



**REQUEST FOR PROPOSAL  
CLEANING SERVICES**

Prepared By:  
City of Pataskala  
621 West Broad Street, Suite 2B  
Pataskala, Ohio 43062

**CITY OF PATASKALA  
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General Information

The Finance Director of the City of Pataskala (the "City") invites the local and regional cleaning service agencies or individuals, which possess the capability, expertise, and experience to provide various cleaning services, to submit a response in accordance with the stated requirements.

The purpose of the request is to obtain quality cleaning services at competitive market pricing for all City owned buildings.

Evaluation Criteria

The criteria for evaluating the proposals will be based upon a combination of the factors listed below and are not listed in any order of importance.

1. Current and past experience in regards to providing cleaning services for similar size businesses and organizations.
2. Ability of the cleaning service to provide the required cleaning services as specified within the request for proposal.
3. Level of cleaning services to be performed for the City.
4. Overall cost of cleaning services.
5. Timelines of completing the required cleaning services as well as assisting with City officials and tenants regarding cleaning services performed.
6. Ability to meet the City requirements to provide cleaning services from 11:00 P.M – 7:00 A.M. There will be no exceptions to this timeline.
7. The ability for the cleaning service to provide sufficient and adequate cleaning materials to perform the required services.
8. The City prefers that the cleaning company provide the necessary paper towels, soap, toilet paper, and trash bags for City owned office space and common areas. The City requests a listing of estimated costs which will be billed the City for providing these supplies. Individual tenants are responsible for their own paper towels, soap, and toilet paper and trash bags.

Term of Cleaning Services Agreement

The term of the Cleaning Services Agreement shall be one (1) year commencing on or about April 1, 2010 through March 31, 2011 with the option to extend on a yearly basis contingent upon the approval of the City. All bidders will be notified of the City's designation of award of Cleaning Services Agreement no later than March 1, 2010.

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The Cleaning Services Agreement may be canceled by the City with ninety (90) days written notice for just cause (i.e., non-adherence to required qualifications, poor response time, unsatisfactory services performed, etc.).

Proposal Response

**Proposals must be received in the Office of the Finance Director by 4:00 p.m. (local time) on February 19, 4:00 P.M.**

**A walkthrough of the Municipal Building and any questions regarding this proposal will be addressed by the City on Friday, February 5, 2010 at 2:00 P.M. This meeting will be conducted at the City Municipal Building, Second Floor, Room 2B.**

Two (2) copies are to be submitted in a sealed envelope bearing the name and local address of the cleaning agency and labeled "Request for Proposal for Cleaning Services". The proposals may be mailed or hand delivered to:

Jason Carr, Finance Director or  
Janice Claprood, Finance Manager  
City of Pataskala  
621 West Broad Street, Suite 2B  
Pataskala, OH 43062

If the proposal is mailed, the same deadline applies. The City will not be responsible for proposals that are delivered after the 4:00 p.m. deadline.

**Bid Specifications for Cleaning Services - City Hall**

The City expects all areas of the building will be cleaned regularly. The City's offices shall be cleaned thoroughly 1 time per week (trash shall be removed 5 times per week). The common areas (restrooms, hallways, etc) and tenant areas will be cleaned thoroughly 5 times per week. Expected areas to be serviced are as follows:

- |                         |                             |
|-------------------------|-----------------------------|
| 1. Entrance             | 11. Kitchenette/Coffee Area |
| 2. Foyer                | 12. Hallways                |
| 3. Waiting Area         | 13. Landings                |
| 4. Lobby/Reception Area | 14. Stairwells              |
| 5. General Offices      | 15. Stairways               |
| 6. Private Offices      | 16. Elevator Cabs           |
| 7. Executive Offices    | 17. Laboratory              |
| 8. Conference Room      | 18. X-Ray Rooms             |
| 9. Copy Room/Area       | 19. Examination Rooms       |
| 10. File Room/Area      | 20. Restrooms               |
| 11. Computer Room       | 21. Lunch Room/Kitchen      |

The total estimated cleanable square feet associated with City Hall is 16,000.

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**Expected Work Schedule for Cleaning Services – City Hall Offices**

<b>CATEGORY/SERVICE</b>	<b>HOW OFTEN</b>
<b><i>General Cleaning:</i></b>	
Dust and clean fixtures and office furniture	1 time per week
Spot clean doors, frames, walls and switches	1 time per week
Empty waste paper, trash and shredders as directed	5 times per week
Clean entrance and partition glass, remove smudges as needed	1 time per week
Clean and sanitize drinking fountains/coolers and microwaves	1 time per week
Clean and sanitize telephones	1 time per week
Wipe down baseboards	1 time per week
Vacuum and/or wipe fabric/leather/plastic furniture	1 time per month
Clean and polish chrome chairs and table legs	1 time per month
Dust high and low in corners for cobwebs	As Needed
Dust all Venetian/Vertical blinds	1 time per month
Dust ceiling vents, light fixtures and picture frames	1 time per month
<b><i>Floor Maintenance:</i></b>	
Vacuum all carpeted areas (including behind all doors and fixtures)	5 times per week
Spot removal on carpets	1 time per month
Dust mop ceramic and resilient floor areas	1 time per week
Damp mop ceramic and resilient floor areas	1 time per week

**Expected Work Schedule for Cleaning Services – City Hall Common Areas & Tenant Offices**

<b>CATEGORY/SERVICE</b>	<b>HOW OFTEN</b>
<b><i>General Cleaning:</i></b>	
Dust and clean fixtures and office furniture	5 times per week
Spot clean doors, frames, walls and switches	5 times per week
Empty waste paper and trash as directed	5 times per week
Clean entrance and partition glass, remove smudges as needed	5 times per week
Clean and sanitize drinking fountains/coolers	5 times per week
Clean and sanitize telephones	1 time per week
Wipe down baseboards	1 time per week
Vacuum and/or wipe fabric/leather/plastic furniture	1 time per month
Clean and polish chrome chairs and table legs	1 time per month
Dust high and low in corners for cobwebs	As Needed
Dust all Venetian blinds	1 time per month
Dust ceiling vents, light fixtures and picture frames	1 time per month

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**Expected Work Schedule for Cleaning Services – City Hall Common Areas & Tenant Offices (Continued)**

<b>CATEGORY/SERVICE</b>	<b>HOW OFTEN</b>
<b><i>Floor Maintenance:</i></b>	
Vacuum all carpeted areas (including behind all doors and fixtures)	5 times per week
Spot removal on carpets	1 time per month
Dust mop ceramic and resilient floor areas	5 times per week
Damp mop ceramic and resilient floor areas	5 times per week
<b><i>Kitchen and Lunch Eating Area:</i></b>	
Clean and disinfect kitchen counters and tables	1 time per week
Clean and disinfect exterior of appliances	1 time per week
Restock kitchen paper and soap products with Tenant provided supplies	1 time per week
<b><i>Exam Rooms and Lab Areas:</i></b>	
Thoroughly scrub and disinfect sinks and countertops	5 times per week
Disinfect all treatment area surfaces and fixtures	5 times per week
Clean and disinfect all furniture in the waiting area	5 times per week
Dust bases of exam room tables	1 time per month
Dust and damp mop areas with approved disinfectant	5 times per week
<b><i>Restrooms:</i></b>	
Clean and polish restroom dispensers and fixtures	5 times per week
Clean and disinfect sinks, toilets, and urinals	5 times per week
Spot clean tile walls and toilet partitions	5 times per week
Wash restroom floors with germicidal cleaner	5 times per week
Clean and polish restroom metal and mirrors	5 times per week
Restock restroom paper and soap products with tenants own supplies	5 times per week
Wash restroom partition with germicidal cleaner	3 times per week
Clean and sanitize sanitary napkin dispensers	5 times per week
<b><i>Special Floor Care Services:</i></b>	
Machine scrub floors	As Needed/Requested
Clean carpets	As Needed/Requested
<b><i>Closing Instructions:</i></b>	
Clean and organize janitor closet	5 times per week
Turn off lights as instructed	5 times per week
Lock doors and windows as instructed	5 times per week
Set alarms as instructed	5 times per week

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**Bid Specifications for Cleaning Services – Street Department (5840 Mink Street)**

The City expects all areas of the Street department’s building will be cleaned regularly. The Street department’s restrooms, office areas and bathrooms shall be cleaned 2 times per month.

Expected areas to be serviced are as follows:

1. Entrance
2. Office Areas
3. Bathrooms
4. General Offices
5. Private Offices

The total estimated cleanable square feet associated with the Street department is 1,520.

**Expected Work Schedule for Cleaning Services – Street Department**

<b>CATEGORY/SERVICE</b>	<b>HOW OFTEN</b>
<b><i>General Cleaning:</i></b>	
Dust and clean fixtures and office furniture	2 times per month
Spot clean doors, frames, walls and switches	2 times per month
Clean entrance and partition glass, remove smudges as needed	2 times per month
Clean and sanitize drinking fountains/coolers and microwaves	2 times per month
Clean and sanitize telephones	2 times per month
Vacuum and/or wipe fabric/leather/plastic furniture	2 times per month
<b><i>Floor Maintenance:</i></b>	
Vacuum all carpeted office areas after sweeping with push broom (including behind all doors and fixtures)	2 times per month
<b><i>Restrooms:</i></b>	
Clean and polish restroom dispensers and fixtures	2 times per month
Clean and disinfect sinks, toilets, and urinals	2 times per month
Spot clean tile walls and toilet partitions	2 times per month
Wash restroom floors with germicidal cleaner	2 times per month
Restock restroom paper and soap products	2 times per month
Wash restroom partition with germicidal cleaner	2 times per month

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**Bid Specifications for Cleaning Services – Police Department**

The City expects all areas of the Police Department will be cleaned regularly. The City’s Police Department’s restrooms, booking areas, basement and second floor areas, and the Patrol Rooms are to be cleaned 2 times per week. In addition, all stairs are to be swept and mopped 2 times per week. All private offices shall be cleaned 2 times per week. Expected areas to be serviced are as follows:

- |                            |                     |
|----------------------------|---------------------|
| 1. Foyer                   |                     |
| 2. Entrance                | 12. Meeting Rooms   |
| 3. Waiting Area            | 13. Booking Rooms   |
| 4. Lobby/Reception Area    | 14. Detective Rooms |
| 5. General Offices         |                     |
| 6. Private Offices         |                     |
| 7. Copy Room/Area          |                     |
| 8. Kitchenette/Coffee Area |                     |
| 9. Lockers                 |                     |
| 10. Hallways               |                     |
| 11. Elevator Cabs          |                     |

The total estimated cleanable square feet associated with the Police Department is 4,650.

Cleaning services will not be required within the File Room, Interrogation Room, or Archive Room & Theater.

**Expected Work Schedule for Cleaning Services – Police Department**

<b>CATEGORY/SERVICE</b>	<b>HOW OFTEN</b>
<b><i>General Cleaning:</i></b>	
Dust and clean fixtures and office furniture	2 times per week
Spot clean doors, frames, walls and switches	2 times per week
Empty waste paper, trash and shredders as directed	2 times per week
Clean entrance and partition glass, remove smudges as needed	2 times per week
Clean and sanitize drinking fountains/coolers and microwaves	2 times per week
Clean and sanitize telephones	2 times per week
Wipe down baseboards	1 time per month
Vacuum and/or wipe fabric/leather/plastic furniture	1 time per month
Clean and polish chrome chairs and table legs	1 time per month
Dust high and low in corners for cobwebs	As Needed
Dust all Venetian/Vertical blinds	1 time per month
Dust ceiling vents, light fixtures and picture frames	1 time per month
<b><i>Floor Maintenance:</i></b>	
Vacuum all carpeted areas (including behind all doors and fixtures)	2 times per week
Spot removal on carpets	1 time per month
Dust mop ceramic and resilient floor areas	2 time per week
Damp mop ceramic and resilient floor areas	2 time per week

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**Expected Work Schedule for Cleaning Services – Police Department (Continued)**

<b>CATEGORY/SERVICE</b>	<b>HOW OFTEN</b>
<b><i>Floor Maintenance:</i></b>	
<b><i>Restrooms:</i></b>	
Clean and polish restroom dispensers and fixtures	2 times per week
Clean and disinfect sinks, toilets, and urinals	2 times per week
Spot clean tile walls and toilet partitions	2 times per week
Wash restroom floors with germicidal cleaner	2 times per week
Clean and polish restroom metal and mirrors	2 times per week
Restock restroom paper and soap products with tenants own supplies	2 times per week
Wash restroom partition with germicidal cleaner	2 times per week
Clean and sanitize sanitary napkin dispensers	2 times per week
<b><i>Special Floor Care Services:</i></b>	
Machine scrub floors	As Needed/Requested
Clean carpets	As Needed/Requested
<b><i>Closing Instructions:</i></b>	
Clean and organize janitor closet	2 times per week
Turn off lights as instructed	2 times per week
Lock doors and windows as instructed	2 times per week
Set alarms as instructed	2 times per week

**Other Requirements**

- 1) ***BONDS AND GUARANTY*** – The bidder shall comply with the following requirements:
  - a. Bid Guaranty: Bidder shall furnish a Bid Guaranty, as prescribed in Sections 153.54, 153.37, and 153.571 of the Ohio Revised Code, in the form of either: (1) a bond for the full amount of the bid in the form of the Bid Guaranty and Contract Bond included in the Bid Documents; or (2) a certified check, cashier’s check, or irrevocable letter of credit in an amount equal to 10% of the bid. Bid amount shall be the total of all sums bid; including all alternatives, but excluding all deduct alternatives. ***NOTE:*** A1A Bid bond forms are not acceptable.
  - b. Contract Bond: The successful bidder, who, as a Bid Guaranty, submits a certified check, cashier’s check, or irrevocable letter of credit in an amount equal to 10% of the bid, shall furnish a Contract Bond in the amount equal to the Contract Sum. ***NOTE:*** A1A Bond forms are not acceptable.
  - c. The bond must be issued by a surety company authorized by the Ohio Department of Insurance to transact business in the State of Ohio. The bond must be issued by a surety capable of demonstrating a record of competent underwriting, efficient management, adequate reserves, and sound investments. These criteria will be deemed to be met if the surety currently has an A.M. Best Company Policyholders Rating of “A-“ or better and has or exceeds the Best Financial Size Category Class VI. Other sureties may be acceptable to the Owner, in its sole discretion.

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**Other Requirements (Continued)**

- d. All bonds shall be signed by an authorized agent of an acceptable surety and by the Bidder. (Affix Corporate Seals to all copies.)
  - e. Surety bonds shall be supported by credentials showing the Power of Attorney of the agent, a certificate showing the legal right of the Surety Company to do business in the State of Ohio, and a financial statement of the Surety
  - f. The Bid Guaranty, as applicable, shall be in the name of or payable to the order of the Owner.
  - g. The name and address of the Surety and the name and address of the Surety's Agent should be typed or printed on each bond.
- 2) ***WORKERS COMPENSATION INSURANCE*** – The contractor shall obtain and maintain during the life of this contract, adequate Worker's Compensation Insurance for all hired employees. In order to comply with this requirement, the contractor shall furnish and attach to each executed copy of the contract document, a Worker's Compensation Certificate signed by the Ohio Industrial Commission showing that the contractor has paid his Industrial Insurance premium. Further, the contractor shall annually supply said Certificate to the City of Pataskala, and any failure to provide such Worker's Compensation Insurance shall be considered a breach of contract.
- 3) ***STRIKE OR FAILURE TO PERFORM*** – In the event of a strike by, or which affects, the employees of the contractor, or failure of the contractor for any reason to perform in according to the conditions of this contract, the City by its City Administrator, shall reserve the right to make arrangements for the immediate continuation of cleaning services as considered necessary.
- 4) ***NON-DISCRIMINATION*** – Use of the masculine pronoun in these specifications follows accepted grammatical practice, and does not reflect sexual bias or discrimination on the part of the City or its duly elected or appointed representatives.
- 5) ***INSURANCE*** – The contractor shall secure a comprehensive liability policy of insurance to be approved as to form by the City Law Director, insuring against the liability of such contractor in performing the services listed in the proposal for each person injured, equipment damage, or property damage for each accident. Copies of all insurance policies, endorsement thereto, shall be provided by the respective bidder.