

JANITORIAL SERVICE SPECIFICATIONS 2011

Services to be Performed

Those wishing to view the facilities may do so at a walk-thru on Friday, February 25, 2011, at 1:00 p.m., beginning at the Office of the Director of Public Service, 120 Maple Street, Wadsworth, OH 44281.

Sealed bids will be received by the Director of Public Service of the City of Wadsworth at his office in the City Hall, 120 Maple Street, Wadsworth, Ohio 44281, until 1:00 P.M. E.S.T. on the 4th day of March, 2011, at which time and place said bids will be opened, for furnishing to said City the following labor as required by the Department of Public Service during the year 2011-2012.

Bidders are to use bid forms furnished by the City of Wadsworth. Each bid must contain the full name of every person or company interested in the same and be accompanied by a Bond or Certified Check in the sum of five percent (5%) of gross amount of bid to the satisfaction of the Director of Public Service, as a guarantee that if the bid is accepted, a contract will be entered into and its performance effected. Should any bid be rejected, such Bond or Check will be returned to the bidder; and, should any bid be accepted, such Bond or Check will be returned to the bidder upon proper execution of the Contract. The City reserves the right to reject any or all bids and to waive any informalities or irregularities in the bids received and to award to the lowest and/or best bidder.

All proposals shall be sealed and endorsed "JANITORIAL BID".

John C. Easton, Director of Public Service

Dated: February 7, 2011

Bid Notice Published: Medina County Gazette – February 16, and February 23, 2011

1. The Janitorial Service agrees to perform the following janitorial cleaning and maintenance services for the Building:

<u>I.</u>	<u>GENERAL OFFICES/COURT ROOM/FILE ROOMS</u>	<u>FREQUENCY</u>
1.	Empty waste baskets	daily
2.	Dust desks	daily
3.	Dust mop tile floors	daily
4.	Vacuum carpeting	daily
5.	Damp wipe counter areas/sinks	daily
6.	Clean Glass surfaces on tables	daily
7.	Spot clean doors and door jambs	as needed
8.	Dust file cabinets	as needed
9.	Spot clean walls around switches	as needed
10.	Dust horizontal surfaces and ledges	as needed
11.	Damp mop tile surfaces	as needed
12.	Clean glass/customer service windows	as needed
13.	Spray buff tile surfaces	twice/year
14.	Strip and wax tile surfaces	once/year
<u>II.</u>	<u>LOBBY AREAS</u>	
1.	Clean glass entrance doors	daily
2.	Clean glass hand rail partitions	as needed
3.	Clean drinking fountains	daily
4.	Dust mop tile surfaces	daily
5.	Vacuum carpeting	daily
6.	Sweep stairway	daily
7.	Dust horizontal surfaces	as needed
8.	Damp mop tile surfaces	daily

LOBBY AREAS (cont.)

- | | | |
|----|---|-----------|
| 9. | High pressure deep cleaning of porcelain tile | once/year |
|----|---|-----------|

III. RESTROOMS / LOCKER ROOMS

- | | | |
|-----|--------------------------------------|------------|
| 1. | Clean and sanitize commodes | daily |
| 2. | Clean and sanitize urinals | daily |
| 3. | Clean and sanitize sinks | daily |
| 4. | Clean counter tops | daily |
| 5. | Empty waste baskets | daily |
| 6. | Dust mop tile surfaces | daily |
| 7. | Damp mop tile surfaces | daily |
| 8. | Clean mirrors | daily |
| 9. | Clean and sanitize shower stalls | weekly |
| 10. | Spot clean stall partitions | as needed |
| 11. | Spot clean doors and door jambs | as needed |
| 12. | Replace and refill restroom supplies | as needed |
| 13. | Wipe down/clean tile walls | as needed |
| 14. | Spray buff tile floors | twice/year |
| 15. | Strip and wax tile floors | twice/year |

IV. LUNCH AREAS

- | | | |
|----|---|-----------|
| 1. | Empty waste baskets | daily |
| 2. | Damp wipe tables | daily |
| 3. | Damp wipe counters | daily |
| 4. | Clean sinks | daily |
| 5. | Spot clean refrigerator and microwave doors | as needed |
| 6. | Spot clean doors and door jambs | as needed |
| 7. | Spot clean walls around light switches | as needed |
| 8. | Dust cabinet surfaces | as needed |

V. STAIRWAYS

- | | | |
|----|------------------------|-----------|
| 1. | Sweep | as needed |
| 2. | Damp mop | as needed |
| 3. | High pressure cleaning | once/year |

The term "daily" means Monday through Friday except for the first floor and basement of the police department which will be cleaned seven days per week.

Supplies and Equipment

2. The Janitorial Service will furnish labor, equipment, and supplies to complete the services to be performed. The city will provide paper towels, toilet tissue, and hand soap.

Cleaning Materials

3. The cleaning agents and materials supplied and used by the Janitorial Service shall be safe and proper for use in areas to be occupied by persons. The Janitorial Service shall exercise care to apply and remove all cleaning agents and materials so as not to leave a product or residue that would be harmful to persons who come in contact with a surface on which the cleaning agent or materials were applied.

Supervision

4. Systematic inspection will be conducted by the Janitorial Service to ensure that all services are properly performed. To ensure that any problems that may arise will be taken care of promptly, the Janitorial Service will maintain a twenty-four hour answering service seven days per week for the receipt of any complaints.

Compliance with Applicable Statutes, Ordinances, and Regulations

5. In performing the services required of it under this Agreement, the Janitorial Service shall comply with all applicable federal, state, county, and city statutes, ordinances, and regulations. Said Janitorial Service hereby further agrees to withhold all City of Wadsworth income taxes due or payable under the provisions of section 34.15 through 34.30 (Codified Ordinances, City of Wadsworth) for wages, salaries, and commissions paid to its employees and further agrees that any of its subcontractors shall be required to withhold any such City of Wadsworth income taxes due under said section for services performed under this contract.

Insurance and Bond

6. The Janitorial Service shall carry complete and adequate workers' compensation insurance for any employee who performs services for the City under this Agreement. The Janitorial Service shall also carry public liability insurance in the amount of \$1,000,000 and property damage insurance in the amount of \$1,000,000, both of which will cover any and all personal injury or property damage claims arising out of the activities of the Janitorial Service in performing services under this Agreement.

Compensation

7. The City shall pay the Janitorial Service at the agreed upon rate for the services to be performed. The Janitorial Service will send a bill to the City at the end of each month and the City shall make payment within ten days of the billing date.

Term of Agreement

8. The term of this Agreement shall commence on April 1, 2011 and shall continue in full force and effect until March 31, 2012.

Termination by City for Default of Janitorial Service

9. If Janitorial Service defaults in the performance of this Agreement or materially breaches any of its provisions, City, at City's option, may terminate this Agreement by giving written notification to Janitorial Service.

Governing Law

10. This Agreement will be governed by and construed in accordance with the laws of the State of Ohio, and all obligations of the parties created under this agreement are performable in Medina County, Ohio.

Parties Bound

11. This Agreement shall be binding on and inure to the benefit of the parties and their respective heirs, executors, administrators, legal representatives, successors, and assigns as permitted by this Agreement.

Legal Construction

12. In case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, that invalidity, illegality, or unenforceability shall not affect any other provision, and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.

Prior Agreements Superseded

13. This Agreement constitutes the sole and only agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter of this Agreement.

Notices

14. Any notices to be given under this Agreement by either party to the other may be effected either by personal delivery in writing or by registered or certified mail, with postage prepaid and return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Agreement. However, each party may change the address for receipt of notice by giving written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated at the time of delivery. Mailed notices will be deemed communicated two days after mailing.

Bid: \$ _____ per month for total annual contract of \$ _____

The signer of this Proposal as Bidder declares that he has carefully examined this advertisement and specifications herein contained and he proposes and agrees that if this Proposal is accepted, he will Contract with the City of Wadsworth, Ohio, to furnish and deliver the material bid in accordance with the advertisement and specifications as set forth herein.

Signature of Bidder

By _____
Name Title

Printed Name of Bidder _____

Business Name _____

Business Address of Bidder _____

Phone _____ Fax _____ E-mail _____

Dated at _____ this _____ day of _____, 2011

NOTE: This Proposal sheet must be signed by the Bidder. If firm or corporation, name, followed by the name of person authorized to sign said bid, stating his title or position with the firm or corporation; if partnership, sign partnership name by one of partners.

The following Items are for possible additional work to be completed. All the following Items will be Lump Sum Items. The City of Wadsworth reserves the right to award or deny these supplemental items.

Alternate #1

Alternate 1 - City Hall Carpet Cleaning

This item refers to the care of the carpets at City Hall. This will include a one time professionally cleaning of the carpets in 2011-2012, including stain removal, shampooing and/or other method to clean the carpets and possible deodorization.

Payment for this item will be **Lump Sum**.

Bid: \$ _____ per month for total annual contract of \$ _____

The signer of this Proposal as Bidder declares that he has carefully examined this advertisement and specifications herein contained and he proposes and agrees that if this Proposal is accepted, he will Contract with the City of Wadsworth, Ohio, to furnish and deliver the material bid in accordance with the advertisement and specifications as set forth herein.

Signature of Bidder

By _____
Name

Title

Printed Name of Bidder

Business Name

Business Address of Bidder

Phone _____ Fax _____ E-mail _____

Dated at _____ this _____ day of _____, 2011

NOTE: This Proposal sheet must be signed by the Bidder. If firm or corporation, name, followed by the name of person authorized to sign said bid, stating his title or position with the firm or corporation; if partnership, sign partnership name by one of partners.

Alternate #2

Alternate 2 - Building Cleaning for park restrooms

Muhl	390 Trease Rd.
Old Bird	505 Bird St.
New Bird	560 Bird St.
ValleyView	618 West St.

Weatherstone	1404 Reimer Rd.
Durling	254 East Boyer St.
Memorial	279 Grandview Ave.
Kaleidoscope	155 Ault St.

The items below need to be performed at the addresses above. Daily indicates 7 days per week. Anticipated date for service is April 1st – October 31st (dependent upon weather).

PARK RESTROOMS / SHOP RESTROOM

- | | | |
|-----|--|-----------|
| 1. | Sweep and mop hard surface floor with disinfectant | daily |
| 2. | Replace and refill restroom supplies | daily |
| 3. | Clean and sanitize toilets and urinals | daily |
| 4. | Clean and sanitize sinks | daily |
| 5. | Clean counter tops | daily |
| 6. | Empty waste baskets | daily |
| 7. | Wipe clean underneath the sinks | daily |
| 8. | Wipe clean bases of toilets and outside of urinals | daily |
| 9. | Clean mirrors, shelves and bright work | daily |
| 10. | Dust clean tops of partitions, mirrors and wall dispenser | daily |
| 11. | Wipe clean and disinfect partition walls | daily |
| 12. | Spot clean entry door, walls, partitions and switch plates | as needed |
| 13. | Dust clean all vents and air returns | once/year |

Payment for this item will be **Lump Sum**.

Bid: \$ _____ per month for total seasonal contract of \$ _____

The signer of this Proposal as Bidder declares that he has carefully examined this advertisement and specifications herein contained and he proposes and agrees that if this Proposal is accepted, he will Contract with the City of Wadsworth, Ohio, to furnish and deliver the material bid in accordance with the advertisement and specifications as set forth herein.

Signature of Bidder

By _____
Name Title

Printed Name of Bidder

Business Name

Business Address of Bidder

Phone _____ Fax _____ E-mail _____

Dated at _____ this _____ day of _____, 2011

NOTE: This Proposal sheet must be signed by the Bidder. If firm or corporation, name, followed by the name of person authorized to sign said bid, stating his title or position with the firm or corporation; if partnership, sign partnership name by one of partners.

