

Request for Proposals – Cleaning Services of the Municipal Building, 11 Berea Commons, Berea, OH 44017

The City of Berea is seeking Request for Proposals (RFP) for Cleaning Services of the Municipal Building. Responses are due by January 6, 2016.

Posting Date: City of Berea Web Site: December 15, 2015 to January 5, 2016.

Response Due Date: January 6, 2016.

General Description for services:

Cleaning of the Municipal Building will be done from 8:30 p.m. to 12:30 a.m., and cleaning of the Police Station will be done beginning from 6:00 p.m. to 9:00 p.m. The Municipal Building and Police Station will be cleaned five (5) days per week, Monday through Friday except for holiday weeks. A schedule will be provided. Although a minimum time for performing daily cleaning has not been specified, it is expected that all items will be complied with and proper time be allotted for the cleaning of the Municipal Building (including the Municipal Court and office of the Clerk of Court) and the Police Station according to the following specifications.

The City will provide paper products, disinfectant, soap and use of City equipment. Vendor will provide cleaning solutions.

FLOOR SERVICES:

- Sweep clean, all hard surface floors daily.
- All hard surface floors will be damp or wet mopped daily to maintain appearance.
- All baseboards and coves to be kept free of dust buildup and to be maintained at same level as adjacent floor.
- Carpet will be vacuumed nightly in traffic areas and around desks, paying particular attention to under desks.
- All carpeted floor areas are to be thoroughly vacuumed wall to wall on a weekly basis or sooner if necessary. Accessory tools are to be used on hard to reach areas, paying particular attention to dust removal in cove and partition areas.

GENERAL OFFICE CLEANING:

Wastebaskets and Trash Containers & Recyclable Collection:

- Wastepaper containers and other waste receptacles, including recycling to be emptied daily, exterior facing wiped clean as needed and returned to their original location. All collected waste will be placed in industrial strength rubbish bags and removed to a designated area.

Desks, Chairs and File Cabinets

- Desks and file cabinets will be thoroughly dusted on all horizontal surfaces as needed.
- Services to desk tops of necessity will be limited to those desks that are reasonably clear of working papers.
- Chairs will be dusted on all surfaces. Fabric upholstered seats and arms are to be spot whisked.

General Dusting

- Miscellaneous cabinets, bookcases, window sills, coat racks, tops of partitions and ledges, telephone, etc. are to be dusted using a treated cloth or when called for, a damp cloth as needed.
- Clean, disinfect and dry all drinking fountains, polishing bright-work with a soft cloth daily.
- Wall surfaces around door moldings are to be cleaned as needed.
- Light switches, door knobs, push plates and partitions are to be are to be disinfected daily.

Glass Partitions

- Interoffice glass panels and door glass are to be cleaned to remove fingerprints and smudges daily.
- Fire extinguishers and radiator enclosure tops dusted weekly.

Pictures

- All wall hangings are to be dusted weekly. Ceilings to be cleared of cob webs weekly.

RESTROOMS-NIGHTLY:

Commodes and Urinals

- Commodes and urinals will be washed and cleaned inside and out daily. Top and bottom of seats shall be washed daily. The base of of the commodes to be cleaned and disinfected daily. This work will be done using an acceptable germicidal disinfectant solution. Bright metal parts are to be shined.

Wash Basins

- Wash basins are to be washed and dried inside and out daily with a germicidal disinfectant solution. Bright metal parts are to be shined.

Waste Receptacles

- Empty all sanitary napkin and waste receptacles. Wash inside and outside surfaces of the receptacles with a germicidal disinfectant solution.

Paper Products

- Toilet tissue, paper towels, liquid hand soap and/or hand sanitizer of sufficient quantity for an entire day are to be installed by the cleaner. All of the above items will be furnished by the City. It will be the contractor's responsibility to assist the City in keeping an inventory on these items so that enough product remains on hand at all times. All dispensing units are to be kept clean. After delivery of paper products, Contractor is responsible for placing said paper products on shelves in storage area.

Mirrors

- Mirrors are to be cleaned and dry shined daily.

Walls, Shelves and Ledges

- Walls, shelves and ledges are to be cleaned daily to remove water splashes and runs, soap splashes, fingerprints and smudges using a disinfectant product.

Restroom Partitions

- Tops of all partitions will be dusted. Partition walls will be cleaned with a detergent disinfectant solution and washed thoroughly on a weekly basis preferably on Friday.

Floors

- Floors will be swept clean of any loose paper debris daily. Wet mop floors with a detergent disinfectant and deodorizing solution daily.

COMMUNITY ROOM (BEREA ROOM)

- Please refer to Municipal Building specifications **GENERAL OFFICE CLEANING** section.
- Carpeting to be vacuumed daily. Accessory tools are to be used on hard to reach areas.
- All tables and chairs are to be cleaned and wiped down with a disinfectant solution.
- Arrange table and chair settings per city instruction. Extra chairs are to be stacked neatly along north wall.

LOBBY, REAR ENTRANCEWAY, CORRIDORS AND STAIRS

General Dusting – Lobby

- Dust using a treated cloth or on occasions when called for, a damp cloth – all ledges, wall moldings, furnishings, pictures, window sills and other items located in the lobby. Disinfect all seats in lobby daily.

Front and Rear Building Entrances

- Remove fingerprints from both sides of glass interior and exterior doors daily. Wipe down door frames weekly.

Corridors

- In corridors, dust all wall hangings such as fire hose cabinets, fire extinguishers, and purell dispensers weekly.

Staircases

- Sweep and damp mop building staircases daily. Building staircases should be thoroughly cleaned once a month. Clean hand rails and stringers using a disinfectant solution. Polish stainless steel hand rails as needed.

Walk-Off Mats

- Vacuum all walk-off mats daily.

Floors

- Sweep and damp mop lobby and restrooms daily.

ELEVATORS (ONE REGULAR ELEVATOR AND 2 STAIRLIFTS)

- Walls, door frames and elevator control buttons to be wiped down with a disinfectant solution daily.
- Floor to be swept and damp mopped daily.

EMPLOYEE KITCHEN – DAILY

Trash

- Trash and recycling receptacles to be emptied, wiped clean and returned to their original location. All collected trash and recycling will be removed to a designated area.

Tables and Chairs

- Wash and wipe dry all tables and chairs. Chairs will be positioned under table in neat order.

Counter Top and Cabinet Facings

- Counter tops will be washed with a germicidal disinfectant solution daily.
Cabinet facings to be wiped down weekly with a wood care product.

Sink

- Sink and faucet will be washed with a germicidal disinfectant solution daily.

Floors

- Floor shall be vacuumed and/or dust mopped as needed.

COUNCIL CHAMBERS, COURTROOM, PROBATION & OFFICE OF THE CLERK OF COURT

- See above requirements.

POLICE STATION

- In addition to the generalized cleaning as outlined for the Berea Municipal Building, the following specialized cleaning will be performed at the Police station:
- See above requirements.
- Floors throughout facility are to be mopped and disinfected daily.
- Sweep, mop, dust and disinfect all restrooms, showers and locker rooms.

Berea Welfare & Berea Sr. Wheels Building

Cleaning of the Berea Welfare office and Sr. Wheels building will be done one day per week (or as instructed by the city).

- See above requirements.

GENERAL CONDITIONS

- Security rules must be obeyed.
- All entrance doors will be locked while the work is being performed unless otherwise requested.

Due to security at the Police Department, vendor or employee may not have a felony conviction (other than traffic offense within the past three (3) years).

*The following condition may be waived by the City: Contractor shall furnish an original certificate of insurance with the City of Berea named as an additional insured. Except for sole proprietors, Workman's Compensation Insurance of at least the minimum amount required by the State of Ohio.

Initial term of contract is six (6) months and may be extended upon mutual agreement.

Proposals shall be submitted at the Building Department at City Hall, 11 Berea, Ohio 44017 to the attention of Barbara Jones no later than noon January 6, 2016.

Questions or a walk through shall be arranged by calling Karen or Jean at 440-826-5816, or via email servicedept@cityofberea.org

The right is reserved to reject any and all proposals, with or without cause.

Barbara L. Jones

PROPOSAL FORM

CLEANING SERVICES OF THE MUNICIPAL BUILDING, 11 BEREA COMMONS

CITY OF BEREA, OHIO

MONTHLY PROPOSED CHARGE \$ _____

VENDOR NAME: _____

VENDOR ADDRESS: _____

CITY/STATE /ZIP: _____

VENDOR TELEPHONE # W/AREA CODE: _____

VENDOR FAX # W/AREA CODE: _____

VENDOR EMAIL: _____

CONTACT PERSON: _____

FEDERAL I.D. #: _____

PROPOSAL SUBMITTED BY:

SIGNATURE: _____

PRINT NAME & TITLE: _____

CITY OF BEREA, OHIO
PERSONAL PROPERTY TAX AFFIDAVIT

State of Ohio
County of Cuyahoga

PROPOSAL IDENTIFICATION: _____

VENDOR: _____

being first duly sworn, deposes and says that he/she is the

_____ (sole owner, a partner, president, secretary, etc.)
of _____

the party making the foregoing PROPOSAL, and hereby affirms under oath, pursuant to Section 5719.042 of the ORC, that at the time the PROPOSAL was submitted, the company (was) (was not) charged with delinquent personal property taxes on the General Tax List of Personal Property for Cuyahoga County, Ohio. If such charge for delinquent personal property tax exists on the General List of Personal Property for Cuyahoga County, Ohio, the amount of such due and unpaid delinquent taxes, including due and unpaid penalties and interest, shall be set forth below.

A copy of this statement shall be transmitted by the Fiscal Officer to the County Treasurer within 10 days of the date it is submitted.

Delinquent Personal Property Tax \$ _____

Penalties \$ _____

Interest \$ _____

Are you charged with delinquent Personal property Taxes in any other County in the State of Ohio? Yes___ No___ If so, please note on a separate sheet of paper and attach to this form.

Signed: _____

Sworn and subscribed to before me this ___ day of _____, 20__

_____, Notary

My commission expires _____.

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF OHIO)
)SS.
COUNTY OF CUYAHOGA)

_____, being first duly sworn, deposes and says that:

1) He is _____
(owner, partner, officer, representative or agent)
of _____, the bidder that has submitted the attached Proposal:

2) He is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal.

3) Such Proposal is genuine and is not a collusive or sham Proposal;

4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Proposal or any other Bidder, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Berea (Local Public Agency) or any person interested in the proposed contract, and

5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest including this affiant.

(Signed/Title) _____

Subscribed and sworn before me
this ____ day of _____, 20____
_____, Notary

CITY OF BEREA, OHIO

TRAVEL, MEALS AND LODGING EXPENSE RESTRICTION FORM

In order to comply with AG advisory opinion 90-001 concerning the question of travel, meals and lodging expenses related to Section 102.03 div. f of the ORC, the City of Berea requires that all companies or persons doing business with the City return this form, fully completed, with their proposal.

In the event that the form is not returned fully completed, the proposal will be considered non-responsive.

The undersigned hereby declares that any costs incurred in the promotion of its product or service, either before or after the proposals are received, whereby any City employee was given an allowance for travel, meals or lodging or had same paid for directly or indirectly by the bidder or its agents, will have those costs included in the proposal and identified separately as such.

IDENTIFICATION OF PROPOSAL _____

COMPANY/PERSON'S NAME: _____
(PLEASE TYPE OR PRINT)

SIGNATURE: _____

DATE: _____

N.B. This form is a part of the proposal package and must be returned with the proposal.