



FACILITY SERVICES SCOPE OF WORK
 EFFECTIVE JULY 1, 2020

A. LOCATION:

District 11 Headquarters
 2201 Reiser Avenue SE
 New Philadelphia, OH 44663

B. DATES OF SERVICE:

Vendor shall furnish all necessary personnel, supplies and equipment (unless otherwise noted herein) to provide the contracted scope of work five (5) days per week, Monday through Friday, not including the following holidays:

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

C. WORKING HOURS:

- Services shall normally be performed between the hours of 4:00 PM and 12:00 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.
- 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.
- 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.

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. Lobbies, Entrances and Hallways (*Main Building*)
 - a. Daily Tasks
 1. Vacuum entry mats
 2. Polish/disinfect drinking fountain
 3. Dust Mop floors
 4. Wet Mop floors
 - b. Weekly Tasks
 1. Clean entry door glass and all other entry glass
 2. Spray Buff floors
 - c. Monthly Tasks
 1. Dust mop stairwells
 - d. Semi-Annual Tasks
 1. Clean interior windows

2. Strip and wax floors
2. Office Care (*Main Building*)
 - a. Daily Tasks
 1. Empty trash receptacles/reline as needed
 2. Spot Clean carpet
 - b. Three Times Weekly Tasks
 1. Vacuum carpeted traffic lanes
 - c. Weekly Tasks
 1. Dust/wipe desks/tables
 2. Dust bookshelves
 3. Dust file cabinets/credenzas
 4. Dust horizontal office surfaces
 5. Vacuum total carpeted areas
 6. Clean office door glass
 - d. Monthly Tasks
 1. Vacuum conference room upholstered furniture
 - e. Every Other Month Tasks
 1. Clean trash receptacles
 2. Vacuum upholstered furniture
 - f. Semi Annual Tasks
 1. Clean interior windows
 2. Thoroughly clean carpet traffic lanes only
 - g. Annual Tasks
 1. Thoroughly clean all carpet
3. Office Care (*Bridge Area*)
 - a. Daily Tasks
 1. Empty trash receptacles/reline as needed
 2. Spot clean office door glass
 3. Dust Mop floors
 4. Wet Mop floors
 - b. Weekly Tasks
 1. Dust/wipe desks/tables
 2. Dust bookshelves
 3. Spray buff floors
 - c. Monthly Tasks
 1. Vacuum upholstered furniture
 - d. Twice Monthly Tasks
 1. Clean trash receptacles
 - e. Semi Annual Tasks
 1. Strip and wax floor
4. Office Care (*Special Projects Area*)
 - a. Daily Tasks
 1. Empty trash receptacles/reline as needed
 2. Dust Mop floors
 3. Wet Mop floors
 - b. Weekly Tasks
 1. Dust/wipe desks/tables
 2. Dust/wipe horizontal office surfaces
 3. Spray buff floors
 - c. Monthly Tasks
 1. Vacuum upholstered furniture
 - d. Twice Monthly Tasks
 1. Clean office door glass
 - e. Semi Annual Tasks

1. Strip and wax floor
5. Office Care (*Traffic Area*)
 - a. Daily Tasks
 1. Empty trash receptacles/reline as needed
 2. Dust Mop floors
 3. Wet Mop floors
 - b. Weekly Tasks
 1. Dust/wipe desks/tables
 2. Dust bookshelves
 3. Dust file cabinets/credenzas
 4. Spray buff floors
 - c. Monthly Tasks
 1. Vacuum upholstered furniture
 2. Clean trash receptacles
 - d. Twice Monthly Tasks
 1. Clean office door glass
 - e. Semi Annual Tasks
 1. Strip and wax floor
6. Office Care (*Garage Office Area*)
 - a. Daily Tasks
 1. Empty trash receptacles/reline as needed
 2. Dust Mop floors
 3. Wet Mop floors
 - b. Weekly Tasks
 1. Dust/wipe desks/tables
 2. Dust bookshelves
 3. Dust file cabinets/credenzas
 4. Clean office door glass
 5. Spray buff floors
 - c. Monthly Tasks
 1. Vacuum upholstered furniture
 2. Clean trash receptacles
 - d. Semi Annual Tasks
 1. Clean interior windows
 2. Strip and wax floor
7. Rest Room Care (*All Areas*)
 - 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. Twice Weekly Tasks
 1. Clean/disinfect shower stalls
 - c. Weekly Tasks
 1. Dust/wipe partitions
 2. Machine scrub ceramic tile floor
 - d. Monthly Tasks
 1. Clean waste receptacles

- e. Semi Annual Tasks
 - 1. Thoroughly wash walls
- 8. Lunch Room
 - a. Daily Tasks
 - 1. Empty and reline trash receptacles
 - 2. Wipe/Clean counter surfaces
 - 3. Wipe/Clean tables
 - 4. Wipe/Clean chairs
 - 5. Wipe/Clean exterior of appliances
 - 6. Clean/polish sinks and fixtures
 - 7. Dust Mop floors
 - 8. Wet Mop floors
 - b. Weekly Tasks
 - 1. Spray Buff floor
 - c. Monthly Tasks
 - 1. Clean waste receptacles
 - d. Semi Annual Tasks
 - 1. Strip and wax floors
- 9. Tower
 - a. Daily Tasks
 - 1. Dust Mop floors
 - 2. Wet Mop floors
 - b. Weekly Tasks
 - 1. Spray Buff floor
 - c. Twice Monthly Tasks
 - 1. Dust file cabinets/credenzas
 - 2. Dust/wipe chairs
- 10. Fuel Pump Area
 - a. Empty trash receptacle at fuel pump
- 11. Other Floor Care Areas
 - a. HT Training Bay
 - 1. Quarterly Tasks
 - a. Dust Mop concrete floors
 - b. Wet Mop concrete floors
 - b. Facilities Hallway
 - 1. Quarterly Tasks
 - a. Dust Mop concrete floors
 - b. Wet Mop concrete floors
 - c. Garage Hallway
 - 1. Quarterly Tasks
 - a. Dust Mop concrete floors
 - b. Wet Mop concrete floors

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-



FACILITY SERVICES SCOPE OF WORK
 EFFECTIVE JULY 1, 2020

A. LOCATION:

Tuscarawas Full Service Facility
 2201 Reiser Ave
 New Philadelphia, OH 44663

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:

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

C. WORKING HOURS:

- 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.
- 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.
- 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.
- 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.

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. Lobbies, Entrances and Hallways
 - a. Daily Tasks
 1. Vacuum entry mats
 2. Dust Mop floors
 3. Wet Mop floors
 - b. Weekly Tasks
 1. Clean glass entrance doors/other entry glass
 2. Remove tar from floors as needed
 - c. Monthly Tasks
 1. Machine scrub floors
2. Offices
 - a. Daily Tasks
 1. Empty trash receptacles/reline as needed

2. Dust Mop floors
 3. Wet Mop floors
 - b. Weekly Tasks
 1. Dust/wipe tables
 2. Dust/wipe chairs
 3. Dust/wipe desks
 4. Dust file cabinets/coat racks/miscellaneous office furniture
 5. Dust built in counter surfaces
 6. Dust wall hangings
 7. Dust window sills/frames
 8. Sanitize Telephones
 9. Dust computers
 10. Remove tar from floors as needed
 - c. Monthly Tasks
 1. Clean trash receptacles
 2. Vacuum upholstered furniture
 3. Dust venetian blinds
 - d. Quarterly Tasks
 1. Machine scrub floors
 - e. Semi-Annual Tasks
 1. Clean interior windows
 2. Clean exterior windows
3. 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. Spot clean high traffic walls
 2. Spot clean toilet partitions
 3. Clean waste receptacles
 - c. Monthly Tasks
 1. Machine scrub floors
 - d. Semi Annual Tasks
 1. Thoroughly wash walls
 2. Thoroughly clean toilet partitions
4. Lunch/Ready Room
 - a. Daily Tasks
 1. Empty and reline trash receptacles
 2. Wipe/Clean counter surfaces
 3. Wipe/clean tables
 4. Wipe/clean chairs
 5. Wipe exterior of appliances
 6. Clean/polish sinks and fixtures
 7. Polish/refill soap dispenser
 8. Polish/refill towel dispenser
 9. Vacuum entry mats

- 10. Dust Mop floors
- 11. Wet Mop floors
- b. Weekly Tasks
 - 1. Dust wall hangings
 - 2. Dust window sills/frames
 - 3. Clean waste receptacles
- c. Monthly Tasks
 - 1. Machine scrub floors
- d. Semi Annual Tasks
 - 1. Clean interior windows
 - 2. Clean exterior windows

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

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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-