEANING SUPPLIES:**

In accordance with OSHA 29 CFR 1910.1200 Hazard Communication Standard a chemical inventory listing all products used, manufacturers name, and copies of Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) used in performing work outlined in these specifications shall be submitted at least annually to and approved by the District Designated Representative. This information shall also be kept and maintained in each facility. In case of an emergency both the inventory and MSDS/SDS must be readily accessible. All chemical product containers must be properly labeled.

**N. BACKGROUND CHECK SCREENING:**

At each contract renewal date, by signing the contract, the awarded vendor verifies to the Department that the employees it is placing in ODOT facilities have successfully passed the vendor's own background check screening.

**O. OTHER PROCEDURES:**

1. After all facility services have been completed the premises shall be left in a neat and orderly condition.
2. Vendor of record shall be responsible for disposal of all liquid and solid waste from performance of this contract. At no time shall the vendor of record bring items to or on ODOT properties for disposal. All chemicals utilized in performance of this contract shall meet with the approval of the District Designated Representative and shall be in accordance with the rules of the Ohio Environmental Protection Agency. In no circumstance shall any chemical be disposed of improperly.
3. Vendor's employees shall sign in and out with the designated representative, including arrival and departure times. Sign In/Out sheets shall be reviewed by the vendor and originals shall be submitted to ODOT with monthly invoicing.
4. The vendor shall sign for the keys they receive for each facility maintained. In the event keys are lost, the vendor shall be responsible for re-keying the facility at the current market rate of approximately \$2500.00.
5. Upon completion of daily contracted services, the vendor shall scan the facility for any unusual conditions and report as necessary.

-End of Scope of Work-



FACILITY SERVICES SCOPE OF WORK  
 EFFECTIVE JULY 1, 2020

A. LOCATION:

Medina Outpost  
 3220 Medina Road (State Route 18)  
 Medina, OH 44256

B. DATES OF SERVICE:

Vendor shall furnish all necessary personnel, supplies and equipment (unless otherwise noted herein) to provide the contracted scope of work two (2) non-consecutive days per week, currently Tuesdays and Thursdays, not including the following holidays:

New Year's Day	January 1st
Martin Luther King Day	The 3 <sup>rd</sup> Monday in January
Presidents Day	The 3 <sup>rd</sup> Monday in February
Memorial Day	The last Monday in May
Independence Day	July 4th
Labor Day	The 1 <sup>st</sup> Monday in September
Columbus Day	The 2 <sup>nd</sup> Monday in October
Veterans Day	November 11th
Thanksgiving Day	The 4 <sup>th</sup> Thursday in November
Christmas Day	December 25th

C. WORKING HOURS:

1. Services shall normally be performed between the hours of 5:00 PM and 1:00 AM. The District Designated Representative may approve other hours when deemed necessary to accomplish the specified work.
2. The Department reserves the right to discontinue service temporarily due to inclement weather. A minimum of four (4) hour notice must be given to the Contractor for a proportional amount to be reduced or suspended in the payment.
3. It shall be understood that, from time to time, facilities may be opened or closed during the life of the contract. The District designated representative will provide a minimum thirty (30) day notice to the vendor of the anticipated closure of site(s) serviced in accordance with this contract.
4. Vendor shall notify the District Designated Representative of staff absences and contingency plan not less than one (1) hour prior to start of regular work time.
5. Most ODOT Facilities operate on a Monday through Friday work schedule. When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When the holiday falls on a Sunday, it shall be observed on the following Monday.

D. DAS SPECIFICATIONS:

The State of Ohio Department of Administrative Services Standard Terms and Conditions Rev. 05-15 and Special Terms and Conditions Rev. 05-15, including any subsequent changes, shall govern this work.

E. SCOPE OF WORK:

The intent of this scope of work is to provide high quality facility services, furnishing adequate supervision, labor and supplies to accomplish all contracted services. All work shall be performed in accordance with the services to be provided as set forth herein. There shall be no exceptions or deviations to any part, or from approved schedule without prior written approval of the District designated representative. Contractor shall be deemed to have adequate knowledge of the nature of the contracted services.

F. MATERIALS AND SUPPLIES:

1. Vendors shall furnish, without additional cost, all materials and supplies required to perform the scope of work. Vendor shall always keep adequate quantities of properly labeled supplies on hand in each facility to perform the scope of work.
  - a. Any change in cleaning products at facilities with on-site treatment plants shall be submitted and approved by the District designated representative prior to final selection of products.
2. Vendor shall furnish, without additional cost, the following consumable items for facility staff and customers:
  - a. Hand soap
  - b. Toilet Paper
  - c. Plastic waste can liners
  - d. Air fresheners
  - e. Urinal deodorant screens or liquid urinal deodorizer ("urinal blocks" not permitted)
  - f. Hand drying towels
  - g. Entry mats of appropriate size (where required)
  - h. Blended ice melt product (magnesium chloride, calcium chloride, etc.) for control of ice and snow after physical removal of snow from required areas. **Rock salt shall not be permitted.**
  - i. All paper products shall be submitted to the District designated representative prior to final selection and shall meet the minimum requirements below.
    1. Toilet paper shall be minimum 2 ply product
    2. Hand towels shall be roll type (where applicable)
  - j. If dispensers for any paper products or hand soap need replaced, the vendor shall coordinate replacement with the District designated representative prior to installing new units.

G. SERVICES TO BE PROVIDED:

1. Entrances, Hallways and Offices
  - a. Daily Tasks
    1. Empty trash receptacles/reline as needed
    2. Vacuum entry mats
    3. Polish/disinfect drinking fountain
    4. Dust Mop floors
    5. Wet Mop floors
    6. Clean entry door glass and all other entry glass
    7. Clean office door glass
  - b. Weekly Tasks
    1. Dust vinyl chairs
    2. Dust Desks/Tables
    3. Dust Bookshelves/File Cabinets



4. Dust Wall Hangings
5. Sanitize office phones
6. Dust Window sills and frames
7. Empty ash urns
8. Spray buff floors
9. Remove tar from floors as needed
- c. Monthly Tasks
  1. Dust venetian blinds
  2. Vacuum upholstered furniture
  3. Spot clean high traffic walls as needed
  4. Clean and organize janitor closet
- d. Semi Annual Tasks
  1. Clean interior windows
  2. Clean exterior windows
  3. Clean waste receptacles
  4. Thoroughly clean upholstered furniture
  5. Strip and wax floors
- e. Annual Tasks
  1. Thoroughly wash walls
  2. Dust ceiling/wall air vents/registers
  3. Clean light lenses
2. Rest Rooms and Locker Room
  - a. Daily Tasks
    1. Clean/disinfect toilets
    2. Clean/disinfect urinals
    3. Clean/polish sinks and fixtures
    4. Empty and reline trash receptacles
    5. Polish/refill soap dispensers
    6. Polish/refill towel dispensers
    7. Replenish toilet paper
    8. Polish Mirrors
    9. Sweep/dust mop floors
    10. Wet mop/disinfect floors
  - b. Weekly Tasks
    1. Remove tar from floors as needed
    2. Spray buff floors
  - c. Monthly Tasks
    1. Spot clean high traffic walls
    2. Clean waste receptacles
    3. Dust/wipe lockers
  - d. Semi Annual Tasks
    1. Thoroughly wash walls
    2. Thoroughly wash stall partitions
    3. Strip and wax floors
  - e. Annual Tasks
    1. Dust ceiling/wall air vents/registers
    2. Clean light lenses
3. Lunch/Ready Room
  - a. Daily Tasks
    1. Empty and reline trash receptacles
    2. Vacuum entry mats
    3. Wipe/Clean counter surfaces
    4. Wipe/Clean tables
    5. Wipe/Clean chairs

6. Wipe/Clean exterior of appliances
7. Clean/polish sinks and fixtures
8. Clean door window glass
9. Dust Mop floors
10. Wet Mop floors
- b. Weekly Tasks
  1. Dust Window sills and frames
  2. Spray Buff floors
  3. Remove tar from floors as needed
- c. Monthly Tasks
  1. Dust venetian blinds
  2. Spot clean high traffic walls
  3. Clean waste receptacles
- d. Semi Annual Tasks
  1. Clean interior windows
  2. Clean exterior windows
  3. Thoroughly wash walls
  4. Strip and wax floors
- e. Annual Tasks
  1. Dust ceiling/wall air vents/registers
  2. Clean light lenses
4. Garage Area
  - a. Weekly Tasks
    1. Clean/polish eye wash station

H. DRESS CODE:

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

I. SAFETY:

The vendor shall provide all required personal protective equipment and training and all employees of the vendor shall always wear safety vests when outside buildings performing work of any type pursuant to this scope of work.

J. BASIS OF PAYMENT:

Payment shall be made at price bid for unit price per day. The daily rate will be determined by dividing the annual cost (including all labor, supplies and equipment, plus 15% overhead) by the number of days the facility is serviced for the contract term.

Example: \$12,000 Annual Cost / 120 Contract Days = \$100 per Contract Day

Vendors shall complete contract audit sheets provided by the District Designated Representative to verify hours worked from sign in sheets. Should the vendor fail to provide full staffing hours equal to the number of hours per day times the number of working days per month, the vendor shall deduct, by detailed line item credit, the amount equal to the hourly rate for the employee plus taxes, benefits and 15% Overhead times the number of hours not provided in the month, to the nearest full hour from that month's invoice. The sign in and sign out records may be used in the verification process for approval of any invoices for payment.

K. INSPECTION:

Department personnel may inspect the performance of work each working day. Vendor of record shall have a regular, ongoing inspection program for services provided and shall furnish the District Designated Representative with copies of inspection reports and follow-up for deficiency corrections.

L. CHEMICALS AND CLEANING SUPPLIES:

In accordance with OSHA 29 CFR 1910.1200 Hazard Communication Standard a chemical inventory listing all products used, manufacturers name, and copies of Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) used in performing work outlined in these specifications shall be submitted at least annually to and approved by the District Designated Representative. This information shall also be kept and maintained in each facility. In case of an emergency both the inventory and MSDS/SDS must be readily accessible. All chemical product containers must be properly labeled.

M. STORAGE AREAS:

ODOT will provide the vendor with a secure area for storage of cleaning supplies and equipment. This area will be designated during the initial walkthrough of the facility with the awarded vendor.

N. TELEPHONE USE:

Telephones are to be used by supervisor only for emergency and ODOT purposes only. The number of calls shall be kept to a minimum. All inappropriate calls made by the Vendor's employees shall be deducted from compensation.

O. BACKGROUND CHECK SCREENING:

At each contract renewal date, by signing the contract, the awarded vendor verifies to the Department that the employees it is placing in ODOT facilities have successfully passed the vendor's own background check screening.

P. OTHER PROCEDURES:

1. After all facility services have been completed the premises shall be left in a neat and orderly condition.
2. Vendor of record shall be responsible for disposal of all liquid and solid waste from performance of this contract. At no time shall the vendor of record bring items to or on ODOT properties for disposal. All chemicals utilized in performance of this contract shall meet with the approval of the District Designated Representative and shall be in accordance with the rules of the Ohio Environmental Protection Agency. In no circumstance shall any chemical be disposed of improperly.
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4. The vendor shall sign for the keys they receive for each facility maintained. In the event keys are lost, the vendor shall be responsible for re-keying the facility at the current market rate of approximately \$2500.00.
5. Upon completion of daily contracted services, the vendor shall scan the facility for any unusual conditions and report as necessary.

-End of Scope of Work-



FACILITY SERVICES SCOPE OF WORK  
 EFFECTIVE JULY 1, 2020

A. LOCATION:

Medina Seville Full Service Facility  
 4993 Atlantic Drive  
 Seville, OH 44273

B. DATES OF SERVICE:

Vendor shall furnish all necessary personnel, supplies and equipment (unless otherwise noted herein) to provide the contracted scope of work three (3) days per week, currently Mondays, Wednesdays and Fridays, not including the following holidays:

New Year's Day	January 1st
Martin Luther King Day	The 3 <sup>rd</sup> Monday in January
Presidents Day	The 3 <sup>rd</sup> Monday in February
Memorial Day	The last Monday in May
Independence Day	July 4th
Labor Day	The 1 <sup>st</sup> Monday in September
Columbus Day	The 2 <sup>nd</sup> Monday in October
Veterans Day	November 11th
Thanksgiving Day	The 4 <sup>th</sup> Thursday in November
Christmas Day	December 25th

C. WORKING HOURS:

- Services shall normally be performed between the hours of 5:00 PM and 1:00 AM. The District Designated Representative may approve other hours when deemed necessary to accomplish the specified work.
- The Department reserves the right to discontinue service temporarily due to inclement weather. A minimum of four (4) hour notice must be given to the Contractor for a proportional amount to be reduced or suspended in the payment.
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- Vendor shall notify the District Designated Representative of staff absences and contingency plan not less than one (1) hour prior to start of regular work time.
- Most ODOT Facilities operate on a Monday through Friday work schedule. When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When the holiday falls on a Sunday, it shall be observed on the following Monday.

D. DAS SPECIFICATIONS:

The State of Ohio Department of Administrative Services Standard Terms and Conditions Rev. 05-15 and Special Terms and Conditions Rev. 05-15, including any subsequent changes, shall govern this work.

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The intent of this scope of work is to provide high quality facility services, furnishing adequate supervision, labor and supplies to accomplish all contracted services. All work shall be performed in accordance with the services to be provided as set forth herein. There shall be no exceptions or deviations to any part, or from approved schedule without prior written approval of the District designated representative. Contractor shall be deemed to have adequate knowledge of the nature of the contracted services.

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  - a. Any change in cleaning products at facilities with on-site treatment plants shall be submitted and approved by the District designated representative prior to final selection of products.
2. Vendor shall furnish, without additional cost, the following consumable items for facility staff and customers:
  - a. Hand soap
  - b. Toilet Paper
  - c. Plastic waste can liners
  - d. Air fresheners
  - e. Urinal deodorant screens or liquid urinal deodorizer ("urinal blocks" not permitted)
  - f. Hand drying towels
  - g. Entry mats of appropriate size (where required)
  - h. Blended ice melt product (magnesium chloride, calcium chloride, etc.) for control of ice and snow after physical removal of snow from required areas. **Rock salt shall not be permitted.**
  - i. All paper products shall be submitted to the District designated representative prior to final selection and shall meet the minimum requirements below.
    1. Toilet paper shall be minimum 2 ply product
    2. Hand towels shall be roll type (where applicable)
  - j. If dispensers for any paper products or hand soap need replaced, the vendor shall coordinate replacement with the District designated representative prior to installing new units.

G. SERVICES TO BE PROVIDED:

1. Entrances, Hallways and Offices
  - a. Daily Tasks
    1. Empty trash receptacles/reline as needed
    2. Vacuum entry mats
    3. Polish/disinfect drinking fountain
    4. Dust Mop floors
    5. Wet Mop floors
    6. Clean entry door glass and all other entry glass
    7. Clean office door glass
  - b. Weekly Tasks
    1. Dust vinyl chairs
    2. Dust Desks/Tables
    3. Dust/wipe counter surfaces

4. Dust Bookshelves/File Cabinets
  5. Dust Wall Hangings
  6. Sanitize office phones
  7. Dust Window sills and frames
  8. Empty ash urns
  9. Remove tar from floors as needed
  - c. Monthly Tasks
    1. Dust venetian blinds
    2. Spot clean high traffic walls as needed
    3. Clean and organize janitor closet
    4. Machine scrub hallways and entrances
  - d. Quarterly Tasks
    1. Machine Scrub office floors
  - e. Semi Annual Tasks
    1. Clean interior windows
    2. Clean exterior windows
    3. Clean waste receptacles
  - f. Annual Tasks
    1. Thoroughly wash walls
    2. Dust ceiling/wall air vents/registers
    3. Clean light lenses
2. Rest Rooms
- a. Daily Tasks
    1. Clean/disinfect toilets
    2. Clean/disinfect urinals
    3. Clean/polish sinks and fixtures
    4. Empty and reline trash receptacles
    5. Polish/refill soap dispensers
    6. Polish/refill towel dispensers
    7. Replenish toilet paper
    8. Polish Mirrors
    9. Sweep/dust mop floors
    10. Wet mop/disinfect floors
  - b. Weekly Tasks
    1. Remove tar from floors as needed
  - c. Monthly Tasks
    1. Spot clean high traffic walls
    2. Clean waste receptacles
    3. Machine Scrub floors
  - d. Semi Annual Tasks
    1. Thoroughly wash walls
    2. Thoroughly wash stall partitions
  - e. Annual Tasks
    1. Dust ceiling/wall air vents/registers
    2. Clean light lenses
3. Lunch/Ready Room
- a. Daily Tasks
    1. Empty and reline trash receptacles
    2. Vacuum entry mats
    3. Polish/refill soap dispensers
    4. Polish/refill towel dispensers
    5. Wipe/Clean counter surfaces
    6. Wipe/Clean tables
    7. Wipe/Clean chairs

8. Wipe/Clean exterior of appliances
9. Clean/polish sinks and fixtures
10. Dust Mop floors
11. Wet Mop floors
- b. Weekly Tasks
  1. Remove tar from floors as needed
- c. Monthly Tasks
  1. Spot clean high traffic walls
  2. Clean waste receptacles
  3. Machine Scrub floors
- d. Semi Annual Tasks
  1. Thoroughly wash walls
- e. Annual Tasks
  1. Dust ceiling/wall air vents/registers
  2. Clean light lenses

H. DRESS CODE:

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

I. SAFETY:

The vendor shall provide all required personal protective equipment and training and all employees of the vendor shall always wear safety vests when outside buildings performing work of any type pursuant to this scope of work.

J. BASIS OF PAYMENT:

Payment shall be made at price bid for unit price per day. The daily rate will be determined by dividing the annual cost (including all labor, supplies and equipment, plus 15% overhead) by the number of days the facility is serviced for the contract term.

Example: \$12,000 Annual Cost / 120 Contract Days = \$100 per Contract Day

Vendors shall complete contract audit sheets provided by the District Designated Representative to verify hours worked from sign in sheets. Should the vendor fail to provide full staffing hours equal to the number of hours per day times the number of working days per month, the vendor shall deduct, by detailed line item credit, the amount equal to the hourly rate for the employee plus taxes, benefits and 15% Overhead times the number of hours not provided in the month, to the nearest full hour from that month's invoice. The sign in and sign out records may be used in the verification process for approval of any invoices for payment.

K. INSPECTION:

Department personnel may inspect the performance of work each working day. Vendor of record shall have a regular, ongoing inspection program for services provided and shall furnish the District Designated Representative with copies of inspection reports and follow-up for deficiency corrections.

L. CHEMICALS AND CLEANING SUPPLIES:

In accordance with OSHA 29 CFR 1910.1200 Hazard Communication Standard a chemical inventory listing all products used, manufacturers name, and copies of Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) used in performing work outlined in these specifications shall be submitted at least annually to and approved by the District Designated Representative. This information shall also be kept and maintained in each facility. In case of an emergency both the inventory and MSDS/SDS must be readily accessible. All chemical product containers must be properly labeled.

M. STORAGE AREAS:

ODOT will provide the vendor with a secure area for storage of cleaning supplies and equipment. This area will be designated during the initial walkthrough of the facility with the awarded vendor.

N. TELEPHONE USE:

Telephones are to be used by supervisor only for emergency and ODOT purposes only. The number of calls shall be kept to a minimum. All inappropriate calls made by the Vendor's employees shall be deducted from compensation.

O. BACKGROUND CHECK SCREENING:

At each contract renewal date, by signing the contract, the awarded vendor verifies to the Department that the employees it is placing in ODOT facilities have successfully passed the vendor's own background check screening.

P. OTHER PROCEDURES:

1. After all facility services have been completed the premises shall be left in a neat and orderly condition.
2. Vendor of record shall be responsible for disposal of all liquid and solid waste from performance of this contract. At no time shall the vendor of record bring items to or on ODOT properties for disposal. All chemicals utilized in performance of this contract shall meet with the approval of the District Designated Representative and shall be in accordance with the rules of the Ohio Environmental Protection Agency. In no circumstance shall any chemical be disposed of improperly.
3. Vendor's employees shall sign in and out with the designated representative, including arrival and departure times. Sign In/Out sheets shall be reviewed by the vendor and originals shall be submitted to ODOT with monthly invoicing.
4. The vendor shall sign for the keys they receive for each facility maintained. In the event keys are lost, the vendor shall be responsible for re-keying the facility at the current market rate of approximately \$2500.00.
5. Upon completion of daily contracted services, the vendor shall scan the facility for any unusual conditions and report as necessary.

-End of Scope of Work-