The Southwest Ohio Region Workforce Investment Board is requesting Janitorial Proposals for Ohio Means Jobs at 1916 Central Parkway, Cincinnati, Ohio 45214. The facility is three floors/15,000 per floor, approximately 45,000 total with both carpet and tile floors.

Proposals will be accepted at The Southwest Ohio Region Workforce Investment Board, Attn: Tammy Nared, Great Oaks – Instructional Resource Center Room 102, 100 Scarlet Oaks Drive, Cincinnati, Ohio 45241 until 11:00 AM EST on Tuesday September 15, 2015. Proposals shall include a completed “Business Plan” (Exhibit A) and a flat rate monthly fee to provide all labor, equipment and supplies to meet the “Cleaning Specifications for The Southwest Ohio Region Workforce Investment Board” (Exhibit B). “Nightly Janitorial Bid Form” (Exhibit C) must be complete and should be the front page of your proposal. Contracts are planned for a 3+1+1 renewal schedule.

A pre-bid meeting and building tour will be held at the Ohio Means Jobs, 1916 Central Pkwy, Cincinnati, Ohio 45214 at 9:30 AM on Thursday September 3, 2015. Attendance recommended.

SWORWIB reserves the right to accept or reject any and all bids. Cost incurred developing proposals and any subsequent discussions prior to execution of a written contract are to be borne by the Bidder and will not be reimbursed by SWORWIB under any circumstances. Only the selected bidder will be contacted.

Any questions should be directed to Wes Miller at 478-6287.
Business Plan

This Business Plan is intended to allow SWORWIB to better understand your company and your proposal. The Business Plan will help determine the “lowest and best bidder” for this contract. Provide honest, complete, typewritten or printed answers for each question in the space provided. If you need additional space, please attach any additional papers with the question reproduced and the answer immediately following. You may reproduce any or all of the Business Plan without changing the verbiage or order of questions.

Company Overview

1. Provide your company’s name, address, telephone number, fax number and contact person.

2. Provide a brief company history including years in existence and geographic office locations.

3. How many years of management experience does your local branch hold. You may provide a table of organization, job description, background and number of years each manager has held that position.
4. What are your local branch’s total number of full-time and part-time employees (listed separately)?

Experience

1. Provide current local references of similar size and scope to our facility, including company, contact person, address and current phone number.

2. Provide at least two local former customers your company is no longer doing business with. Include company name, contact person, address and current phone number.

Staffing

1. Describe your proposed staffing for meeting the cleaning requirements of our facility. Include proposed number of employees and number of hours for each employee.
2. Can you provide sufficient staff, equipment and materials to meet the cleaning specifications 30 calendar days after notice of the contract being awarded?

Quality Control

1. Describe in detail your Quality Assurance Program.

2. Describe your method of inspecting your cleaning program. Describe how this inspection process will identify and rectify problems in a timely manner.
Cleaning Specifications for
The Southwest Ohio Region Workforce Investment Board
1916 Central Parkway
Cincinnati, OH 45214

It is the intent of these specifications that the contractor will maintain the premises at an optimum level of cleanliness at all times. These specifications, therefore, shall be a guide for, rather than a limitation to, the services required to effectively maintain the premises. If SWORWIB considers the level of cleanliness at any time to be unacceptable, then the contractor shall be required to effect prompt action to overcome such unacceptable condition(s) and any additional cost resulting from such action shall be borne solely by contractor. Further it is understood that the words “adequate”, “necessary”, “needed” or “required” as indicated in these specifications shall be construed to mean “as determined by SWORWIB”.

Security Consideration

Screening - All personnel employed by contractor to perform services hereunder shall be screened as to their background and previous work records to insure that only persons of integrity will be employed by contractor.

Bonding - All employees of the contractor that are assigned to the Facility shall be bonded.

Schedules

Daily Services - All daily services shall be performed five (5) days per week (Monday - Friday), subject to adjustment for Building Holidays. Service must at 6:00 PM or later with SWORWIB approval.

Janitorial staff will be instructed how to arm the facility alarm system and will be required to arm the alarm before they exit the facility.

Periodic Services - All periodic services shall be performed no less frequent than as indicated herein. Contractor shall furnish to SWORWIB a written schedule indicating dates periodic services are scheduled and completed.

Staffing Requirements - Staffing shall be based on achieving and maintaining the required optimum level of cleanliness. No allowances will be granted to compensate for additional personnel required to satisfy the cleaning requirements of this agreement.
Storage - SWORWIB shall provide secured area(s) on the premises for storage of contractor's cleaning materials, chemicals and equipment. Contractor shall maintain all such areas in a clean, orderly and sanitary condition at all times.

Environmental Protection - Contractor agrees to ensure all cleaning materials used on the premises will be safe for the use of the product. Contractor will keep Material Safety Data Sheets on-site and ensure all contractor personnel are familiar with the use of each product. Contractor will abide by any and all State and Federal environmental protection regulations existing or hereafter enacted during the term of this agreement.

Quality Material - SWORWIB may require contractor to furnish data and/or samples of chemicals or cleaning agents which contractor is using or intends to use on the premises. SWORWIB, at its sole discretion, may prohibit use of any such chemical or cleaning agent and contractor will be required to provide an alternate chemical or agent which is acceptable.

Equipment - All cleaning equipment shall be of the latest type consistent with good cleaning practices. All equipment shall be new or kept in first class working order at all times and shall be replaced when obsolete or defective.

Minimum Cleaning Requirements

Contractor shall perform the following services throughout and upon the premises, including but not limited to all office space, restrooms, lobbies, corridors, elevators, stairways, and mop closets:

Lobbies and Corridors:

Daily
- Dust mop hard floor surfaces
- Damp mop hard floor surfaces
- Empty all trash
- Vacuum and spot clean carpeted areas
- Clean and disinfect water fountains
- Clean interior and exterior glass in lobby
- Clean entry areas and door tracks
- Spot clean walls and counters

Weekly
- Dust horizontal surfaces, except personal desks

Monthly
- Clean trash receptacles with disinfectant
- High speed buff hard surface floors, scrub as needed

Semi-annually
- Dust / vacuum discharge and return air vents
- Wash tile walls
Annually
   Strip and refinish hard surface floors

Vending Area and Break Room
   Daily
      Clean table tops and chairs
      Empty all trash
      Damp mop hard surface floor
      Spot clean walls

   Annually
      Strip and refinish hard surface floor

Offices, Meeting Rooms and Cubicles
   Daily
      Empty all trash
      Vacuum carpeted areas, spot clean as needed
      Clean tables in meeting rooms as needed
      Clean windows
      Straighten chairs

   Semi-annually
      Dust/vacuum discharge and return air vents

Restrooms
   Daily
      Clean and sanitize all fixtures; urinals, commodes, sinks, mirrors, counters
      Clean and sanitize light fixtures and stainless steel
      Refill dispensers
      Empty trash
      Damp mop floors
      Spot clean partitions and doors

   Weekly
      Spot clean walls
      Wash/disinfect partitions

   Monthly
      Clean trash receptacles with disinfectant
      Scrub and buff hard surface floors
      Wash/disinfect tile walls

   Semi-annually
      Dust/vacuum discharge and return air vents

   Annually

Strip and refinish hard surface floors

Elevator
Daily
Damp mop hard floor surfaces
Spot clean walls, handrails, doors, jambs, door tracks and call plates

Monthly
Thoroughly clean and polish interior and exterior surfaces

Semi-annually
Dust / vacuum discharge and return air vents

Annually
Strip and refinish hard surface floors

Stairways
Daily
Dust mop hard floor surfaces
Damp mop hard floor surfaces
Clean hand rails

Weekly
Spot clean walls and doors

Semi annually
Strip and refinish hard floor surfaces

All areas
Daily
Dust / damp mop hard surface floors
Empty all trash
Spot clean as needed
Vacuum carpeted areas

Monthly
Clean interior glass of all windows
Clean office windows and door side lights

Semi-annually
Dust / vacuum discharge and return air vents
Dust window blinds

Annually
Strip and refinish hard surface floors
Exterior

Two Times Per Week
Pick up debris on parking lots and grounds including
Upper and lower parking lots
Front / side grass areas and walkways
Back stairwell and parking area along back of building

Throughout the facility as needed:
Spot clean walls, doors (including glass), floors, carpet, door frames, door knobs/handles,
counters, light switches, hand rails or other building fixture
Spot clean floors (spills)
Report any hazard or damage
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**Proposed Monthly Total**

- Other costs (if any)
- Profits/Markup Over Cost
- Overhead Expenses
- Other Operating Costs
- Including taxes, fees, etc.
- Labor
- Price Information (Per Month)

- Total number of labor hours per night
- Hours for each cleaner each night
- Total number of cleaners per night
- Proposed Monthly Labor

**SWORWIB Nightly Janitorial Bid Form**

Exhibit C

[Signature]