

LEGAL NOTICE

Sealed bids will be received by the Board of County Commissioners, Medina, Ohio, in the office of said Commissioners located in the Medina County Commissioners' Hearing Room #201, 144 N. Broadway St., Medina, Ohio, until 1:30 PM Ohio time on Friday, March 11, 2016. Immediately following, bids will be opened as provided by law for Janitorial Services in accordance with the specifications now on file in the Medina County Finance Dept., 144 N. Broadway, Medina, Ohio, for all prospective bidders. Bidders shall note that the rules and regulations on Equal Employment Opportunity shall be made a part of the contract. All bids shall be filed in a sealed envelope by the time and place specified. Said envelope shall be marked "JANITORIAL SERVICES". A bid bond or certified check in the amount of \$250 must be submitted by each bidder. A performance bond in the amount of 10% of the total annual bid amount for year 1 services will be required upon execution of a contract corresponding to this bid process. The Medina County Commissioners reserve the right to decide whether or not a bid does or does not substantially comply with the requirements of the bid specifications, and whether to accept, reject, or negotiate modifications to proposals or any part thereof.

This notice may also be viewed on the Medina County Website at www.co.medina.oh.us.

Medina County Commissioners:

Adam Friedrich, President
Patricia G. Geissman, Commissioner
Tim Smith, Commissioner

Publish: February 12, 2016

**BID SPECIFICATIONS
FOR MEDINA COUNTY
JANITORIAL SERVICES**

BID OPENING DATE: March 11, 2016
1:30 PM

GENERAL INSTRUCTIONS TO BIDDERS

Prospective bidders may visit each building during normal business hours (8:00 AM - 4:30 PM, Monday through Friday) to determine the appropriate number of worker hours needed to adequately provide janitorial services to the County buildings included in these specifications.

Medina County reserves the right to request that the contractor provide documentation, prior to a bid award, as to the calculations used in arriving at the number of worker hours to be expended in cleaning all specified buildings. During the contract period, the County may request that the Contractor produce payroll documents indicating the number of worker hours per week which have been provided.

Please note: There will be a pre-bid conference on **Friday February 19, 2016**, at 9:00 AM in the Commissioners' Meeting Room 201 located on the second floor of the County Administration Building, 144 N. Broadway, Medina, OH. All prospective bidders are **REQUIRED** to attend this meeting. Immediately following the formal pre-bid conference, there will be a general walk-through of all buildings so that bidders may familiarize themselves with the areas to be serviced. Bidders are required to walk-through only the building group(s) for which they intend to submit a bid. A sign-in sheet will be used at each building. This will be the only supervised walk-through of the buildings to be serviced. Any questions concerning this bid should be referred to the County Maintenance Superintendent, Thomas Maupin, at (330) 764-8258 during the hours of 7:00 AM through 3:00 PM.

The Medina County Commissioners reserve the right to decide whether or not a bid does or does not substantially comply with the requirements of the bid specifications, and whether to accept, reject, or negotiate modifications to proposals or any part thereof.

The buildings to be covered by this contract have been grouped, generally, by geographic location. **Bidders may choose to bid on any one, several, or all of the building groups.** Separate bid proposal forms must be completed by each bidder for each building group they wish to bid on. Bidders may also submit a combination bid for two or more of the building groups. A separate bid proposal form should be completed for this purpose. Medina County will enter into either an agreement with one Contractor for all buildings/all groups or multiple agreements covering various buildings/groups.

SPECIFICATIONS FOR JANITORIAL SERVICES

I. BUILDINGS TO RECEIVE JANITORIAL SERVICES

BUILDING GROUP #1	Building Location
Old Courthouse	99 Public Square, Medina
New Courthouse	93 Public Square, Medina
Prosecutor's Office	72 Public Square, Medina
Administration Building	144 N. Broadway, Medina
DR Visitation Building	4046 Medina Road, Medina

BUILDING GROUP #2	Building Location
Human Services Center	246 Northland Drive, Medina
Job & Family Services Building	232 Northland Drive, Medina
Board of Election	3800 Stonegate Drive, Medina
Workforce Development Offices	3721 Pearl Road, Medina

BUILDING GROUP #3	Building Location
Juvenile Detention Center (Admin./Meeting Areas)	655 Independence Drive, Medina
Drug Court Annex	755 Independence Drive, Medina
Engineering Center	791 W. Smith Rd., Medina
Sanitary Engineer Meter Shop (trash to be emptied twice per week on Wednesdays & Fridays, office cleaning to be done once per week on Wednesday or Friday) Restrooms cleaned daily 5days per week	793 W. Smith Rd., Medina (Rear of 791 W. Smith Rd.)

BUILDING GROUP #4	Building Location
Professional Building	120-124 W. Washington, Medina
Transit Building	6094 Wedgewood Road, Medina
FSA Building	6090 Wedgewood Road, Medina

II. ESTIMATED COUNTY STAFF BY BUILDING /GROUP

Bldg. Group #1

Admin. Bldg	115
Old & New Courthouse	95
Prosecutor	35
DR Visitation Building	25

Bldg. Group #2

Human Services Center	115
Job & Family Services	90
Veterans Service Office	6
Board of Election Office	10
Workforce Offices	15

Bldg. Group #3

Juvenile Detention Center	10-15
Drug Court Annex	5
Engineering Center	90
Sanitary Eng. Meter Shop	12

Bldg. Group #4

Professional Building	60
Transit Garage	50
FSA Building	15

III. SERVICES TO BE PROVIDED TO ALL BUILDINGS LISTED ABOVE:

A. DAILY SERVICES (5 DAYS PER WEEK)

1. Clean all restrooms (See attached building restroom list), all horizontal surfaces will be dusted. All toilets, toilet seats and urinals will be completely cleaned and disinfected. All basins, fixtures and countertops will be completely cleaned and disinfected. Wipe stainless and chrome bathroom fixtures. Floors will be swept and wet mopped with germicidal disinfectant solution. Spot wash all restroom walls and toilet partitions. Clean all mirrors, glass, vents, and shelves. Restock paper supplies and hand soap and change all collection bags nightly. Clean door handles on main entrance doors, inside and out.
2. Dust mop all tile hallways; wet mop as required (minimally once per week). During periods of inclement weather, it is expected that hard surface floors, entryways and stairs will be mopped nightly.
3. Vacuum all carpeted hallways as needed.
4. Clean and disinfect drinking fountains
5. All entranceways will be given special attention. Clean all entrance glass. (Note: Includes sidelights and all door glass, including second sets of doors inside vestibules.)

6. Inspect for cobwebs and remove.
7. Empty all trash containers and wipe if needed in each office and remove all other trash in buildings. (Note: Sanitary Meter Shop office trash containers emptied Wednesdays & Fridays) (Note: Transit Building Bus Garage trash containers emptied once per week)
8. Replace basket liners as needed (must be minimally replaced once per week). All trash containers must be lined with plastic liners.
9. Clean elevators. Wipe down walls & doors, and polish stainless hardware as needed. Mop elevator floors and/or vacuum elevator carpeting and door tracks.
10. Special attention should be given to public waiting areas, etc. (example mopping of floors and/or sweeping of carpet as needed).
11. Clean all meeting rooms sweep carpet as needed and clean dry-erase boards as needed.

B. ADDITIONAL SERVICES TO BE PROVIDED TO COURTHOUSE COMPLEX:

Daily Services

1. Clean all lobbies, common areas, Court rooms, Jury rooms, waiting areas, public hallways, hard surface floors are dust mopped and/or damp mopped and carpets to be vacuumed.
2. Clean all entrance glass.
3. Wipe all horizontal surfaces to remove spillage as needed from soiled areas
4. Clean and polish all drinking fountains.
5. Spot clean partition glass.

Weekly Services

1. Dust all offices completely. Clean all flat top surfaces. No picture frames or personal items will be dusted.
2. Vacuum all carpeting (Note: includes vacuuming under chairs/desks, behind doors, in corners, and along walls).
3. Wipe down & polish elevator walls, doors and stainless hardware. Sweep elevator door tracks.

Monthly

1. Remove fingerprints and marks from around light switches and door frames
2. Vacuum all upholstered furniture
3. Clean telephone handsets using a disinfectant
4. Buff hard surface floors as needed

C. WEEKLY OFFICE SERVICES (ONE TIME PER WEEK)

1. Dusting in offices (Note: shall consist of desktops, windowsills & file cabinets only if cleared and in order). No picture frames, personal items or computers will be dusted.
2. Inspect for cobwebs and remove.
3. Spot check walls and around switch plates. Clean as necessary.
4. Clean sinks, counter tops and re-stock paper towels (Note: no personal items to be washed).
5. Sweep & Mop tile floors.
6. Vacuum carpeting (Note: Vacuuming will not be a wall to wall only spot vacuuming

required)

- D. MONTHLY SERVICES (ONE TIME PER MONTH.) The Contractor will notify the County when the following services have been performed:
1. Vacuum all carpeting (Note: To include vacuuming under chairs/desks, behind doors, in corners, and along walls).
 2. Wipe down interior and exterior door levers, handles, and handicapped access controls.
- E. SEMI-ANNUAL SERVICES. The contractor will notify the County when the following services have been performed:
1. Deep clean and polish all exterior building entry doors and frames, handles, and handicapped access controls using a cleaner capable of removing all accumulated dirt, grease, and grime.
 2. Wipe down all wood and steel interior doors and framework and stains around doorknobs must be removed.
- F. ANNUAL SERVICES FOR ALL BUILDINGS - TO BE COMPLETED DURING FIRST MONTH OF EACH CONTRACT YEAR:
1. Deep clean all restrooms. This program shall include the deep cleaning of all walls, toilet partitions, fixtures, heating units, floors, light fixtures, and any other surfaces. Cleaning shall mean the use of a liquid cleaner capable of removing all accumulated dirt, grease, and grime. Floors are to be cleaned and completely stripped of all dirt, wax, and sealer. Floors are then to be re-coated with a minimum of two (2) coats of sealer and two (2) coats of wax and, if needed, buffed.

IV. CERTIFICATES OF INSURANCE AND INSURANCE POLICIES

- A. The Contractor is to supply the County with insurance certificates in the following minimum amounts prior to the start of the contract work:
1. Worker's Compensation Insurance sufficient under the laws of Ohio to cover all of its employees working to fulfill this contract.
 2. Broad Form Comprehensive Liability Insurance with a minimum bodily injury limit of \$1,000,000 for each person and an aggregate limit of \$2,000,000. The Contractor shall also name Medina County as an additional insured on this policy.
 3. Property Damage Liability Insurance with a minimum limit of \$500,000 for each incident and an aggregate limit of \$1,000,000. The Contractor shall also name Medina County as an additional insured on this policy.
- B. The Contractor agrees to hold harmless and indemnify the County from any liability; in addition, the Contractor will assume full responsibility for any damage or loss to the equipment or premises of the County caused by negligence of the Contractor or

the Contractor's employees. The Contractor shall immediately notify the County of the loss or destruction of, and or damage to, property of the County, and shall furnish the County with a statement concerning the loss in such detail as the County may require.

V. FACILITIES, EQUIPMENT, AND SUPPLIES

- A. The County shall furnish the water and necessary electrical energy for this contract without charge to the Contractor.
- B. The Contractor agrees to conserve utilities and treat all facilities with prudent care.
- C. All materials, equipment and/or supplies used by the Contractor must conform to the regulations of the Department of Labor or any other departments having established standards governing the State of Ohio.
- D. The Contractor will make available to the County's representative, upon request, product specifications of any supplies used in County buildings. The County can reject supplies found to be unsuitable by reason of durability, service, or other reason.
- E. Storage of materials and Supplies: The Contractor will be required to store materials and supplies only in those locations specified as custodial closets. Any other locations and methods of storage shall be subject to the approval of the Maintenance Superintendent or his designated representative.
- F. Items to be furnished by the Contractor: The Contractor shall furnish all labor, equipment, materials, and supplies necessary to perform the services specified under this contract. Materials and supplies shall include: toilet paper, paper towels, bathroom hand soap, urinal deodorizers, cleaners, polishes, mops, brooms, wash cloths, dust cloths, disinfectants, trash bags and any other materials necessary to perform the services specified under this contract.

VI. PERSONNEL

- A. Manager: The Contractor will have on his staff a trained and experienced member in management or janitorial services for a similar sized institution. This person must participate in the County operation.
- B. Supervisors: The Contractor will provide and identify a qualified supervisor and an adequate staff of employees. The Supervisor will be trained or experienced in the supervision and training of cleaning personnel. He will also provide adequate administrative personnel supervision. The supervisor will be available at all reasonable times to receive instruction from, report to, and confer with the designated representative of the County concerning services provided by the Contractor.
- C. Acceptability of Employees: The Contractor will assign to duty at areas designated by the County only Contractor employees acceptable to the County. Prior to any

Contractor employee beginning work under this contract, a completed background check will be performed by the Contractor. The results will be forwarded to the Medina County Human Resources department for approval. If the County feels that any employees of the Contractor are not acceptable for any valid reason, the Contractor shall remove that employee from assignment to the County and replace him/her with an employee who is acceptable to the County. The contractor will provide an updated annual background check at the beginning of the contract and on 4/1/17 and 4/1/18.

- D. Appearance of Employees: The Contractor shall be responsible for the neat, clean, and properly attired appearance of all full and part-time employees on duty. Contractor is also responsible for conduct of employees.
- E. Training Program: It is expected that a training program for the Contractor's employees who are assigned to the County shall be conducted by the Contractor. Minimally, this training should include information regarding required standards of sanitation, housekeeping, and the care of facilities and equipment. Copies of all training documents must be given to the County's Maintenance Superintendent.
- F. Hours of Operation: All work on this contract will be performed after the County's regular scheduled working hours, typically defined as 8:00 a.m. to 4:30 p.m., Monday through Friday. All cleaning personnel are to be out of the buildings by 12am nightly, cleaning may be performed on the weekend but no earlier than 7am. Work on this contract for cleaning of the Juvenile Detention center will be performed between the hours of 8am and 4:30pm Monday through Friday. Work on this contract for the cleaning of the Drug Court Annex will be performed between the hours of 8am and 1pm Monday through Friday. Work on this contract for the cleaning of the DR Visitation Building will be performed between the hours of 8am and 4pm. The Contractor is required to provide cleaning schedules by building for all required services.
- G. In the event of the Contractor's staff triggering any alarm systems, the Contractor will be liable for any costs incurred as a result of this and/or for any alternative security measures required.
- H. Replacement of Absent Personnel: It shall be the Contractor's responsibility to furnish an adequate number of personnel to complete the functions in this contract. This will include providing replacements for personnel absent because of vacation, illness, or other reasons.
- I. Permanent Personnel: The Contractor shall assign permanent personnel to these facilities in order to standardize the custodial operations of the County.

VII. GENERAL PROVISIONS

- A. Safeguards: The Contractor shall provide all proper safeguards and shall assume all risks in performing the work for which the Contractor is legally responsible.
- B. Taxes: The County is a tax exempt institution and is free from all state and federal excise taxes. No such taxes shall be included in the Contractor's charges to the County. However, the Contractor may be liable for the payment of sales and use taxes on materials which he purchases for fulfilling this contract.
- C. Observance of Laws and Regulations:
 - 1. The Contractor shall observe all laws and regulations pertaining to his work including regulations of the Department of Labor, and any other local laws or ordinances, and shall furnish as required, any permits, licenses and certificates and pay any fees incidental thereto.
 - 2. Labor and Wage Requirements: All federal and Ohio State Laws and regulations pertaining to conditions of employment and wages shall be observed.
 - 3. Fair Employment: Contractor agrees that, in the performance of this contract said Contractor will not discriminate against any employee or other persons. The County, upon receipt of satisfactory evidence of such discrimination shall have the right to cancel said contract.
- D. Any work under the terms of the contract not performed as scheduled may, at the discretion of the County, be undertaken by County employees. The following month's invoice will be reduced by the cost to the County of performing this service.

VIII. PERIOD OF CONTRACT AND TERMINATION

- A. The term of this contract shall be for a two year period commencing April 1, 2016, and ending March 31, 2018, with an optional renewal term of one additional year. This renewal option shall be exercised by the County by written notification at least sixty (60) days prior to commencement of the renewal term.
- B. This contract may be canceled by the County for just cause with a fourteen (14) day written notice to the other party concerned. Such notice shall be by certified mail.

IX. PAYMENTS TO THE CONTRACTOR

- A. The Contractor will bill the County not more than once every two weeks for services rendered. The County shall remit payments to the Contractor in a timely manner. Payment shall be made in the form of a county warrant and sent via U.S. mail to the Contractor. The Medina County Finance Department will provide, upon award to the Contractor, a tentative and proposed schedule of when checks will be cut.

X. LOCKING AND UNLOCKING BUILDINGS

- A. Keys for the buildings will be assigned to the Contractor by the Superintendent of Maintenance. Courthouse Security personnel will assign keys for the courthouse complex.
- B. The Contractor will be responsible for keeping buildings secure while performing janitorial services; doors are not to be propped open and unattended. The Medina Human Services Center, Professional Building and the Administration Building are occasionally used for evening meetings and therefore will be locked by the night security personnel when these events occur.

XI. MAINTENANCE WORK ORDERS

- A. The Contractor's supervisor will notify the County's Superintendent of Maintenance of any observances of unusual building disrepair including water leaks, broken windows, etc.

XII. DEFINITION OF SERVICES

- A. The following definitions outline minimum acceptable standards for the activity to be performed.

- 1. Vacuum Carpet

Thoroughly vacuum all carpeted areas. Move and vacuum under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. After vacuuming, leave all rugs clean, free from dust balls, dirt and other debris. Prior to vacuuming, broom all edges not reached by vacuum. Straight suction vacuuming is not acceptable. ***The agency requires that a motor driven Commercial grade vacuum with HEPA filtered exhaust or equipment that meet these standards be used exclusively in all carpeted areas where water and/or snow does not present a problem.***

- 2. Dust Mop

Thoroughly dust mop all non-carpeted areas. Move and dust mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. Dust mops must be treated with water based dust control chemical. Place dust and dirt into plastic trash bag, tie off and remove to Dumpster.

- 3. Wet Mopping

The floors must be properly prepared, thoroughly swept to remove visible dirt and debris, wads of gum, tar and foreign substances from the floor surfaces. Upon completion of the wet mopping or scrubbing, the floor must be clean and free of dirt, water streaks, mop marks, strings; properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces must be dry and corners and cracks clean after the wet mopping or scrubbing. Chairs, wastebaskets and other

similar items must not be stacked on desks, tables or window sills, nor used in place of stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.

4. Damp Wiping

This task consists of using a clean damp cloth or sponge to remove all dirt spots, streaks, from walls, glass and other specified surfaces and then drying to provide a polished appearance.

- a. The wetting solution must contain an appropriate cleaning agent.
- b. When damp wiping in toilet areas, use a multi-purpose disinfectant/deodorizer.

7. Empty Waste Receptacles

Empty all containers that are provided for the disposal of waste i.e., waste baskets, torpedo type containers, sanitary napkin disposal bins, boxes, etc. into plastic bags, tie off and remove to dumpster. Dispose of items in waste containers only unless clearly marked for disposal. When in doubt do not remove. Liners must be used in all waste receptacles and must be changed as needed and no less than once per week.

8. Restroom Cleaning

a. Fill Dispensers

Dispensers of all types must be checked daily and filled when necessary (soap, toilet tissue, paper towels, etc.).

b. Dusting

Completely dust all fixtures, ledges, edges, shelves, exposed pipes, partitions, doorframes, etc. Pay particular attention to the tops of these items. An approved dust cloth or dusting tool, treated with water based dust control chemical, must be used.

c. Disinfect

Clean and disinfect waste receptacles and dispensers inside and outside. Use proper chemicals for surface to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved *disinfectant solution and allow to air dry.

d. Clean and Disinfect Sinks

Thoroughly clean all sinks, including bottom, faucets, and spigots. Then wipe each item with approved *disinfectant solution and allow to air dry.

e. Clean Glass and Mirrors

Thoroughly clean all glass and mirrors using an approved alcohol based glass cleaner. Use a soft, clean cloth. Dry completely. Surface should be streak, smear, and smudge free. Make sure attached frames, edges, and shelves are also cleaned and dried as well as the glass surface. Squeegee may be used as needed.

f. Clean and Disinfect Toilets and Urinals

Thoroughly clean toilets, toilet seats, and urinals with approved acid free bowl cleaner, rinse thoroughly. (Approved acid cleaner may not be used more than once per month and should be used on the interior of toilet or urinal only. Great care must be taken to avoid any chrome when acid cleaner is used). Wipe each toilet, toilet seat and urinal completely with approved disinfectant solution. Buff dry to a streak, smear and smudge free "shine". Leave seats in a raised position.

g. Spot Cleaning and Disinfecting Walls, Doors, Partitions and Handrails

When spot cleaning walls, switches, plug covers, door handles, partitions and handrails use proper approved chemicals and approved dilution. Rinse thoroughly as needed, then wipe all areas with approved *disinfectant solution and allow to air dry.

h. Wet Mopping - *Disinfectant

Thoroughly mop all non-carpeted areas. Use a clean cotton mop head that is in good condition. Use clean water at all times changing water often. Approved proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free.

* All disinfectant solutions must be changed after each restroom cleaning.

9. Remove Carpet Runners (as applicable)

Carpet runners must be removed from floor to allow for proper cleaning, as needed

10. Replace Carpet Runners (as applicable)

After floor has been properly cleaned and is completely dry, replace carpet runners in their original locations.

11. Clean and Disinfect Drinking Fountains

Thoroughly clean entire exterior surface with approved cream cleanser. The grain of the stainless steel must be followed at all times. Wipe entire surface with approved disinfectant solution.

a. Wipe Dry

Use a clean, soft cloth and wipe item dry. The grain of the stainless steel must be followed.

12. Stainless Steel Cleaning

Thoroughly clean all stainless steel not previously mentioned with approved cleaner and a clean soft cloth. Great care must be taken to follow the grain of the stainless steel at all times when cleaning.

13. Wall Spot Cleaning

Clean spots, smudges, stains, etc. from walls, partitions and modular partitions using approved chemicals at approved dilutions. Wipe dry with clean soft cloth.

14. Dusting

Thoroughly dust all vertical and horizontal surfaces in all cleanable areas with approved dust cloth or tool treated with an approved water based dust control chemical.

Do not move dusting residue from spot to spot, but remove directly from the areas in which dirt lies by the most effective means appropriate; treated dusting cloths or vacuum tools.

- a. Leave no dust streaks.
- b. Leave corners, crevices, molding and ledges free of dust and cobwebs.
- c. Leave no oil spots or smudges on dusted surfaces caused by dusting tools.

Horizontal surfaces include, but are not limited to, counter tops, file cabinets, tables, coat-racks, etc. Do not disturb work papers.

15. Scheduled services

Each building shall have a schedule of periodic cleaning; Maintenance Superintendent and contractor supervisor will use this schedule. This schedule shall include the following:

Building name

Service to be provided

Day and/or month in which periodic cleaning is to be completed

BUILDING RESTROOM LIST

BUILDING GROUP #1	Large Restrooms	Small Restrooms
Old Courthouse	0	2
New Courthouse	9	12
Prosecutor's Office	4	1
Administration Building	6	1
DR Visitation Building	2	3

BUILDING GROUP #2	Large Restrooms	Small Restrooms
Human Services Center	6	4
Job & Family Services Bldg.	6	3
Board of Elections Office	2	0
Workforce Development Offices	0	4

BUILDING GROUP #3	Large Restrooms	Small Restrooms
Juvenile Detention Center (Admin./Meeting Areas)	0	3
Drug Court Annex	0	5
Engineering Center	4	1
Sanitary Eng. Meter Shop	0	2

BUILDING GROUP #4	Large Restrooms	Small Restrooms
Professional Building	2	8
FSA Building	2	0
Transit Garage	2	0

GRAND TOTAL RESTROOMS = 96

REQUIRED FORMS

TO BE COMPLETED BY ALL BIDDERS

BID PROPOSAL FORM – JANITORIAL SERVICES FOR BUILDING GROUP #1

▶ MUST BE COMPLETED IF YOU WISH TO BID ON BUILDING GROUP #1 ◀

BUILDING GROUP #1	Building Location	Estimated Weekly Hours
Old Courthouse	99 Public Square, Medina	
New Courthouse	93 Public Square, Medina	
Prosecutor’s Office	72 Public Square, Medina	
Administration Building	144 N. Broadway, Medina	
DR Visitation Building	4046 Medina Road, Medina	

Please designate total estimated weekly number of worker hours needed to complete the contract requirements. _____ Hours Per Week

FIRST YEAR - (4/1/16 - 3/31/17)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALERNATE SERVICES	\$

SECOND YEAR - (4/1/17 - 3/31/18)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALERNATE SERVICES	\$

SUB-TOTAL FIRST AND SECOND YEARS	\$
ADDITIONAL AMOUNT FOR ALERNATE SERVICES	\$

OPTIONAL THIRD YEAR - (4/1/18 - 3/31/19)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALERNATE SERVICES	\$

*** Includes all specified daily, weekly, monthly, semi-annual, and annual services.**

BID SUBMITTED BY (Company Name):	
Address:	
City/State/Zip:	
Phone & Fax:	() ()
Signature:	
Printed Name/Title:	

BID PROPOSAL FORM – JANITORIAL SERVICES FOR BUILDING GROUP #2

▶ MUST BE COMPLETED IF YOU WISH TO BID ON BUILDING GROUP #2 ◀

BUILDING GROUP #2	Building Location	Estimated Weekly Hours
Human Services Center	246 Northland Drive, Medina	
Job & Family Services Building	232 Northland Drive, Medina	
Veterans Service Office	210 Northland Drive, Medina	
Board Of Elections Office	3800 Stonegate Drive, Medina	
Workforce Development Office	3721 Pearl Rd., Medina	

Please designate total estimated weekly number of worker hours needed to complete the contract requirements. _____ Hours Per Week

FIRST YEAR - (4/1/16 - 3/31/17)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALERNATE SERVICES	\$

SECOND YEAR - (4/1/17 - 3/31/18)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALERNATE SERVICES	\$

SUB-TOTAL FIRST AND SECOND YEARS	\$
ADDITIONAL AMOUNT FOR ALERNATE SERVICES	\$

OPTIONAL THIRD YEAR - (4/1/18 - 3/31/19)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALERNATE SERVICES	\$

*** Includes all specified daily, weekly, monthly, semi-annual, and annual services.**

BID SUBMITTED BY (Company Name):	
Address:	
City/State/Zip:	
Phone & Fax:	() ()
Signature:	
Printed Name/Title:	

BID PROPOSAL FORM - JANITORIAL SERVICES FOR BUILDING GROUP #3

▶ MUST BE COMPLETED IF YOU WISH TO BID ON BUILDING GROUP #3 ◀

BUILDING GROUP #3	Building Location	Estimated Weekly Hours
Juvenile Detention Center (Admin./Meeting Areas)	655 Independence Drive, Medina	
Drug Court Annex	755 Independence Drive, Medina	
Engineering Center	791 W. Smith Rd., Medina	
Sanitary Eng. Meter Shop	793 W. Smith Rd., Medina	

Please designate total estimated weekly number of worker hours needed to complete the contract requirements. _____ Hours Per Week

FIRST YEAR - (4/1/16- 3/31/17)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALERNATE SERVICES	\$

SECOND YEAR - (4/1/17- 3/31/18)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALERNATE SERVICES	\$

SUB-TOTAL FIRST AND SECOND YEARS	\$
ADDITIONAL AMOUNT FOR ALERNATE SERVICES	\$

OPTIONAL THIRD YEAR - (4/1/18 - 3/31/19)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALERNATE SERVICES	\$

*** Includes all specified daily, weekly, monthly, semi-annual, and annual services.**

BID SUBMITTED BY (Company Name):	
Address:	
City/State/Zip:	
Phone & Fax:	() ()
Signature:	
Printed Name/Title:	

BID PROPOSAL FORM - JANITORIAL SERVICES FOR BUILDING GROUP #4

▶ MUST BE COMPLETED IF YOU WISH TO BID ON BUILDING GROUP #4 ◀

BUILDING GROUP #4	Building Location	Estimated Weekly Hours
Professional Building	120-124 W. Washington, Medina	
FSA Building	6090 Wedgewood Rd., Medina	
Transit Garage	6094 Wedgewood Rd, Medina	

Please designate total estimated weekly number of worker hours needed to complete the contract requirements. _____ Hours Per Week

FIRST YEAR - (4/1/16 - 3/31/17)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALERNATE SERVICES	\$

SECOND YEAR - (4/1/17 - 3/31/18)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALERNATE SERVICES	\$

SUB-TOTAL FIRST AND SECOND YEARS	\$
ADDITIONAL AMOUNT FOR ALERNATE SERVICES	\$

OPTIONAL THIRD YEAR - (4/1/18 - 3/31/19)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALERNATE SERVICES	\$

*** Includes all specified daily, weekly, monthly, semi-annual, and annual services.**

BID SUBMITTED BY (Company Name):	
Address:	
City/State/Zip:	
Phone & Fax:	() ()
Signature:	
Printed Name/Title:	

COMBINATION BID PROPOSAL FORM - JANITORIAL SERVICES FOR TWO OR MORE BUILDING GROUPS

► COMPLETE THIS FORM IF YOU WISH TO BID ON TWO OR MORE BUILDING GROUPS AT A DISCOUNTED PRICING STRUCTURE ◀

ENTER BUILDING GROUP NUMBERS TO BE COVERED BY THE CONTRACT HERE:	
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FIRST YEAR - (4/1/16 - 3/31/17)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALTERNATE SERVICES	\$

SECOND YEAR - (4/1/17 - 3/31/18)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALTERNATE SERVICES	\$

SUB-TOTAL FIRST AND SECOND YEARS	\$
ADDITIONAL AMOUNT FOR ALTERNATE SERVICES	\$

OPTIONAL THIRD YEAR - (4/1/18 - 3/31/19)	
ANNUAL BID AMOUNT FOR ALL SPECIFIED CLEANING SERVICES *	\$
ADDITIONAL ANNUAL AMOUNT FOR ALTERNATE SERVICES	\$

*** Includes all specified daily, weekly, monthly, semi-annual, and annual services.**

BID SUBMITTED BY (Company Name):	
Address:	
City/State/Zip:	
Phone & Fax:	() ()
Signature:	
Printed Name/Title:	

This bid form is to be used only if the bidder wishes to provide a discounted price structure for a combination of building groups. The individual building group bid forms must also be completed. The combination bid total should not be merely the sum of all separate building group bid amounts.

FORM OF NONCOLLUSION AFFIDAVIT

State of Ohio

) SS

County of Medina

Bid Identification

JANITORIAL SERVICES

Contractor _____, being first duly sworn, deposes and says the he is _____ (sole owner, a partner, president, secretary, etc.) of _____, the party making

the foregoing bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company association, organization, or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that any one shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with any one to fix any overhead, profit, or cost element of such bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or any one interested in the proposed contract; that all statements contained in such bid are true; and further, that said bidder has not, directly or indirectly, submitted his bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in his general business.

Signed: _____

Subscribed and sworn to before me this ____ day of _____, ____

Seal of Notary

Notary Public
My Commission Expires

PERSONAL PROPERTY TAX VERIFICATION

Now comes the successful bidder upon a competitive bid for

JANITORIAL SERVICES

on the _____ day of _____, and first being duly sworn deposes and says the he/she/it and all interested parties was/were not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of Medina County.

Further Affiant Sayeth Naught.

Signature

Company Name

Address

City, State, Zip

Sworn to before me this _____ day of _____, _____

Notary Public
My Commission Expires