

CUYAHOGA COUNTY BOARD OF HEALTH

REQUEST FOR PROPOSAL

RFP # 2022-04

ISSUED: October 17, 2022

RFP TITLE: **SELECTION OF A VENDOR TO PROVIDE
HOUSEKEEPING AND FACILITY MAINTENANCE
SERVICES**

Issuing Department: Administration
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
(216)201-2000

Sealed proposals will be received until: November 15, 2022 at 10:30 a.m.

All inquiries should be directed to: Judy V. Wirsching, CFO
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
(216)201-2001

ALL RESPONSES SHALL BE MARKED AS

“SEALED BID”

“REQUEST FOR PROPOSALS

**SELECTION OF A CONTRACTOR TO PROVIDE HOUSEKEEPING SERVICES
FOR THE CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH**

**PROPOSALS ARE TO BE MAILED OR HAND-DELIVERED DIRECTLY TO THE
ISSUING DEPARTMENT SHOWN ABOVE. ANY PROPOSAL RECEIVED AFTER
THE TIME AND DATE SPECIFIED ABOVE WILL BE RETURNED UNOPENED.**

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PUBLIC NOTICE
REQUEST FOR PROPOSALS (RFP# 2022-04)
HOUSEKEEPING & FACILITY MAINTENANCE SERVICES

The Cuyahoga County Board of Health is now soliciting sealed proposals for a vendor to provide housekeeping and facility maintenance services at the agency's facility. Completed proposals must be submitted to the Cuyahoga County Board of Health, 5550 Venture Drive, Parma, Ohio 44130 no later than 10:30 A.M local time on November 15, 2022.

A pre-proposal conference is scheduled for October 28, 2022 at 9:30 a.m. at the Cuyahoga County Board of Health at the address set forth above. At the conclusion of the conference a walk-through of the facility will be conducted for all interested parties (no walk-throughs will be scheduled outside of this pre-proposal conference). Attendance is recommended, but not mandatory. Please RSVP to bidquestions@ccbh.net if you plan on attending.

Pre-proposal conference details along with this notice and proposal may be viewed at the following Board website: www.ccbh.net by clicking on the "Business" tab on the home page. Questions prior to the pre-proposal conference must be emailed to bidquestions@ccbh.net.

Judy Wirsching, CFO

Published in the Cleveland Plain Dealer on Monday, October 17, 2022.

PROPOSAL INFORMATION

A. Background Statement

The Cuyahoga County Board of Health (CCBH) seeks a qualified vendor to provide housekeeping and facility maintenance services for its facility located at 5550 Venture Drive, Parma, Ohio 44130. Our goal is to provide a safe, clean and functional environment for our visitors and employees. The contract period for stated services will last from January 1, 2023 through December 31, 2024, with an additional one-year option to renew, by the Board.

As a local public health department, CCBH is a separate political subdivision of the State of Ohio and its jurisdiction includes a very diverse population comprised of a diverse workforce, businesses and community stakeholders. CCBH has a compelling interest in providing equal contracting opportunities to a diverse range of businesses and persons. Accordingly, CCBH will actively encourage and solicit the participation of diverse vendors and/or suppliers in its solicitation of bids for this project.

All potential suppliers who are able to provide high-quality, cost competitive products and services will be considered regardless of characteristics including race, color, religion, gender, age, or national origin.

The CCBH Supplier Diversity Policy has been adopted, not as a response to outside regulatory agencies or mandatory requirements, but as an effort to strengthen ties with the communities in which CCBH does business.

B. Proposal Format

The Board discourages overly lengthy and costly proposals. In order for the Board to evaluate proposals fairly and completely, vendors should follow the format set forth herein and provide all of the information requested.

Proposals that do not adhere to these formatting requirements may be considered non-responsive. Proposals should be submitted in a sealed envelope with the name of the vendor and the relevant RFP name and number on the front.

Responses must be submitted with one (1) original, three (3) copies and one (1) electronic copy with all required information. All proposals submitted will become the property of the Board and will not be returned.

Proposals must remain open and valid for ninety (90) days from the opening date, unless the time for awarding the contract is extended by mutual consent of the Board and the vendor.

SECTION I - INTRODUCTION

A. Cover page

This must include the RFP title, RFP number, complete vendor name and mailing address as shown in Appendix 2.

B. Cover letter

Proposals must include the telephone number of the person the BOARD should contact regarding the proposal.

Proposals must confirm that the vendor will comply with all the provisions of this RFP. Any exceptions to the Board contract general terms and conditions should be discussed here.

The vendor must provide a brief description of the organization including history; number of years your organization has been in business; type of services you provide; legal status of vendor organization, i.e. corporation, partnership, sole proprietor; Federal Tax ID number.

If applicable to the project, the vendor must submit a copy of its most recent audited or compiled financial statements, with the name, address and telephone number of a contact in the company's principal financing or banking organization. The financial statements must have been completed by a Certified Public Accountant.

A vendor representative authorized to make contractual obligations must sign the cover letter.

C. Table of contents

Provide sufficient detail so reviewers can locate all the important elements of your document readily. Identify each section of your response as outlined in the proposal package.

D. Executive Summary

Provide a high level overview of your services, the distinguishing characteristics of your proposal/services, and the ability of your company to provide accompanying services related to facility maintenance.

SECTION II – SERVICE REQUIREMENTS (15 points)

A. Cleaning Space

The Respondent will confine its cleaning services to the areas designated for such purposes by the Board and as defined in Appendix 1, which is attached to and made a part of this Request for Proposal.

Any and all damage incurred during the performance of cleaning shall be repaired by the Board and billed to the successful Respondent.

The Board's parking lot is not designed for heavy truck traffic. The successful Respondent will utilize the appropriate type of truck(s) for cleaning services.

B. Successful Respondent's Employee's

The successful Respondent will not employ any person or person's to service any Board facility that will use improper language or act in a loud, boisterous manner. The successful Respondent's employees will at all times be polite and courteous in their dealings with patrons and follow the procedures, rules and regulations of the Board.

C. Designated Holidays

No service will be required or accepted on designated holidays, unless the Board has approved prior arrangements. If the service date falls on a designated holiday the successful Respondent will clean the facility on the next business day after the designated holiday.

D. Respondent Requirements

1. Each Respondent shall submit the following:
 - Number of years in business (Respondent must be in business at least 5 years to be considered)
 - Method of providing emergency response and standard response time
 - Detailed Work Plan including hours and schedule demonstrating how all specifications of this proposal will be met.
 - Ability to meet service requirements identified
 - Proximity of company to facility
 - Equipment and staffing information
 - Prior experience
 - Respondents Liability Certificate
 - Worker's Compensation Certificate
2. The Board intends to purchase its own housekeeping supplies including hand towels, toilet paper, hand soap, trash liners, etc.

The Respondent will be responsible for supplying all cleaning products and equipment necessary to provide cleaning services for this facility.

A slop sink and washer and dryer are present at this facility. There is a janitor closet available at the facility.

3. See Appendix 1 through 5 for additional requirements.

SECTION III – QUALIFICATIONS & EXPERIENCE (20 points)

Vendor Qualifications

Identify the qualifications that you bring to this proposal. Explain what differentiates your services from others in the market.

Prior Experience

Describe the adequacy of staff, equipment, and administrative resources; quality and appropriateness of cleaning and maintenance services; and past performance of the organization relevant to this proposal.

Vendor References

The vendor must submit 3 references, including names and phone numbers, relevant to the services outlined in this proposal. References should be able to attest to your work history, quality of work, timeliness in completing projects, and the impact of your work on their respective businesses. Refer to Appendix 3.

Contract Performance

If a vendor has had a contract terminated due to the vendor's non-performance or poor performance during the past five years, all such incidents must be described, including the other party's name, address and telephone number. If no such terminations have occurred in the past five years, so indicate.

Subcontractors

Subcontractors may be used to perform work under this contract. The use of any Subcontractors must be pre-approved by the Board. Vendors will be responsible for the subcontractor's meeting all terms and conditions of the specifications.

Conflict of Interest

Each vendor shall include a statement indicating whether or not the organization or any of the individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict. The Board reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the vendor. The Board's determination regarding any questions of conflict of interest shall be final.

SECTION IV - PRICING (15 Points)

Cost Proposal

Estimated proposal prices are not acceptable.

In order for offers to be considered responsive, the vendor's representative authorized to make contractual obligations must sign the pricing document.

The pricing document is vendor generated. It should include a detailed break out of costs on an annual basis.

SECTION V – ADDITIONAL CRITERIA (10 Points)

Vendors meeting additional criteria that support localization and diversification initiatives of the Board will receive the following points:

- Vendors located within Cuyahoga County will receive 5 points.
- Vendors that provide documentation of diverse vendor status including but not limited to MBE, WBE, VBE, etc. will receive 5 points.

SECTION VI REQUIRED FORMS

The vendor must complete and submit the following forms:

- Non-Collusion Affidavit (requires notarization).
- Certification of Compliance with Section 3517.13 of the Ohio Revised Code.

Ohio Revised Code Section 3517.131(3) and J(3) requires that no agency or department of this state or any political subdivision shall enter into any contract for the purchase of goods costing more than five hundred dollars or services costing more than five hundred dollars with a corporation, individual, partnership or other unincorporated business, association, including, without limitation, a professional association organized under Chapter 1785 of the Revised Code, estate, or trust unless the contract includes a certification that the individuals named in Revised Code Sections 3517.13(1)(1) and (J)(1) are in compliance with the aforementioned provisions. Any questions you may have as to whether or not you are in compliance should be directed to your legal counsel.

Blank copies of the above are included in Appendix 4 and 5 of this RFP.

Original signatures required as indicated on the forms. Copies of the proposal documents will be acceptable only if they contain original signatures and required notarization on all documents.

SECTION VII - ADMINISTRATIVE INFORMATION

A. RFP Contact:

All vendor communications concerning the RFP must be directed to the contact person listed below. Any oral communication will be considered unofficial and non-binding on the agency. Vendors should only rely on written statements issued by the Board.

Name Judy V. Wirsching, CFO

Department: Administration

Address: 5550 Venture Dr., Parma, OH 44130

Phone: 216-201-2001 X1103

Fax: 216-676-1311

Email: JWirsching@ccbh.net

B. Location of work:

Work will be performed at the Board's facility located at 5550 Venture Drive, Parma, Ohio 44130.

C. Pre-proposal conference

A pre-proposal conference for all participating vendors is scheduled as indicated below.

Date: October 28, 2022

Time: 9:30 A.M.

Location: Cuyahoga County Board of Health, TEH Conference Room, 5550 Venture Dr., Parma, OH 44130

The purpose of the conference is to discuss the work to be performed with prospective vendors and allow them the opportunity to ask questions concerning the RFP. At the conclusion of the conference a walk-through of the facility will be conducted for all interested parties (no walk-throughs will be scheduled outside of this pre-proposal conference). **It is encouraged that interested vendors attend.** Questions prior to the pre-proposal conference must be emailed to bidquestions@ccbh.net. No questions will be accepted or answered after the pre-proposal conference. Questions and answers will be posted and may be viewed on the Board's website: www.ccbh.net under the "Business" tab and then selecting Request for Proposal/Quotation (RFP/RFQ) on the home page.

Vendors with a disability needing accommodation should contact the Administration Office, 5550 Venture Dr., Parma, OH 44130, Phone (216) 201-2000 X1103 (Voice) prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

D. RFP Addenda

The Board reserves the right to issue addenda to the RFP at any time. The Board also reserves the right to cancel or reissue the RFP. However, if an addendum is issued less than seventy-two hours prior to the proposal due date, the closing date will be modified accordingly.

E. Proposal Response Date and Location

The vendor's proposal, in its entirety, must be received at the location, by the date and time specified on the cover page of this RFP. Proposals arriving after the deadline will be returned, unopened, to their senders. The official closing time will be determined by the time clock located in Board Administrative offices. All proposals and accompanying documents will become the property of the Board and will not be returned. Proposals should be submitted in a sealed envelope with the name of the vendor and the relevant RFP name and number on the front.

Vendors assume the risk of the method of dispatch chosen. The Board assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted nor will additional time be granted to any vendor. Proposals may not be delivered by facsimile transmission or other telecommunication or electronic means.

Hand-delivered proposals may be delivered ONLY between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding holidays observed by the Board.

F. Proposal Opening

Proposals will be publicly opened on Tuesday, November 15, 2022 at 10:30 a.m. and a summary of proposals received and bid amounts provided to the Contract Review Committee (CRC) Meeting on Tuesday, November 15, 2022 at 1:30 p.m. at the Cuyahoga County Board of Health, 5550 Venture Dr., Parma, OH 44130. At the bid opening, all proposals will be opened, the vendor name read from the proposal cover page, and logged. **No dollar amounts or other details of the proposal will be disclosed at this time.** The submittal of a proposal will be considered by the Board as constituting an offer to perform the required services at the stated fees.

G. Required Review

Vendors should carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and objectionable material should be made in writing and received by the RFP contact at least ten days before proposal opening. This will allow for issuance of any necessary addenda. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the RFP contact before the time set for opening.

H. Multiple Proposals

The submission of multiple proposals for the same service will be considered noncompliant and those proposals will be disqualified. We are relying on the vendor as expert, to identify in its proposal the approach which the vendor believes will be the most effective to produce the required services on time and within budget.

I. Proposal Rejection

The Board reserves the right to reject any or all proposals at any time without penalty. Vendors may withdraw a proposal that has been submitted at any time up to the proposal closing date and time, by submitting a written request to the RFP contact.

J. Response Property of the Board

All materials submitted in response to this request become the property of the Board. Selection or rejection of a response does not affect this right.

K. No Obligation to Buy

The Board reserves the right to refrain from contracting with any vendor. The release of this RFP does not compel the Board to purchase. The Board is not bound to accept the lowest priced proposal or any of the proposals submitted.

L. Cost of Preparing Proposals

The Board is not liable for any costs incurred by vendors in the preparation and presentation of proposals submitted in response to this RFP.

M. Acceptance of Terms

All the terms and conditions of this RFP are deemed to be accepted by the vendor and incorporated in its proposal except those conditions and provisions that are expressly excluded by the vendor in the proposal.

N. Disclosure of Proposal Contents

All documents submitted to the Board as part of the proposal become public information after the contract is awarded, and available for review and inspection by anyone requesting to do so. The Board does not encourage the submission of confidential/proprietary information in response to this proposal. However, written requests for confidentiality can be submitted to the RFP contact. Neither a proposal in its entirety, nor proposal price information will be considered confidential or proprietary. Under Ohio Revised Code Section 149.43, the BOARD will make a determination of application for disclosure on an ad hoc basis.

O. Equal Opportunity

Prospective vendors must comply with the applicable contract compliance procedures for equal employment opportunity as stipulated by the Board. It is the policy of the Board, to assure equal employment opportunity. Discrimination against any person in the recruitment, training, examination, appointment, promotion, retention, discipline or any other aspect of personnel administration because of race, religion, national origin, sex, ancestry, age, disability, sexual orientation, or veteran status is prohibited.

Words of the masculine gender used in proposals shall be deemed and construed to include correlative words of the feminine gender.

P. Evaluation Process

All proposals will be reviewed to determine if they are responsive. They will then be evaluated by an Evaluation team. The team will evaluate and numerically score each proposal in accordance with the following evaluation criteria:

- Service Requirements (15 points)
- Experience and qualifications (20 points)
- Pricing (15 points)
- Additional Criteria (10 points)

The evaluation process is designed to award the contract to the vendor with the best combination of attributes based upon the evaluation criteria, not necessarily to the vendor with the lowest cost. Further details on how the proposal will be scored can be found in Appendix 6.

Q. Contract Negotiations

The option of whether or not to initiate contract negotiations rests solely with the Board. If the Board elects to initiate contract negotiations, these negotiations cannot involve changes in the Board's requirements or the vendor's proposal which would, by their nature, affect the basis of the source selection and the competition previously conducted.

The vendor is responsible for their travel and per diem expenses during contract negotiations.

R. Failure to Negotiate

If any contract cannot be negotiated within fifteen (15) days of notification to the designated vendor, the Board may terminate negotiations with the vendor and negotiate a contract with another vendor.

S. Recommendation of Award

Once the Board evaluation team has made its selection, a Notice of Recommendation of Award letter will be issued to the recommended vendor(s), advising of the expected award date.

T. Notice of Intent to Award

Prior to approval of the award by the Board, the Administration will issue a written Notice of Intent to Award and send copies to all unsuccessful vendors. The scores and placement of vendors will not be part of the notice. A tabulation of all vendors' names and addresses submitting proposals will be available upon request from the RFP contact person.

U. Debriefing

Vendors who submitted an unsuccessful proposal may request a meeting for debriefing and discussion of their proposals after receiving a Notice of Intent to Award letter. The request must be in writing addressed to the RFP contact. The debriefing is not to be seen as an opportunity to challenge the decision, nor will it include any comparisons of the vendor's unsuccessful proposal with any other vendor's proposals. The Board will attempt to respond to questions and concerns in this debriefing.

V. Protests

A vendor may protest the recommendation of award of a contract by filing in writing to the RFP contact person, as outlined in the Notice of Intent to Award letter. The protest letter shall include the following information:

1. Name, address and telephone number of the protester;
2. The signature of the protester;

3. Identification of the contract at issue;
4. A detailed statement of the legal and factual grounds of the protest;
5. The form of relief requested.

W. Contracting Requirements

The successful vendor shall, upon notification of award, be required to enter into a contract with the Board and must comply with the contract terms and conditions defined herein. If the vendor is unwilling to agree to a proposed clause or term, then your cover letter must reference an appendix which identifies these clauses in dispute and should:

- a. Suggest a specific alternative term, clause or approach;
- b. Provide an explanation of your reasons.

X. Contract Processing

The Board department shall prepare the contractual agreement required by this RFP specification. This contractual agreement shall be fully responsive to the requirements defined in these RFP specifications.

Y. Proposal as Part of the Contract

Part or all of the successful proposal may be incorporated into the contract.

Z. Commencement of Contract Performance

In order to protect the interests of the Board, a contract must be approved by the Board at a regularly scheduled Board meeting after which it must be executed by the Health Commissioner and approved by General Counsel before the goods or services as set forth in this RFP specification can be provided.

SECTION VIII - CONTRACT TERMS AND CONDITIONS

A. Terms and Conditions

1. The contract shall be subject to interpretation under the laws of the State of Ohio, and subject to the review of the Board's Administrative Counsel as to legal form and correctness.
2. The successful contractor shall agree to indemnify and save the Board harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by a party or parties or from any act of the contractor, his servants or agents.

3. The Board shall not assume responsibility for the payment of any personal property taxes for any materials not owned by the Board nor shall the Board pay any insurance premiums for any coverage of any property not owned by the Board, Ohio. No conditions shall alter this statement.
4. The Board is a tax-exempt No. 29 political subdivision of the State of Ohio (Federal 1.0. No. 34-6000817). Necessary tax exemption blanks will be furnished to the successful contractor when the contract is signed.
5. Acceptance of performance is a condition of the agreement. It shall be understood and agreed that an agent for Cuyahoga County shall determine finally the satisfactory quality of the services and/or materials furnished under the agreement. Failure to meet performance requirements is a reason for termination of the agreement, and the contractor shall be liable to the County for any excess cost and/or expenses incurred by the County thereafter.
6. In the event that the contract is terminated by the Board, thirty (30) calendar days advance written notice shall be given to the contractor. The contractor shall provide all services and/or materials required by the contract and the specifications to the date of termination. Under no circumstances shall the Board be responsible for any type of penalty payment upon the cancellation of the contract. The contractor, however, shall be paid for all services and/or materials provided to the date of termination.
7. Anti-discrimination: The contractor agrees that in the employment of labor, skilled or unskilled, under this Agreement, there shall be no discrimination exercised against any person because of race, religion, national origin, sex, ancestry, age, disability, sexual orientation, or veteran status, and that violation thereof shall be deemed a material breach of said Agreement.
8. Social Security Act: The Contractor shall be and remain an independent contractor with respect to all services performed hereunder and agrees to and does hereby accept full and exclusive liability for payment of any and all contributions or taxes for social security, unemployment insurance, or old age retirement benefits, pensions, or annuities now or hereafter imposed under any Local, State or Federal Law which are measured by the wages, salaries, or other remuneration paid to persons employed by the Contractor for work performed under the terms of this Contract and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now or hereafter may be issued or promulgated under said respective laws by and duly authorized State or Federal officials; and said Contractor also agrees to indemnify and save harmless the Board from such contributions or taxes or liability.
9. Labor and Material: The Contractor shall well, truly and promptly pay or satisfy the just and equitable claims of all persons who have performed labor or furnished materials or equipment for said Contractor in the execution of this Contract, and all bills, costs or claims of whatever kind which might in law or equity become a lien upon said work.
10. Assignment: The Contractor shall not assign, transfer, convey or otherwise dispose of this Contract, or his right to execute it, or his right, title or interest in or to it or any part thereof, or assign, by power of attorney or otherwise, any of the monies due or to become due under this Contract without approval of the Board.
11. Ownership of Contract Products: All products produced in response to the contract will be the sole property of the County.

12. If applicable, the successful Respondent will comply with the provisions of the Ohio Revised Code (4115.03 through 4115.16) requiring the payment of prevailing wage. Information on prevailing wage may be obtained from the Prevailing Wage Coordinator of Cuyahoga County Board of Health, 1642 Lakeside Ave., Cleveland, Ohio 44113, 216 443-5530.

13. Respondent's Warranty against an Unresolved Finding for Recovery. Ohio Revised Code Section 9.24 prohibits the award of a contract to any Respondent against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is "unresolved" at the time of the award. By submitting a bid, the bidder warrants that it is now, and will not become subject to an "unresolved" finding for recovery under Ohio Revised Code Section 9.24, prior to the award of any contract arising out of this RFP, without notifying the Board of such finding.

14. Suspension and Debarments. The Board will not award a contracts for services funded in whole or part with Federal funds, to an entity who has been suspended or debarred from doing business or who appears on the Federal Excluded Parties Listing System www.sam.gov/.

15. Criminal Background Checks (If applicable). Prior to entering into a contract with the Board the successful Respondent shall conduct background checks on all applicants for employment in direct service positions in accordance with applicable requirements so as to not knowingly employ staff who have been convicted or plead guilty to any of the crimes specified in ORC 3319.39(B) or other section of the ORC applicable to the Agency. Failure to conduct such background checks may result in termination of this contract. Background checks on all cleaning staff (including substitutes) must be on file in the Board's offices prior to entering the facility.

16. Disbursement of Funds: The Board shall make payments to the successful contractor on a reimbursement basis for providing the work or services described in the bid. The successful contractor shall submit invoices supported by such documentation as requested by the Board. The successful contractor may be required to provide the Board with copies of time sheets, receipts or contracts as validation of expenditures when submitting requests for payment.

17. CONFIDENTIAL INFORMATION. During the term of this Agreement, Confidential Information shall be held by the Contractor in the strictest confidence and shall not, without the prior written consent of the Board, be disclosed to any person other than in connection with Contractor's assigned projects and activities hereunder. All of the documents and information transmitted and communicated to the Contractor shall be considered as sensitive material and shall be held in the strictest confidence by the Contractor. Upon termination of Contractor's engagement or at any time at the request of Board, or its designees, the Contractor shall promptly return or destroy all Confidential Information in the possession or under the control of Contractor and shall not retain any copies or other reproductions or extracts thereof. Nothing contained herein shall be construed as granting or conferring any rights by license or otherwise in any Confidential Information.

B. Required Contract Documents

In addition to the contract agreement furnished by Cuyahoga County, the successful contractor shall provide the following documents within fourteen (14) calendar days of the RFP award date. Failure to provide these documents within this time frame may result in a rescission of the award.

1. Signature Authorization
2. Worker's Compensation Certificate (if required)
3. Certificates of Insurance (if required)
4. Performance Bond and Related Documents (if required)
5. IRS Form W-9: Request for Taxpayer ID and Certification
6. Certification of Personal Property Tax.
7. Suspension and Debarment
8. Warranty against unresolved finding for recovery.

These documents are described in the following paragraphs.

C. Signature Authorization

The successful contractor shall provide one of the following signature authorizations:

1. For a corporation, a notarized certificate of power of attorney authorizing the individual's signature to bind the corporation or a notarized certificate of corporate resolution authorizing the signature of the document.
2. For the sole owner, a notarized statement indicating that the individual is the sole owner and is authorized to sign for and bind the company.
3. For a partnership, a certificate of partnership agreement showing the names and address of all partners and authorizing the signatures to bind the partnership.

D. Worker's Compensation Certificate

A Worker's Compensation Certificate is required from corporations and partnerships with employees. Sole proprietors and individual Contractors are not required to submit this document.

The contractor shall provide a Certificate of Premium Payment for Ohio State Worker's Compensation Insurance, or equivalent Worker's Compensation Insurance or letter of indemnification in lieu thereof. This document shall be current for the entire period of the contract.

E. Certificate of Insurance

During the full term of the contractual agreement, the contractor shall have in effect and maintain such insurance as defined herein. Where applicable, to be determined by the Board's Administrative Counsel, the applicable insurance shall name the Board and its employees as a co-insured or additional insured.

This insurance shall protect the contractor, the Board and its employees and any subcontractor performing work covered by the contractual agreement against: 1) general auto liability claims; 2) professional liability claims; 3) personal injury claims; 4) accidental death claims; 5) property damage claims; 6) economic loss claims; 7) general liability claims; and such other types of claims including but not limited to D&O, employee dishonesty, workers compensation claims which may arise from operations under the contractual agreement whether such operations be by the contractor or by any subcontractor or by anyone directly or indirectly employed by either of them.

An exact copy of such insurance policy or policies and any declarations pages shall be made available to the contracting authority for review at or before the time of execution of the contract. Such insurance shall include coverages for general liability, professional liability (where deemed necessary), workers compensation, D&O coverage and employee dishonesty (if deemed applicable) in such reasonable and adequate amounts as shall be determined by the Administrative Counsel at the time of negotiation of the contract.

F. Letter of Indemnification in Lieu of Worker's Compensation Certificate and/or Certificate of Insurance (*If either document is required above*)

If the contractor cannot provide a workers compensation certificate and/or certificate of insurance as requested, the contractor must, at the time of submission of the RFP, substitute a letter of indemnification for a worker's compensation certificate and/or certificate of insurance.

Only in those circumstances where the contractor verifies being self-insured by means of Documentation, will the Board consider the substitution of a letter of indemnification for a worker's compensation certificate and/or certificate of insurance. Such documentation, together with the letter of indemnification, must be submitted with the RFP proposal. Such a request will not be considered after the contract has been awarded.

G. Performance bond

If applicable, a Performance Bond or certified check, made payable to the Board, in a sum equal to 100% of the total contractual award shall be provided by the contractor should the total amount of the contractual award be in excess of \$25,000.

Such bond or check shall be conditional on the faithful performance of the work in accordance with the specifications, and shall remain in the possession of the Board for the term of the contract and material warranties, whichever is concluded last. Such bond or check shall also indemnify the Board, Ohio, against such damages as may be suffered by failure to perform such contract according to the provisions thereof and in accordance with the specifications. If a bond is submitted, it shall be executed by a surety company authorized to do business in the State of Ohio. The bond shall be notarized with the corporate seal and the bonding company seal. Accompanying the bond shall be:

A. A certified power of attorney for the agent to sign the bond.

B. A certificate of compliance for the bonding company for the State of Ohio, Department of Insurance.

If the contractor fails to satisfactorily perform the contract, the bonding company which provided the performance bond will be required to obtain timely performance of the contract.

H. Liquidated Damages

If applicable, liquidated damages shall be assessed in the amount of \$800.00 per calendar day for each and every day that the Contractor fails to meet the agreed upon deadline requirements for deliverables under the negotiated contract.

I. Letter of Credit in Lieu of Performance Bond/Certified Check

If a performance bond is required, the following will be in effect:

If the contractor cannot provide a performance bond or a certified check in the amount requested, the contractor must, at the time of entering into a contract, substitute a letter of credit for a performance bond or certified check.

Only in those circumstances where the contractor verifies by documentation from insurance and/or bonding companies that a performance bond is not available because of the new, unusual or unique nature of the product or the service being purchased will the County consider the substitution of a letter of credit for the performance bond or certified check requirement. Such documentation, together with the letter of credit in the amount requested for the performance bond, must be submitted during the writing of the contract with the successful contractor.

J. IRS Form W-9: Request for Taxpayer Identification Number and Certification

An Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number and Certification) is required from any successful contractor, prior to the execution of the contract with the BOARD, must be completed.

K. Certification of Personal Property Tax

A Certificate of Compliance with Section 5719.042 of the Ohio Revised Code, which requires a certification of delinquent personal property tax by any successful contractor prior to the execution of the contract of a political subdivision, must be completed. (This document will be forwarded to the successful contractor upon award.)

L. Suspension and Debarment

The Board will not award a contracts for services funded in whole or part with Federal funds, to an entity who has been suspended or debarred from doing business or who appears on the Federal Excluded Parties Listing System www.sam.gov/.

M. Warranty against Unresolved Finding for Recovery.

Ohio Revised Code Section 9.24 prohibits the award of a contract to any Respondent against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is “unresolved” at the time of the award. By submitting a bid, the bidder warrants that it is now, and will not become subject to an “unresolved” finding for recovery under Ohio Revised Code Section 9.24, prior to the award of any contract arising out of this RFP, without notifying the Board of such finding.

Appendix 1

GENERAL REQUIREMENTS & SCOPE OF SERVICES

General Information

Building Address:	5550 Venture Drive Parma, Ohio 44130
Building Footage:	46,323 sq. ft. Garage - 2,112 sq. ft. (cleaning not needed) Offices - 24 Hardwall Conference Rooms – 11 170 cubicles (approx.) Lunch Room -30 x 38 -Seats approx. 50 Conference/Training Room 31 x 60
Bathrooms:	2 Unisex 3 Women 3 Men 1 Unisex Locker Room with shower stall, toilet and sink Toilets/Urinals -18 total Sinks -12
Other:	Clinic Sinks - 4 Mother's Room Sink – 1 Lunch Room: Sink with disposal – 1 Refrigerators – 3 Microwaves – 3 Dishwasher - 1
Carpet Tile:	34,250 sq. ft.
Ceramic Tile Flooring:	1,825 sq. ft
Wall Tile:	4,000 sq. ft.
VCT/LVT	7,500 sq. ft.
Janitorial Supply Closet:	On Site
Janitorial Work Room:	On Site
Cleaning Services Needed:	Monday through Friday between 5 PM and 10 PM
Maintenance Services Needed:	Monday through Friday between 7 AM and 10 PM Saturday & Sunday between 7AM and 7 PM (Work to be performed as needed)
Paper/Soap/Liners Products:	Board intends to supply these items.

Cleaning Products:	Respondent to provide
Vacuums/Buckets/Mops	Respondent to provide equipment
Windows Glass Doors/ Glass Panes:	Exterior - Approximately 55 Interior Cubicle Panes – 255 Glass Doors – 10 Clinic & Vestibule Panes – 10 (split from floor to ceiling) Transaction Windows (clinic & lobby) - 6 panes Meeting Room/Office Panes - 13 Cafe Conference Room – 8 exterior (split from floor to ceiling) & 4 interior (floor to ceiling)

General Requirements

All applicants must be able to meet the following requirements:

1. COMPLIANCE WITH PERFORMANCE STANDARDS

The Respondent shall be required to clean to a neat and clean condition satisfactory to the Board and in accordance with the specifications and frequencies set forth in this Request for Proposal.

The Board requires green/sustainable cleaning practices are followed in providing janitorial services. This includes but is not limited to the use of green cleaning products, ensuring all lights are turned off as areas have been cleaned, following the Board's material recycling guidelines, etc.

The Board requires MSDS to be provided for all cleaning/chemical products used.

The Board reserves the right to accept or reject any or all of the products used for janitorial services.

2. SPECIFICATION DEFINITIONS

The following definitions of words or phrases, which are used in the Job Specifications section of this document, define the acceptable minimum standard for work.

- A. Daily Service - Service or tasks that are, without exception, to be performed each working day, Monday through Friday, except Holidays.
- B. Weekly Service - Service or tasks that are to be completed on a weekly basis.
- C. Monthly Service - Service or tasks that are to be completed in their entirety each month.
- D. Quarterly Service - Service or tasks that are to be completed in their entirety every three (3) months.

- E. Bi-Annual Service - Service or tasks that are to be completed in their entirety every six (6) months.
- F. Wet Mopping and Scrubbing – At the stated frequencies, hard floors shall be wet mopped or scrubbed as follows:
 - a. The floors shall be properly prepared to remove all loose dirt and debris, wads of gum, tar, and other foreign substances.
 - b. Upon completion of wet mopping or scrubbing, the floor shall be clean, free of dirt, stains, spills, marks, mop marks, and properly rinsed and dry mopped to present a clean appearance.
 - c. All surfaces shall be dry. All corners, cracks, and splice joints shall be clean. Base shoe, walls, furniture, doors, etc., shall be wiped to remove any streaks or splashes.
- G. Stripping and Sealing – At the stated frequencies, hard floors shall be Stripped and Sealed as follows:
 - a. Clear the floor area as necessary.
 - b. Thoroughly clean the floor by wet mopping and scrubbing.
 - c. Strip the existing sealer from the floor and thoroughly rinse and neutralize the floor according to stripper and sealer manufacturer's recommendations.
 - d. Apply a uniform coat of sealer according to manufacturer's recommendations.
 - e. Replace all furniture and equipment items previously removed.
- H. Wet Mopping and Buffing - At the stated frequencies, floor shall be wet mopped and buffed between regular waxing operations as follows:
 - a. The floor shall be properly swept free of all loose dirt prior to mopping.
 - b. Fresh water, to which an odorless detergent or cleaning agent has been added, shall be used with a sponge-type or string-type mop to remove all dirt and marks. (A Quaternary disinfectant shall also be added to the water for cleaning the restroom floor.)
 - c. Upon completion of wet mopping, the floor shall be clean and free of dirt, dust, grit, marks, water streaks, mop marks and properly rinsed, and dry mopped to present a clean appearance.
 - d. All surfaces shall be dry with corners, cracks, and splice joints clean after wet mopping.
 - e. The floor area will be machine buffed to restore the gloss to the floor. Spot wax as necessary to restore floor to clean, bright appearance. Do not allow wax buildup at edges or corners and blend spot wax into existing wax leaving no demarcation line between the two.
- I. Rugs, Carpets and Upholstery
 - a. A properly vacuumed carpet shall be free of all dirt, dust, grit, lint, dust balls, and debris.
 - b. Areas that cannot be reached by vacuums, shall be broom cleaned prior to vacuuming.
 - c. All spots or stains shall be removed by spot cleaning methods.
 - d. The machine used to vacuum shall have adequate suction to lift dirt, grit and debris from the base of the carpet nap. It shall also function in a manner to completely contain all material vacuumed from the carpet without discharging dust or other materials into the air.

- e. All stains shall be removed immediately with a carpet cleaning solution in such a manner as to not leave rings or discoloration.
 - f. Soft upholstery shall be free of all lint, dust, and other debris. Fabric or nap shall not be damaged by cleaning procedure.
- J. Dusting
- a. Dusting residue shall not be moved from spot to spot but removed directly from the area in which it lies by the most effective means appropriate; treated dusting cloths or vacuum tools.
 - b. A properly dusted surface shall be free of all dirt and dust, dust streaks, lint and cobwebs.
 - c. There shall be no dust streaks remaining on any surface, including corners, ledges, shelves, molding, etc.
 - d. There shall be no oils, spots, smudges or residue from dusting aids on dusted surfaces.
 - e. Dusting shall be completed before vacuuming, sweeping, and dust mopping.
 - f. Employees work and personal items are not to be moved. Dusting should be done around these items.
- K. Damp Wiping - This task consists of using a clean, damp cloth or sponge to remove all dirt pots, streaks from walls, glass or other specified surfaces, and then drying to provide a polished appearance.
- L. Furniture Upkeep - Desks, files, tables, cabinets, etc., shall be kept free of fingerprints, stains, smudges, etc. Chair and table legs and edgings shall be cleaned free of marks.
- M. Glass Cleaning - Properly cleaned glass/mirror surface shall be free of streaks, film, deposits, debris and stains and shall have a uniformly bright appearance.
- N. Sinks – Fixtures and their hardware, when properly cleaned, shall be free of all deposits, stains, streaks, film, odor, debris, and germs.
- O. Disinfecting – Cleaning of surfaces with proper hypochlorite solutions.
- P. Trash Removal and Recycling
- a. All trash emptied and taken to trash dumpster in back parking lot.
 - b. Designated recycling containers emptied and taken to designated recycling dumpster in back parking lot.
 - c. Replace liners as needed. Liners in restrooms and clinic must be replaced daily.
 - d. Wash and disinfect containers.

3. PERFORMANCE STANDARDS

Specific tasks and the frequency of their performance are stated in the Job Specifications. These are minimum requirements. At times, conditions may require the Respondent to increase the frequency of the tasks in order to keep the facility neat and clean in accordance with the performance standards stated herein. Any increase in the routine tasks shall be at no additional cost to the Board. The following minimum quality standards will be used to evaluate the performance of the Respondent:

4. CLEANING SERVICES

The respondent shall bid on the services below to be performed for no less than seven (7) hours per day. All proposals should state the number of hours to be performed daily.

- A. Absence of all dust, lint, spider webs, etc. on horizontal and vertical surfaces, floors, walls, ledges, upholstered furniture, systems furniture, equipment, fixtures and surfaces up to and including the ceiling, that are visible from the floor surface. This includes exposed surface of lights, grills, light fixtures, pipe, sprinkler system, cables, ledges, walls and ceiling vents.
- B. Absence of finger marks, spots and/or soil build-up on walls, partitions, doors, windows, dividers, etc.
- C. All urinals, toilets, lavatories must be maintained in a clean and sanitary condition free of all stains, streaks, soil or other residue or latent odor. Do not mingle cleaning equipment with other areas.
- D. Absence of all bacteria growth and spore formations on surfaces and water fountains.
- E. Absence of litter and/or trash throughout the facility. Trash shall be collected and removed to designated areas which shall be maintained in a neat and tidy condition.
- F. Absence of graffiti, marks, streaks, spots, stains from all mirrors, stainless steel, chrome, brass and other bright metal surfaces where appropriate.
- G. Floor drains shall be maintained at all times with a germicidal solution to fill the drain trap and prevent the escape of sewer gas.
- H. Absence of chewing gum from floors, carpet, or any other surfaces.
- I. The reflectance and protective finish on smooth, hard surfaced, wood, terrazzo, tile and resilient floors shall be a uniform gloss without streaks, swirls or visible scratches.
- J. Provide adequate protection against slippery floors by ensuring finishes and treatments are properly applied, maintained and free of standing water.
- K. Absence of incrustation, soil and wax build-up on floors, particularly in corners, along edges and baseboards, around door jams and around furniture and equipment legs and bases.
- L. Absence of visible soil, litter, dust, lint, debris and spots from all carpets, mats and floors.
- M. Maintain all janitorial equipment and supply storage areas in a neat condition.
- N. Absence of soil, litter, dust and incrustation in wastebaskets, trash containers and recycling containers. Wastebaskets, trash containers, and recycling containers shall be washed as needed.

- O. Absence of marks, spots, stains and streaks on interior and exterior entrance doors and glass, all partition glass, and interior windows.
- P. Absence of soil and dust on window blinds, sills, frames and ledges.

5. OTHER TASKS

The services listed below, are to be performed on an “As-Needed Basis” with a minimum of 7 days’ notice from the Board. The Respondent shall complete these tasks prior to submitting an additional billing invoice (if applicable) for the month in which the work was requested.

- A. Interior and/or exterior window washing
- B. Washing of glass panes (Cubicles, hard wall office & Conference rooms)
- C. Carpet cleaning/scrubbing
- D. Scrub VCT/LVT flooring, quarry tile
- E. Stripping, sealing, waxing, buffing VCT flooring
- F. Washing of glass panes (Cubicles, hard wall office & conference rooms)

Other tasks need to be quoted on a per occurrence basis. If any of these tasks are included in the base bid at no additional cost, the respondent must note this in the pricing document by stating “NO ADDITIONAL COST”.

If no price is provided for a service, the Board assumes that the respondent does not offer the service being requested.

At no time during the contract period may the successful respondent perform less hours of cleaning service per day than that stated in the contract in order to perform the “OTHER TASKS.”

6. SPECIAL OR EMERGENCY CLEANING

When directed by the Board to clean any area required for a special occasion, or made necessary by an emergency or mishap, the Respondent shall furnish all labor and supervision as required to fill the order.

Examples of emergency cleaning include, but are not be limited to, vomit, bowel and blood pathogen clean up. Board staff will do preliminary cleaning with a complete cleaning done by Respondent staff when they arrive on duty.

Emergency responses occurring during normal service hours will be performed without incurring an additional charge if the emergency can be responded to by redeploying regular staff and equipment. If the emergency requires additional staff a charge for additional emergency service may be billed.

In the event of a major emergency and at the sole determination of the Board or their designee, the Respondent may be requested to assist in a clean-up operation when an additional outside Respondent has been engaged by the Board to provide related services.

DAILY PERFORMANCE STANDARD

- A. Room Cleaning - Office Areas, File Rooms, Conference Rooms, etc.
 - a. Trash Removal and Recycling
 - b. Recycling containers emptied in proper receptacles and washed as needed.
 - c. Hard floors shall be swept clean with a treated dust mop. Evidence of spillage shall be damp mopped.
 - d. Where needed vacuum all carpeted foot traffic. This includes but is not limited to the Conference room, clinic waiting room, hallway & lobby. Remove visible debris from the floor in all other areas Vacuum all area rugs.
 - e. Clean and disinfect all drinking fountains.
 - f. All wall surfaces, partitions, internal windows, and window sills shall be spot cleaned.
 - g. Main conference room tables damp wiped.
- B. Restrooms
 - a. Floors shall be wet mopped and disinfected.
 - b. Clean ceramic tile walls and toilet partitions.
 - c. Toilet seats and urinals shall be washed inside and out with a disinfectant detergent. Seat shall be left in a raised position.
 - d. Wash basins shall be cleaned and wiped free of all water marks.
 - e. All mirrors, shelves, chrome fixtures and pipes shall be damp wiped and polished dry.
 - f. Trash Removal and Recycling. Liners must be replaced.
 - g. Replenish all toilet tissue, hand towels and soap from Board stock.
 - h. Floor trap shall be filled daily and keep floor drain free of debris.
- C. All Entrances, Lobbies, Corridors and Main Hallways
 - a. Floors shall be wet mopped using appropriate and effective means.
 - b. Clean all entrance glass, interior and exterior. Clean vestibule glass as needed.
 - c. All displays, pictures or furniture shall be cleaned with a treated dust cloth. Vinyl furniture shall be damp wiped.
 - d. Vacuum all carpeted areas and floor rugs.
- D. Clinic including Waiting Room
 - a. Floors shall be wet mopped and disinfected.
 - b. Trash Removal and Recycling. Liners in exam rooms must be replaced.
 - c. Disinfect all exam room surfaces including but not limited to chairs, exam table, counters.
 - d. Disinfect all waiting room surfaces including but not limited to chairs, kids toys, reception counter.
 - e. All wall surfaces, partitions, internal windows, and window sills shall be spot cleaned.

- E. Lunchroom and Kitchenettes
 - a. Floors shall be wet mopped using appropriate and effective means.
 - b. Trash Removal and Recycling. Liners must be replaced.
 - c. Counters shall be sanitized.
 - d. All tables and chairs damp wiped.
 - e. Front of refrigerators wiped (stainless steel).
 - f. Front of microwaves wiped.

WEEKLY PERFORMANCE STANDARD

- A. Room Cleaning - Office Areas, File Rooms, Small Conference Rooms, etc.
 - a. Thoroughly vacuum all Service Area carpeting – twice a week.
 - b. Detergent wet mop hard floors using appropriate and effective means.
 - c. Waste containers contents removed and can liners replaced, inside and outside of the container shall be cleaned and disinfected as needed.
 - d. All surfaces dusted.
- B. Restrooms
 - a. Stall partitions, doors, walls, sills, ledges; shall be washed with detergent not harmful to surfaces.
- C. All Entrances, Lobbies, Corridors and Main Hallways
 - a. Clean all entry way and vestibule glass, inside and out.
 - b. Floors shall be wet mopped and scrubbed.
- D. Clinic including Waiting Room
 - a. Clean all entry way and vestibule glass, inside and out.
 - b. Floors shall be wet mopped and scrubbed.
 - c. Waste containers contents removed and can liners replaced, inside and outside of the container shall be cleaned and disinfected as needed.
 - d. All surfaces dusted.
- E. Lunchroom and Kitchenettes
 - a. Inside of microwaves cleaned.

MONTHLY PERFORMANCE STANDARD

- A. All Areas
 - a. Wash all interior glass partitions, both sides.
 - b. Vacuum all intakes and exhaust vents.
 - c. Dust all window blinds on exterior and interior windows.
 - d. Vacuum and/or brush the upholstery on chairs.
 - e. Dust and clean all furniture and furnishings.
 - f. Spot clean carpeting. Spot cleaning includes areas 12” or less in diameter.
- A. Lunchroom and Kitchenettes
 - a. Clean inside of refrigerators. All containers should be thrown away. Items marked “Do Not Throw Away” are the only things that should not be disposed of.

QUARTERLY PERFORMANCE STANDARD

- A. Buff all floors as most appropriate for the specific floor material.

Where the task notes “As Needed” or “As Required”, this means if any visible signs of dirt, film or discoloration or if there is dust that can be detected by wiping your finger on the surface, it should be cleaned.

7. MAINTENANCE SERVICES

Maintenance services may include, but are not limited to the following:

- A. Coordination of facility maintenance
 - a. Coordinate facility maintenance services with Board staff.
 - b. Coordinate facility inspections with Board staff.
 - c. Assist with vendor quoting and selection process and assist with management of the process through completion.
- B. Building Emergency Equipment
 - a. Monitor fire systems and coordinate annual inspections.
 - b. Monitor and schedule fire extinguisher and sprinkler head inspections.
- C. Doors
 - a. Repair closers, locks, hinges, weather stripping, kick plates and mechanisms.
- D. Lights
 - a. Change bulbs, replace ballasts, exterior lamps, retrofit fixtures.
- E. Plumbing
 - a. Repair faucets, commodes, urinals, flush valves, hot water tanks, etc.
 - b. Remove clogs, repair disposals, fix slow drains.
 - c. Monitor and schedule annual backflow testing.
- F. Ceiling
 - a. Replace damaged/stained ceiling tiles, find cause of leaks.
 - b. Remove and wash vents.
- G. Carpentry
 - a. Repair damaged walls, under sink water damage, grout and tile repair, painting, etc.
 - b. Miscellaneous assembly.
- H. Electrical
 - a. Repair or replace outlets, switches, covers.
 - b. Basic troubleshooting.
- I. Building Issues
 - a. Periodic inspection and cleaning of roof drains.

- b. Monitor and evaluate restoration and caulking needs.
- c. Improve signage.

J. Parking Lot

- a. Periodic drain cleaning and maintenance.
- b. Monitor integrity of surface; resealing and restriping.
- c. Periodic sweeping of lot.
- d. Monitor and schedule periodic drain maintenance.

Appendix 2

SAMPLE PROPOSAL COVER PAGE

**(Use this as the format for preparing the proposal Cover Page)
(Put on Company Letterhead)**

**SELECTION OF A VENDOR
TO PROVIDE HOUSEKEEPING AND
FACILITY MAINTENANCE SERVICES**

RFP# 2022-04

**Agency Name
Agency Street Address
Agency City, State, Zip Code**

CEO/Executive Director: _____

Board President: _____

Individual who will sign contract: _____

Proposal Contact: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Appendix 3

VENDOR'S REFERENCE SHEET

INSTRUCTIONS: List a minimum of three (3) organizations to whom you have provided like services to that being requested in the specification. Provide all data requested below for each reference listed. Use additional sheets if desired.	
ORGANIZATION'S NAME:	CONTACT PERSON'S NAME:
ORGANIZATION'S FULL ADDRESS:	CONTACT PERSON'S TELEPHONE NUMBER: DATE SERVICE(S) PROVIDED:
SPECIFY THE SERVICES PROVIDED:	
ORGANIZATION'S NAME:	CONTACT PERSON'S NAME:
ORGANIZATION'S FULL ADDRESS:	CONTACT PERSON'S TELEPHONE NUMBER: DATE SERVICE(S) PROVIDED:
SPECIFY THE SERVICES PROVIDED:	
ORGANIZATION'S NAME:	CONTACT PERSON'S NAME:
ORGANIZATION'S FULL ADDRESS:	CONTACT PERSON'S TELEPHONE NUMBER: DATE SERVICE(S) PROVIDED:
SPECIFY THE SERVICES PROVIDED:	

Appendix 4

NON-COLLUSION AFFIDAVIT

(THIS AFFIDAVIT MUST BE EXECUTED FOR THIS BID TO BE CONSIDERED)

STATE OF OHIO)
) SS.
COUNTY OF CUYAHOGA)

_____ being first duly sworn, deposes and says
that he/she is _____ of the party making the foregoing proposal: that such
proposal is genuine and not collusive or sham: that said Respondent has not colluded, conspired, connived
or agreed, directly or indirectly, with any contractor or person to put in a sham proposal, or that such other
person shall refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or
collusion, or communication or
conference, with any person, to fix the price of affiant or any other contractor, or to fix any overhead, profit
or cost element of said price, or of that of any other contractor, or to secure any advantage against the
Cuyahoga County Board of Health or any other persons interested in the proposed contract; and that all
statements contained in said proposal are true; and further that all statements contained in said proposal are
true; and further that such contractor has not, directly or indirectly submitted this proposal, or contents
thereof, or divulged information relative thereto to
any association or to any member or agent thereof.

AFFILIANT

Sworn to and subscribed before me this _____ day of _____ 2022.

NOTARY PUBLIC

Appendix 5
CERTIFICATION OF COMPLIANCE WITH SECTION 3517.13 OF THE O.R.C.

CONTRACTS AWARDED TO INDIVIDUAL, PARTNERSHIP, OTHER UNINCORPORATED BUSINESS, ASSOCIATION (INCLUDING A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785), ESTATE, OR TRUST MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(1)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- THE INDIVIDUAL
- EACH PARTNER OR OWNER OF THE PARTNERSHIP OR UNINCORPORATED BUSINESS
- EACH SHAREHOLDER OF THE ASSOCIATION
- EACH ADMINISTRATOR OF THE ESTATE
- EACH EXECUTOR OF THE ESTATE
- EACH TRUSTEE OF THE TRUST
- EACH SPOUSE OF ANY OF THE PRECEEDING PERSONS
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF ANY OF THE PRECEEDING PERSONS
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

o CONTRACTS A WARDED TO A CORPORATION OR BUSINESS TRUST (EXCEPT A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785) MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517. 13(J)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- EACH OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH SPOUSE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

It is hereby certified that all of the persons listed above are in compliance with section *3517.13(1)(1) or 3517.13(J)(1)* of the Ohio Revised Code.

o IF CONTRACTING ENTITY IS A NONPROFIT CORPORATION ESTABLISHED UNDER ORC CHAPTER 1702, THE UNDERSIGNED CERTIFIES THAT SECTIONS 3517.13(1)(1) AND 3517.13(J)(1) ARE NOT APPLICABLE TO THE CONTRACTING ENTITY.

PRINTED NAME

TITLE

SIGNATURE

DATE

Appendix 6
Additional Details for Proposal Scoring

Service Requirements (15 Points)	Points Possible
Conveys understanding of purpose and scope of services	5
Demonstrates ability to being able to meet each of the general requirements and scope of services outlined in Appendix 1	10
Qualifications and Experience (20 Points)	Points Possible
Provides qualifications	5
Demonstrates experience in delivering similar services	5
Identifies project staff and associated roles	5
Provides three vendor references	2
Provides information on contract performance	1
List use of subcontractors	1
Provides conflicts of interest statement	1
Pricing (15 Points)	Points Possible
Provides actual costs (i.e. not estimates) with detailed breakdown	10
Authorized individual to make contractual obligations must sign the pricing document	5
Additional Criteria (10 Points)	Points Possible
Local Vendor – within Cuyahoga County (5)	5
Diverse Vendor – (MBE, WBE, VBE, etc.) (5)	5

APPENDIX 7

CLEANING SPECIFICATIONS FREQUENCIES CHART FOR CCBH

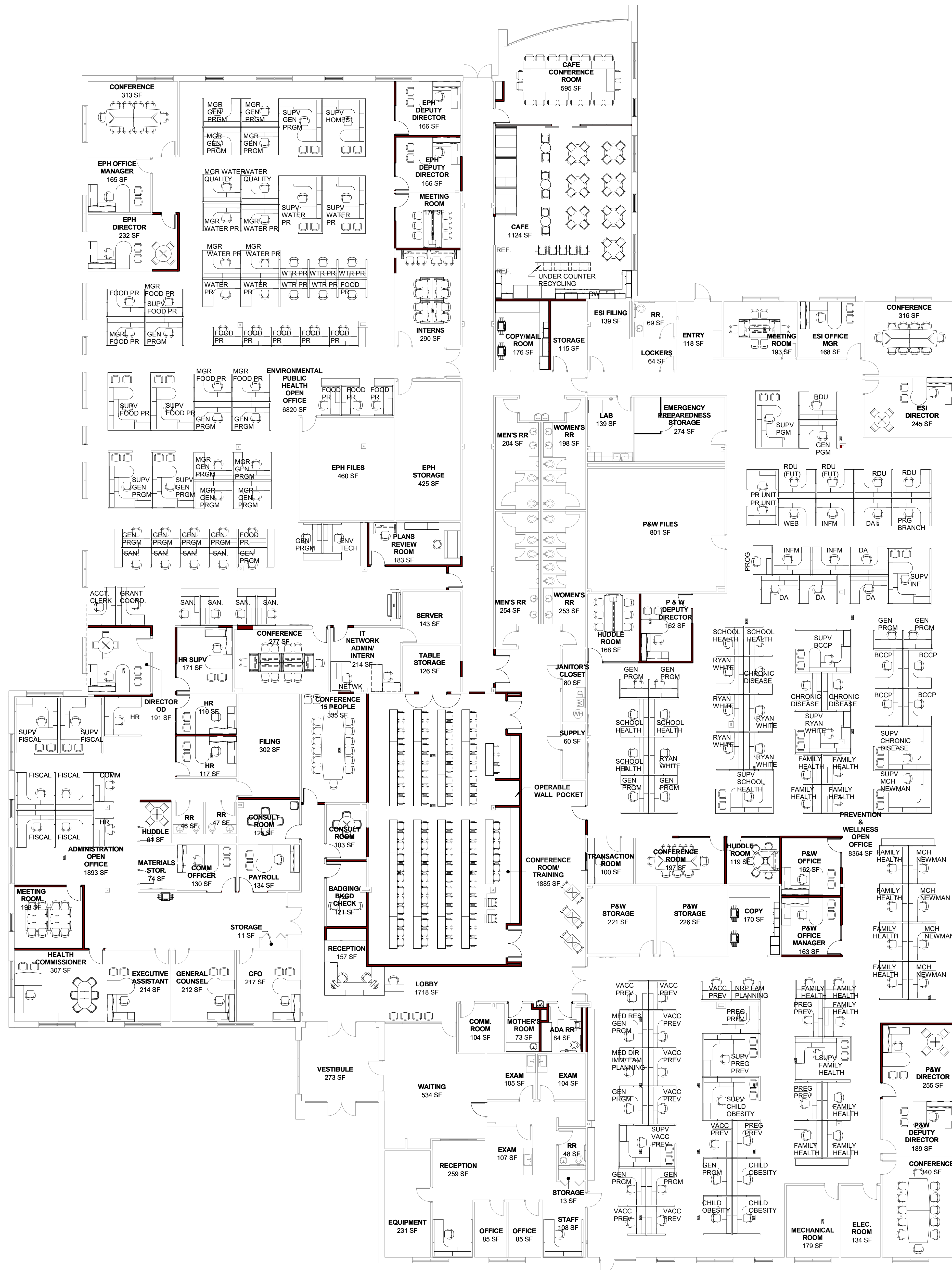
DESCRIPTION		FREQUENCY		
GENERAL CLEANING		Daily	Weekly	2/Week
Empty trash bins & replace liners as required , empty recycling containers		X		
Spot clean touch points, remove fingerprints from entrance door glass		X		
Spot clean touch points, remove fingerprints from glass panes on cubicles, hard wall office & conference rooms		X		
Wipe glass panes on cubicles, hard wall office & conference rooms				
Clean & polish sinks, drinking fountains & coolers		X		
Wash countertops (open surfaces) and tabletops in Kitchens & Break Areas, clean conference tables		X		
Wipe exterior surfaces of microwaves and refrigerators		X		
Vacuum carpeted areas, mats & rugs; public, high traffic and main areas		X		
Dust mop or sweep vinyl tile, quarry tile, etc.		X		
Damp mop vinyl tile, quarry tile, ceramic tile, etc.		X		
Remove handprints & smudges from interior glass (partition glass, furniture tops, windows, etc.)			X	
Dust mid-level areas (2' - 5') of desks (open surfaces), windowsills, office equipment, etc.			X	
Low Dusting; dust baseboards, chair legs,etc. (below 2')			X	
High Dusting; dust pictures, tops of file cabinets, tops of partition s, ceiling vents, etc. (5' - 8')			X	
Spot Clean walls, doors, partitions, cabinet faces, etc.			X	
Spot clean carpet				
Clean out interior of refrigerators (throw out all items except ones that say "Do Not Discard")				
Wash Kitchen Cabinet faces				
Vertical Dusting; vertical surfaces such as door jambs				
Detail Vacuuming; all carpeted areas will be detail vacuumed on a rotating basis ("wall to wall" vacuuming)				
Vacuum chairs and upholstery				
Vacuum carpeted areas in all office areas and conference rooms				X
CLINIC - perform these tasks in addition to Office tasks above		Daily	Weekly	2/Week
Empty trash bins & replace liners		X		
Spot Clean walls, doors, light switches, partitions and touch-points		X		
Exam Rooms - clean & disinfect counters, dust exam tables, stock dispensers		X		
Lobby - clean entrance, door & vestibule glass		X		
Waiting Room - dust tv, straighten magazines, seating, dust and mop vinyl tile		X		

Wash exam room cabinet faces				
RESTROOM CLEANING		Daily	Weekly	2/Week
Dust partitions, dispensers, doorjambs, ledges, ceiling vents in Restrooms		X		
Wash sinks, commodes, seats and urinals		X		
Wash and polish mirrors, faucets, flush valves, pipes and other bright work		X		
Fill toilet tissue, soap and towel dispensers, etc. with products supplied by customer		X		
Mop restroom floor with approved disinfectant/detergent solution		X		
Wash restroom walls and partitions				

OTHER SERVICES - SCHEDULED BY BOARD IN COORDINATION WITH VENDOR		2/ Year	Yearly
Interior and/or exterior window washing (Building)		X	
Wash Glass panes (cubicles, hard wall office & conference rooms)		X	
Wash interior walls and baseboards			X
Carpet cleaning/scrubbing		X	
Scrub VCT/LVT flooring, quarry tile		X	
Stripping, sealing, waxing, buffing VCT flooring			X

UENCY		
Monthly	4/Year	2/ Year
X		
X		
X		
		X
		X
	X	
	X	
Monthly	4/Year	2/ Year

[illegible]



1 FIRST FLOOR FURNITURE PLAN
4'-0" / 1'-0" 3/32" = 1'-0"

