

Columbiana County Department of Job and Family Services

Request For Bid

Agency Cleaning Services

Issue Date: March 5, 2024

Deadline for Submission
of Proposals: March 19, 2025, at 4:00 P.M.
Columbiana County Department of Job and Family Services
7989 Dickey Drive, Suite 2
Lisbon, Ohio 44432

Contact information for
assistance: Tracy Lockhart, Fiscal Specialist
Business Office
Columbiana County Department of Job and Family Services
7989 Dickey Drive, Suite 2
Lisbon, Ohio 44432
330-420-6671
tracy.lockhart@jfs.ohio.gov

CLEANING CONTRACT SPECIFICATIONS

The vendor agrees to furnish all labor, cleaning supplies, equipment, and supervision necessary to perform the services specified. The vendor agrees to furnish certificates of insurance (Public Liability, Property Damage, Bond, and Worker Compensation). The vendor should provide the number of employees that will perform the cleaning on a daily and weekly basis. Vendor also agrees to have employees sign a confidentiality form, FTI Agreement, and an OPERS Acknowledgement form. Please include professional references as part of your bid, as well as a cleaning schedule. The cleaning services will be performed in the Government Services Building at 7989 Dickey Drive, Lisbon, Ohio, in the Columbiana County Department of Job and Family Services portion of the building. Cleaning includes two floors, all offices, hallways, waiting areas, lobby, vestibule, stairwells, 9 restrooms, 2 lunchrooms and storage areas totaling 44,110 square feet of space. County will supply mops, mop buckets, toilet paper, hand towels, hand soap, cleaning cart and garbage bags. All work is to be completed in a professional manner according to standard practices.

Work will be performed as follows:

Nightly:

- **Restrooms:** clean and sanitize all restrooms, includes scrubbing all toilets, urinals and sinks, sweeping & mopping of restroom floors, cleaning of mirrors, check and replenish hand soap, toilet paper, seat covers, and hand towels. Clean and sanitize faucets, dispensers, and door handles/plates. Dust all horizontal surfaces and ledges and remove cobwebs as necessary. Remove trash and damp wipe trash receptacles.
- **Elevator:** vacuum elevator floor, sanitize buttons & handrails, wipe spots on walls
- **Community Room:** *Check nightly.* Sanitize tables and sink area, empty trash, damp wipe trash receptacles, remove insects from windowsills, & vacuum floor as the room is used.
- Vacuum 2 Children Service visitation rooms
- Vacuum 2 client lobby waiting areas
- Mop vestibule and employee entrance as needed, based on weather
- Empty wastebaskets and deposit garbage & boxes in dumpster
- Empty recycling bins and recycle boxes
- Sanitize 2 lunchrooms, includes: sinks, wiping off all tables, countertops, appliances & sweeping of floor
- Sanitize water fountains
- Sanitize door handles/push bars
- Clean all door glass in main entrance area
- Sanitize/dust computer and table in main waiting area
- Wipe spots on walls as needed

3 Nights per week:

- Vacuum all carpeted floors
- Sanitize stair railings
- Sweep and damp mop stairways, more often if something has been spilled or inclement weather
- Remove cobwebs from ceilings, corners, etc. as needed

Weekly:

- Mop tile floors or more often if something has been spilled or inclement weather
- Clean spots on walls and carpets as needed
- Clean inside of microwaves every Friday
- Clean both sides of glass partitions at reception desks on 1st and 2nd floors/more often if needed
- Vacuum under rubber mat in main entrance
- Dust TV in both waiting areas
- Sanitize Community Room chairs
- Sanitize/wipe down lunchroom chairs

Every Other Week:

- Detail vacuuming to include under desks and behind doors
- Dust top of cubicle walls and lockers
- Dust/damp wipe windowsills

Monthly:

- Dust air vents and light fixtures
- Dust stair supports
- Clean doors, baseboards, cabinetry etc.
- Clean inside of lunchroom refrigerators
- Glass panels on doors and cubical walls or more often as needed
- Sanitize Waiting room chairs

Quarterly:

- Sanitize the restroom partitions (July, Oct., Jan., & April)

6 Month Intervals:

- Wash interior only of building windows

3 Times a Year:

- Buff all floors 1st and 2nd levels

Yearly:

- Scrub walls of restrooms and lunchrooms (April)
- Strip and wax tile floors: 1st and 2nd level

Work is to be performed after 4:45 p.m.

Cleaning personnel should park in the spaces closest to the sidewalk at the employee entrance in the rear of the building. Parking spots numbered 60, 61, & 63 are open for parking after 4:45p.m.

*Tours of the building are by appointment only.
Please call or email Tracy Lockhart at 330-420-6671 or tracy.lockhart@jfs.ohio.gov
to schedule a tour of the building.*

Bids are to be submitted to the CCDJFS no later than 4:00 p.m. on March 19, 2025.

Your bid may be e-mailed to tracy.lockhart@jfs.ohio.gov

Bids may also be dropped off in person or mailed via the U.S. Postal Service to:

*Tracy Lockhart
CCDJFS
7989 Dickey Dr., Suite 2
Lisbon, Ohio, 44432*

SAMPLE SCORE SHEET

Small Purchase Procurement Score Sheet

Bidder's Name: _____

Service: Agency Cleaning Services

The bid must meet the following acceptance criteria to be considered for further evaluation. Any bid receiving a "no" response will be disqualified from consideration. **Bids with a score below 60 will not be considered.**

Bid submission

Was the proposal received appropriately & by the deadline? _____ yes _____ no

Evaluation Factors

Organizational experience/capabilities/qualifications

Maximum number of points for each sub-section is 5 _____ (10)

_____ Prior cleaning experience?

_____ Did references address the quality of the bidder's service?

Deliverables

Maximum number of points for each sub-section is 10 _____ (40)

_____ Does the bidder's price quote include all labor, equipment and supervision necessary to perform the service?

_____ Does the bidder's price quote include providing the necessary supplies not provided by the County?

_____ Did the bidder furnish certificates of insurance including Liability, Property Damage and Worker's
Comp.?

_____ Did the bidder provide a cleaning schedule?

Costs

Maximum number of points for each sub-section is 25 _____ (50)

_____ Was the cost of the bid reasonable and competitive?

_____ How does the cost of the bid compare to the other bids received?

Comments: _____

Name of scorer _____

Total Points _____