

**BID PACKET & GENERAL CONDITIONS  
(SERVICE CONTRACT)**

**WYANDOT COUNTY**

**REQUEST FOR QUALIFICATIONS & PROPOSAL FOR CLEANING  
SERVICES AT THE WYANDOT COUNTY COURTHOUSE,  
PROSECUTORS OFFICE AND JOB & FAMILY SERVICES**

**KEY DATES:**

**DATES PREPARED**

**May 24, 2024**

**ADVERTISEMENT DATES**

**May 29, 2024**

**DEADLINE FOR SUBMISSION**

**June 21, 2024**

**SELECTION OF SERVICE PROVIDER ON OR ABOUT**

**July 3, 2024**

**TO SET UP A TIME TO VIEW THE BUILDINGS CALL:**

**419-294-3379**

## **REQUEST FOR QUALIFICATIONS & PROPOSAL**

Wyandot County invites qualified companies to submit Statement of Qualifications/Proposal for the Wyandot County Buildings Cleaning Service Contract to the Wyandot County Commissioners office until June 21, 2024, at 4:00 PM. To set up a time to view the buildings call: 419-294-3379.

The bid packet may be requested by email to Treston Hall, Wyandot County Commissioners at [wycocom@co.wyandot.oh.us](mailto:wycocom@co.wyandot.oh.us), downloaded online at the “Latest News” section on Wyandot County website: co.wyandot.oh.us, or picked up in the Board of Commissioners Office at the address: Wyandot County. Board of Commissioners Office, 109 S Sandusky Ave, Rm 10, Upper Sandusky, Ohio 43351. If requesting via email, please include “Wyandot County Buildings’ Cleaning services” in the subject line

By Order of the Wyandot County Board of Commissioners

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Clerk

## INSTRUCTIONS TO BIDDERS

**PREPARATION OF BID:** Each bid must be submitted on the prescribed form, accompanied by, but not limited to, a list of personnel employed by the applicant that will be involved in the County's Buildings. The experience of those personnel, a synopsis of the organization's experience in conducting cleaning services, a list of other organizations for which the company provides (or has provided) work. All Janitorial staff assigned to Wyandot County must be insured by the Contractor.

\*For security purposes, the service provider's personnel regularly assigned to Wyandot County will need to have a BCI and FBI background check performed at the Sheriff's office. The cost to the service provider is \$65.00 per person and includes both background checks.

**EXAMINATION OF SITE:** Each bidder shall and is hereby directed to inspect the entire site of the proposed work and judge for himself/herself as to all the circumstances affecting the cost and progress of the work and shall assume all patent and latent risks in connection therewith. To set up a time to view the buildings call: 419-294-3379

**SUBMISSION OF PROPOSALS:** The specifications and bid forms may be requested by email to Treston Hall, Wyandot County Commissioners at [wycocom@co.wyandot.oh.us](mailto:wycocom@co.wyandot.oh.us), downloaded online from the link on the "Latest News" section on Wyandot County website: [co.wyandot.oh.us](http://co.wyandot.oh.us), or picked up in the Board of Commissioners Office at the address below.

Please include "Wyandot County Buildings' Cleaning services" in the subject line, submitted via email, it is the responsibility of the sender to confirm "Receipt of the Proposal" by the Wyandot County Commissioners Office.

Bids shall be sealed and marked as "Wyandot County Buildings' Cleaning Services" and delivered to: Wyandot County, Board of Commissioners Office, 109 S Sandusky Ave, Rm 10, Upper Sandusky, Ohio 43351

**REVIEW CRITERIA:** After the deadline at 4:00 PM on June 21, 2024, Wyandot County Board of Commissioners will review all proposals. Wyandot County reserves the right to accept or reject any and all proposals.

If negotiations are held, "best and final offers" are requested and re-scored with the best offer, as well as, most qualified offer or of services selected as the winner of the competition, subject to negotiation of a fair and reasonable price.

Upon completion of successful negotiations, if necessary, or a ruling from the Wyandot County Commissioners to proceed with awarding the contract to the top offeror, a contract will be executed with the Board of Wyandot County Commissioners.

## SCOPE OF WORK

### Supplies and Location Information

Wyandot County will provide all cleaning equipment and supplies including paper towels, toilet tissue, liquid soap, floor cleaning products, polishes, etc.

### Description of Work- Courthouse      Proposal #1

#### A.      1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> floor main hallways, stairways

- Sweep; bi-weekly
- Clean handrails; bi-weekly
- Run floor scrubber/mop; monthly
- Clean Glass Main Entrance Doors/Vestibule; bi-weekly/as needed
- Dust/Clean metal spindles/cast iron; quarterly
- Dust tables, chairs, surfaces; monthly

#### B.      General Office Areas, Private Offices, Courtrooms,

- Sweep; bi-weekly
- Dust tables, chairs, surfaces; bi-weekly
- Mop; monthly
- Clean/Disinfect phones, door handles counter tops, etc. bi-weekly
- Clean/ Dust roller shades; quarterly
- Clean Glass Hallway Doors; bi-weekly

#### C.      Restrooms

- Clean Toilets, inside and outside; bi-weekly
- Clean Countertops; bi-weekly
- Mop; bi-weekly
- Check/Refill Soap and Paper Products; bi-weekly/as needed

### Description of Work-Prosecutor Office      Proposal #1

#### A.      Main Hallway, Waiting Area, Offices and Conference Rooms

- Sweep; bi-weekly
- Dust tables, chairs, surfaces; bi-weekly

B. Main Entrance, Front Windows

-Clean Glass Monthly

C. Restrooms

-Clean Toilets, inside and outside; bi-weekly

-Clean Countertops; bi-weekly

-Mop/sweep; bi-weekly

-Check/Refill Soap and Paper Products; bi-weekly/as needed

Description of Work- Job and Family Services

Proposal #1

A. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> floor main hallways, stairways

-Sweep; weekly

-Clean handrails; weekly

-Clean Glass Main Entrance Doors/Vestibule; weekly

-Dust tables, chairs, surfaces; weekly

B. General Office Areas, Private Offices, Conference Rooms,

-Sweep; weekly

-Clean/Disinfect phones, door handles counter tops, etc. weekly

-Clean/ Dust roller shades; quarterly

-Dust tables, chairs, surfaces; weekly

C. Restrooms

-Clean Toilets, inside and outside; weekly

-Clean Sinks; weekly

-Mop; weekly

-Check/Refill Soap and Paper Products; weekly/as needed

D. Kitchen/Breakroom

-Clean countertop and sink; weekly

-Dust tables, chairs, surfaces; weekly

-Sweep and mop floor; weekly

Description of Work- Courthouse      Alternate Proposal #2

- A.      1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> floor main hallways, stairways
  - Sweep; monthly
  - Clean handrails; monthly
  - Run floor scrubber/mop; monthly
  - Clean Glass Main Entrance Doors/Vestibule; monthly/as needed
  - Clean metal spindles/cast iron; quarterly
  - Dust tables, chairs, surfaces; monthly
  
- B.      General Office Areas, Private Offices, Courtrooms,
  - Sweep; monthly
  - Dust tables, chairs, surfaces; monthly
  - Mop; monthly
  - Clean/Disinfect phones, door handles counter tops, etc. monthly
  - Clean/ Dust roller shades; quarterly

Description of Work-Prosecutor Office      Alternate Proposal #2

- A.      Main Hallway, Waiting Area, Offices and Conference Rooms
  - Sweep; monthly
  - Dust tables, chairs, surfaces; monthly
  
- B.      Main Entrance, Front Windows
  - Clean Glass Monthly
  
- C.      Restrooms
  - Clean Toilets, inside and outside; monthly
  - Clean Countertops; monthly
  - Mop; monthly
  - Check/Refill Soap and Paper Products; monthly

## Overall Requirements

Janitorial Services for the:

Courthouse shall be performed Monday-Friday between the hours of 8:00 am-4:30 pm, with the following holidays excluded: New Years, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the Day after, and Christmas Day.

and

Prosecutors shall be performed Monday-Friday between the hours of 8:00 am-4:30 pm, with the following holidays excluded: New Years, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the Day after, and Christmas Day.

Janitorial Services at the Job and Family Services building are flexible and can be performed during normal business hours or after normal business hours.

The service provider's personnel included but not limited to, shall not disturb papers on desk, or open drawers, cabinets, files or bookcases.

All Janitorial staff assigned to Wyandot County must be insured by the Contractor.

## **BID PROPOSAL**

In care of agency, the Wyandot County Commissioner's Office, I, the undersigned contractor, have inspected the property indicated above and have familiarized myself with all the requirements of the bid documents and scope of work. I propose to furnish all labor necessary to accomplish all of the work described, in an efficient and workmanlike manner in accordance with the instructions to bidders and scope of work.

<b>Location</b>	<b>Proposal #1 Monthly Cost</b>	<b>Alternate Proposal #2 Monthly Cost</b>
Courthouse		
Prosecutors		
Job and Family Services		<b>N/A</b>

This price is the sum of item prices entered on the attached work write-up. If there should be any discrepancy, the itemized prices shall govern.

I will begin the work within \_\_\_\_\_ consecutive calendar days from the date of the Contract Award Proceed Order and will complete the work in \_\_\_\_\_ days from the date of the proceed order, unless otherwise agreed by Wyandot County.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Equal Opportunity Employment  
Assurance of Compliance**

\_\_\_\_\_  
(Hereinafter called "Bidder") Hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.S. 88-352) to the end that in accordance with Title VI of that Act and the regulation, no person in the United States shall, on the ground of race, color, creed or national origin be excluded from employment by the Bidder and hereby gives assurance that it will immediately take any measure to effectuate this agreement.

This assurance is given in consideration of and for the purpose of complying with the Equal Opportunity Employment section in the Instructions to Bidders and to generally qualify the Bidder for award of the contract. The Bidder recognizes and agrees that such contracts or purchase agreement will be extended in reliance on the representations and agreements made in this assurance, and the Wyandot County Commissioner's Office shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the Bidder, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Bidder.

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Date

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Signature

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Title

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Company Name

### **AGREEMENT TO PROVIDE SERVICES**

The Contractor, as part of this bidding proposal, agrees that they will not begin any work prior to the execution of a Contract and Proceed Order, (allowing the proper number of days for the Right of Recession), or a signed Change Order. Any work done without following the proper requirements and procedures will cause you to forfeit the Bid Proposal/Contract or Change Order. No Contractor will be paid for any work done prior to the authorized date of the Contract and Proceed Order or Change Order.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## PRIME CONTRACTOR NON COLLUSION AFFIDAVIT

State of Ohio, County of Wyandot, being first duly sworn, deposes and says that:

1. Bidder is \_\_\_\_\_ of \_\_\_\_\_ the Contractor that has submitted the attached Bid;
2. Bidder is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham bid;
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 Bid in connection the Contract for which the attached Bid 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 Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against Wyandot County or any person in the proposed Contract;
5. No member or officer of the County in the employ of these administrative bodies is directly or indirectly interested in the Bid, or the work to which it relates, or in any portion of the profits thereof; and
6. The price or prices quoted in the attached Bid 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 \_\_\_\_\_

Signed and Sworn before me this \_\_\_\_\_ Day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_, Notary Public, State of Ohio.

My Commission Expires on \_\_\_\_\_.