

# FAIRFIELD

## PUBLIC WORKS

### 2023 Janitorial Services

**Municipal Building, Municipal Justice Center, Public Works Facility,  
Municipal Building Annex, and Fairfield Community Arts Center**

### Bid Specifications



**Bid Opening: February 6, 2023**

Ben Mann, PE  
Public Works Director

City of Fairfield, Ohio  
5350 Pleasant Avenue  
Fairfield, Ohio 45014

## **CITY OF FAIRFIELD, OHIO**

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CITY OF FAIRFIELD, OHIO  
NOTICE TO BIDDERS

JANITORIAL SERVICES FOR THE MUNICIPAL BUILDING,  
MUNICIPAL JUSTICE CENTER, PUBLIC WORKS FACILITY,  
MUNICIPAL BUILDING ANNEX, AND THE FAIRFIELD COMMUNITY ARTS CENTER

Sealed proposals will be received by the Finance Department of the City of Fairfield, Ohio, at 5350 Pleasant Avenue, until 3:00 p.m., Local Time, **Monday February 6<sup>th</sup>, 2023** for the furnishing of "**JANITORIAL SERVICES FOR THE MUNICIPAL BUILDING, MUNICIPAL JUSTICE CENTER, PUBLIC WORKS FACILITY, MUNICIPAL BUILDING ANNEX, AND THE FAIRFIELD COMMUNITY ARTS CENTER**" for the City of Fairfield at which time and place all bids will be publicly opened and read aloud.

Detailed specifications and bid forms are on file in the Finance Department, 5350 Pleasant Avenue, Fairfield Ohio, and on-line at [Fairfield-city.org](http://Fairfield-city.org). Bids must be submitted on the forms in the Contract Documents and other conditions therein described must be met. Each bid must be enclosed in a sealed envelope, clearly marked "**JANITORIAL SERVICES FOR MUNICIPAL BUILDINGS**" on the face of the envelope and display the name and address of the bidder.

There will be a **mandatory** pre-bid conference to be held on **Monday, January 30<sup>th</sup>, 2023** to tour all of the buildings and areas to be cleaned under the contract. The conference will begin at **1:00 p.m.** and attendance is **mandatory** for those wishing to submit a bid. Prospective bidders will meet at the Municipal Building, 5350 Pleasant Avenue, Fairfield, Ohio at this time.

Cost of the specifications is fifty (\$50) per set, non-refundable if obtained as a hardcopy, or no charge if obtained as an electronic version from the City's public website at <http://www.fairfield-city.org/Bids.aspx>.

**Each bid must be accompanied by the following completed documents:**

- **Bid Bond** (Certified Check or Cashier's Check for ten percent (10%) of the amount of the one (1) year (1<sup>st</sup> year) pricing of the bid submitted unless otherwise specified)
- **Non-Collusion Affidavit**
- **Affidavit of Non-Delinquency of Personal Property Taxes**

Bid prices must be firm for a period of one hundred twenty (120) days following the bid opening date.

The City of Fairfield reserves the right to reject any or all bids or to correct or waive irregularities in bids should it be deemed in the best interest of the City to do so.

Ben Mann, PE  
Public Works Director

Advertise: January 20, 2023  
January 27, 2023

**CITY OF FAIRFIELD, OHIO  
INSTRUCTIONS TO BIDDERS**

1. Sealed bids will be received by the Finance Department of the City of Fairfield, Ohio until 3:00 p.m., Local Time, at which time and place all bids will be publicly opened and read aloud.
2. All bids shall be in strict accordance with all provisions and specifications of the Contract Documents.
3. Bids shall be submitted on the printed Bid Form provided for that purpose. The bid shall be completely filled out, appropriately signed and submitted with the bid.
4. A Bid Bond, Certified Check or a Cashiers Check for ten percent (10%) of the amount of the one (1) year pricing (1<sup>st</sup> year) of the bid shall be submitted with each bid as a guarantee that if the bid is accepted, a Contract will be executed by the bidder. A Non-Collusion Affidavit, Affidavit of Non-Delinquency of Personal Property Taxes, and the Statement of Bidder's Qualifications must also be included.
5. Bid security shall be returned to the unsuccessful bidder upon award of the Contract by the Finance Department. The bid security of the successful bidder will be returned after a Contract has been entered into and a Performance Bond in an amount equal to one hundred percent (100%) of the amount of the first-year pricing of the bid with a corporate surety, approved by the City of Fairfield, has been given to the City of Fairfield to insure the faithful performance of the Contract.
6. Each bid shall be sealed and addressed to the Finance Department of the City of Fairfield, Ohio, and shall bear on the face the name of the bidder, a statement of the material, equipment, or service for which the bid is submitted, and that it is a sealed bid to be opened on the date and hour mentioned above.
7. Copies of the specifications and other Contract Documents may be obtained at the Municipal Building, 5350 Pleasant Avenue, Fairfield, Ohio, in the Finance Office, or on-line at [Fairfield-city.org](http://Fairfield-city.org).
8. There will be a **mandatory** pre-bid conference to tour all of the buildings and areas to be cleaned under the contract. The conference attendance is **mandatory** for those wishing to submit a bid. Prospective bidders will meet at the Municipal Building, 5350 Pleasant Avenue, Fairfield, Ohio at this time.
9. Bidders must submit a firm bid. A bidder shall not stipulate in his proposal any conditions not contained in the contract documents.

Any qualifying statements or conditions may be declared irregular and as not being responsive to the advertisement for bids.

10. No contract will be awarded to any person, firm or corporation that is in arrears to the City of Fairfield, Ohio, upon any debt or Contract, or who has failed to execute in whole or in part, in a satisfactory manner, any Contract with the City, or who, is a defaulter as to Surety or otherwise upon any obligation to the City of Fairfield.
11. Each bid shall be accompanied by a Non-Collusion Affidavit executed on the form provided.
12. All bids are to be either typed or written legibly in ink.
13. Any questions concerning these specifications shall be directed to Brian Rose, Facility Manager, 8870 N. Gilmore Road, Fairfield, Ohio, (513) 867-4200 between the hours of 8:00 a.m. and 5:00 p.m.
14. The City of Fairfield requires reimbursement by the successful bidder for any expenses paid to our employees, by way of Worker's Compensation, when that injury has been caused by the negligence of the provider of the services or goods required by this contract.
15. The City reserves the right to award the Contract to other than the low bidder when it is in the best interest of the City to do so.
16. The City reserves the right to award multiple contracts for individual bid items or to reject any and all bids in whole or in part should it be deemed in the best interest of the City to do so.
17. Each Bid shall be accompanied by an Affidavit of Contractor or Supplier of Non-Delinquency of Personal Property Taxes executed on the form provided.
18. The Contract for services, products and items listed shall be for a period of 3 years, as specified, with an option to be exercised at the City's discretion for a 4<sup>th</sup> and 5<sup>th</sup> year from the date the Contract is signed with the successful bidder.
19. The City of Fairfield will not consider any other terms and conditions other than those stated in this document.

**CITY OF FAIRFIELD, OHIO**

**C O N T R A C T**

(Page 1 of 2)

**NOTE TO BIDDERS:** The bidder is warned not to fill in any of the following blanks. After the Contract is awarded, the blanks will be filled out under the direction of the City Law Director.

ARTICLES OF AGREEMENT

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between the City of Fairfield, Ohio, party of the first part, and \_\_\_\_\_, party of the second part.

**WITNESSETH:** That the parties hereto for themselves, their heirs, administrators, executors, and successors have agreed that the party of the second part shall furnish all materials and services and carry out and complete said work in conformity with the specifications and terms and conditions of the Agreement the following:

In the City of Fairfield, Butler County, Ohio, in accordance with specifications, including all pertinent work listed or implied in said specifications.

**AND** that the party of the first part shall pay therefore the prices named and set forth in the proposal of the party of the second part, subject to the terms and conditions of this Agreement as herein set forth, the contract prices being:

**THE** provisions contained in the "Notice to Bidders", in the "Instructions to Bidders", in the "Bid Form", and in the "Specifications" as well as any drawings or any other information for this work and/or purchase on file in the Office of the City Manager are hereby also embodied as part of this Agreement.

**AND** the party of the second part does agree to make prompt and full payment for all labor, material and equipment used, supplies necessary to affect the satisfactory completion of said work and to save the City harmless from all damages or expense by reason of his failure to do so.

**CITY OF FAIRFIELD, OHIO**

**CONTRACT**

(Page 2 of 2)

**IN WITNESS WHEREOF**, the City of Fairfield, Ohio, has hereunto caused its Name and Corporate Seal to be affixed by \_\_\_\_\_ its City Manager, thereunto duly authorized, and \_\_\_\_\_ has executed these presents this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CONTRACTOR

CITY OF FAIRFIELD, OHIO

By: \_\_\_\_\_

By: \_\_\_\_\_

Scott Timmer, City Manager

Title: \_\_\_\_\_

**CERTIFICATE:**

The undersigned, Finance Director of the City of Fairfield, Ohio, hereby certifies that funds to cover payment for services or supplies embodied in this contract are presently available or in the process of collection and that Council has appropriated money for this purpose, and it remains unencumbered.

\_\_\_\_\_  
Chris Hacker, Finance Director,  
City of Fairfield, Ohio

Approved as to form:

Approved as to Content:

\_\_\_\_\_  
John Clemmons, Law Director  
City of Fairfield, Ohio

\_\_\_\_\_  
Ben Mann  
Director of Public Works

**CITY OF FAIRFIELD, OHIO  
SPECIFICATIONS**

**JANITORIAL SERVICES FOR THE MUNICIPAL BUILDING,  
MUNICIPAL JUSTICE CENTER, PUBLIC WORKS FACILITY,  
MUNICIPAL BUILDING ANNEX, AND FAIRFIELD COMMUNITY ARTS  
CENTER**

**1.0 SCOPE**

It is the intent of these specifications to describe all services to properly furnish janitorial services at the City of Fairfield Municipal Building, 5350 Pleasant Avenue, Fairfield, Ohio 45014; the Municipal Justice Center at 5230 Pleasant Avenue, Fairfield, Ohio 45014; the Public Works Facility at 8870 N. Gilmore Road, Fairfield, Ohio 45014; the Municipal Building Annex at 701 Wessel Drive, Fairfield, Ohio 45014; and the Fairfield Community Arts Center at 411 Wessel Drive, Fairfield, Ohio 45014. The minimum requirements are listed in the attached cleaning schedule. Other related work necessary to properly clean the buildings, consistent with acceptable industry practices shall be included whether listed or not. The task and frequencies listed below are meant to serve as criteria for services provided, and may or may not be sufficient to present a consistent clean appearance. As the intent of this contract is to ensure a clean working environment, contract performance will be evaluated by-appearances and function.

**2.0 LABOR**

- 2.1 The Contractor shall employ and furnish an adequate number of properly trained personnel in order to provide the proper service.
- 2.2 The Contractor shall provide competent supervision with the authority necessary to carry out the cleaning program.
- 2.3 All employees shall be required to wear badges or other means of identification, which are to be furnished by the Contractor, at all times while on duty.

**3.0 EMPLOYEES**

- 3.1 The successful bidder shall submit for the City's approval, a list of potential employees who will be assigned to work on this contract.
  - a) This list shall give the name, social security number and date of birth.
  - b) The City of Fairfield Police Department will investigate the background of each potential employee and the City reserves the right to prohibit any worker determined to be undesirable from working on this contract.
- 3.2 The contractor assumes all liability for loss due to theft, personal, or property damage caused by its employees.



- 3.3 All work under this contract shall be performed by employees of the Contractor only. No work may be subcontracted without the written permission of the City.
- 3.4 The Contractor shall comply with all federal, state and local requirements for its employees, including, but not limited to, tax withholding, unemployment compensation, worker's compensation, OSHA, and minimum wage requirements.

#### **4.0 INSURANCE**

- 4.1 The Contractor shall procure and furnish satisfactory evidence that he is keeping in full force and effect during the term of this contract, a Liability Insurance policy containing a Contractual Liability Coverage Endorsement covering his operations and his assumed liability with the City of Fairfield, Ohio, as an additional Insured providing protection against claims arising out of the performance of this contract or in any way connected therewith in the amount of \$1,000,000 combined single limit.
- 4.2 In addition to furnishing the insurance coverage above described, the contractor shall produce satisfactory evidence before starting any work under this contract that all of his employees are protected by Workers Compensation under, and in accordance with, the laws of the State of Ohio, and shall make all premium payments promptly so as to maintain such protection in full force and effect during the term of the contract.

#### **5.0 INSPECTION**

- 5.1 The contractor shall have a supervisor make weekly cleaning inspections of each building to ensure conformance to sections 20.0, 21.0, 22.0, and 23.0. All inspections are to be documented and available to the city upon request. Any deficiencies will be corrected immediately.
- 5.2 A monthly inspection will be made and recorded in the "City of Fairfield Janitorial Inspection Report" found in section 26.0 and submitted with each invoice.
- 5.3 A monthly inspection of the premises will be made with a representative of management of the contractor and the Facilities Manager or his authorized representative for all buildings. The contractor is responsible to coordinate and schedule this.

#### **6.0 SECURITY**

- 6.1 The contractor shall be responsible for all keys and fobs issued to them.

- a) Keys shall not be left in doors and employees are not to admit anyone to offices where they are working, under any circumstances.
  - b) Friends or relatives of employees, unless assigned to work duties by the Contractor, are not to be permitted within the buildings.
- 6.2 Loss of keys will result in the changing of all locks for which that key fits at the Contractor's expense.

## **7.0 INVOICES**

- 7.1 Invoices for the Municipal Building, Municipal Building Annex, and Public Works Facility will be rendered monthly in duplicate to the City of Fairfield, Department of Public Works, 8870 N. Gilmore Road, Fairfield, Ohio 45014.
- 7.2 Invoices for the Municipal Justice Center shall be rendered monthly in duplicate to the City of Fairfield Police Department, ATTN: Steve Maynard, Police Chief, 5230 Pleasant Avenue, Fairfield, Ohio 45014.
- 7.3 Invoices for the Fairfield Community Arts Center shall be rendered monthly in duplicate to the City of Fairfield, Parks / Community Arts Center, 411 Wessel Drive, Fairfield, Ohio 45014.
- a) All invoices will show the contract number, building description, and the period of services for which payment is requested.

**Monthly Invoices will not be processed for payment until the monthly inspection has been performed per section 5.3 and the "City of Fairfield Janitorial Inspection Report" in section 26.0 has been fully completed and submitted with each invoice. Invoices will also not be processed for payment until any non-performance penalties as submitted by the City on the "City of Fairfield Janitorial Services Incident Report" in section 25.0 are reflected on the invoice.**

## **8.0 STATEMENT OF QUALIFICATIONS**

- 8.1 An enclosed statement of the bidder's qualifications must be completed and returned as a part of your bid in order for your bid to be considered.

## **9.0 LEGAL REQUIREMENTS**

- 9.1 The contractor shall procure, at his own expense, all necessary permits from municipal or other public authorities, shall give all notices required by law or ordinances, and shall pay all fees and charges incidental to the due and lawful prosecution of the work covered by this contract, and shall comply with all applicable laws, regulations and ordinances, state, local and federal.

**10.0 INSPECTION OF PREMISES**

- 10.1 Bidders are advised to examine, before submitting their bids, the locations where the work is to be done and all the surrounding conditions and circumstances affecting the work as well as the specifications and form of contract.
- 10.2 The submission of a Proposal will be construed as an acknowledgement that the bidder fully understands the conditions and difficulties of the work, and the plans, specifications, form of contract and all matters relating to the project.

**11.0 DAYS OF OPERATION, START TIMES, NUMBER OF PERSONNEL, AND MINIMUM TOTAL WORKING HOURS**

11.1 Below are the days of operation, start times, total number of personnel and minimum total hours for all buildings. As the intent of this contract is to ensure a clean working environment, contract performance will be evaluated by-appearances and function. The contractor is responsible to provide the appropriate number of personnel per day as listed in the **TOTAL PERSONNEL PER DAY** column below and those combined personnel must clean a minimum total hours per day as listed in the **MINIMUM TOTAL HOURS PER DAY** column. The total number of personnel and minimum hours may not be sufficient to meet the specifications required by the contract. It is the responsibility of the contractor to meet the standards of the specification even if the hours and personnel listed below are exceeded.

a) The City reserves the right to change the start time at any building.

**Municipal Justice Center**

<b>DAYS</b>	<b>START TIME</b>	<b>TOTAL PERSONNEL PER DAY</b>	<b>MINIMUM TOTAL HOURS PER DAY</b>
Mon-Fri	5:00 p.m.	2-4	12
Sat,Sun,Holidays	8:00 a.m.- 1:00 p.m.	1	3

**Municipal Building**

<b>DAYS</b>	<b>START TIME</b>	<b>TOTAL PERSONNEL PER DAY</b>	<b>MINIMUM TOTAL HOURS PER DAY</b>
Mon-Fri, no Holidays	5:00 p.m.	1-2	6

**Municipal Building Annex**

<b>DAYS</b>	<b>START TIME</b>	<b>TOTAL PERSONNEL PER DAY</b>	<b>MINIMUM TOTAL HOURS PER DAY</b>
Mon-Fri no Holidays	5:00 p.m.	1	2

**Community Arts Center**

<b>DAYS</b>	<b>START TIME</b>	<b>TOTAL PERSONNEL PER DAY</b>	<b>MINIMUM TOTAL HOURS PER DAY</b>
Mon-Fri	5:00 a.m.	1-2	6
Sat,Sun,Holidays	5:00 a.m.	1-2	6

**Community Arts Center Day Porter**

<b>DAYS</b>	<b>START TIME</b>	<b>TOTAL PERSONNEL PER DAY</b>	<b>MINIMUM TOTAL HOURS PER DAY</b>
Mon-Fri, no Holidays	5:00 a.m.	1	6

**Public Works Facility**

<b>DAYS</b>	<b>START TIME</b>	<b>TOTAL PERSONNEL PER DAY</b>	<b>MINIMUM TOTAL HOURS PER DAY</b>
Mon-Fri, no Holidays	4:00 p.m.	1	4

11.2 Cleaning will exclude the following holidays for the Municipal Building, Municipal Building Annex, Public Works Facility, and any days as directed by the Community Arts Staff.

New Years Day	January 1
Martin Luther King Day	Third Monday in January
President’s Day	Third Monday in February
Good Friday	Friday preceding Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4 or as designated by City
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve Day	A working day immediately preceding or immediately following Christmas Day as determined by the City Manager
Christmas Day	December 25

- a) Should a holiday fall on a Sunday, the following Monday shall be considered the holiday. When a holiday falls on a Saturday, it will be observed on Friday.

## **12.0 SUPPLIES AND EQUIPMENT**

12.1 The Contractor will provide all equipment and supplies necessary to perform the work with the exception that the City will furnish toilet tissue, paper towels for City owned dispensers, hand soap for dispensers, and garbage bags for city owned trash receptacles. The contractor will provide trash bags for their receptacles.

## **13.0 LOCATIONS**

City of Fairfield Municipal Building 5350 Pleasant Avenue Fairfield, OH 45014	City of Fairfield Municipal Justice Center 5230 Pleasant Avenue Fairfield, OH 45014	City of Fairfield Community Arts Center 411 Wessel Drive Fairfield, OH 45014
City of Fairfield Municipal Building Annex 701 Wessel Drive Fairfield, OH 45014	City of Fairfield Public Works Facility 8870 N. Gilmore Road Fairfield, OH 45014	

## **14.0 DELETION/ADDITION OF BUILDINGS**

14.1 These contract documents list various City offices to be cleaned. The City may add or delete buildings by change order with appropriate changes in the contract price.

a) The prices for additional buildings shall be as agreed between the parties.

## **15.0 TERM OF CONTRACT**

15.1 This contract shall begin upon award of final contract and receipt of the notice to proceed and continue for an indefinite period of time not to exceed three (3) years with an option for a 4<sup>th</sup> and 5<sup>th</sup> year, subject to termination by the City with thirty (30) days written notice.

15.2 The City specifically reserves the right to terminate this contract in the event City Council fails to appropriate adequate funds in the next budget year.

## **16.0 BID AND PERFORMANCE BONDS**

16.1 The bid bond submitted with your bid shall be for ten percent (10%) of the amount of the one (1) year pricing (first year) of the bid submitted for the contract.

16.2 The performance bond required will be one hundred (100%) percent of the first year of any contract awarded.

## **17.0 ESTIMATED SQUARE FOOTAGE**

- 17.1 Estimated square footage of the area for the Municipal Building is approximately **18,000** square feet, including the basement hallway;
- 17.2 Estimated square footage of the area for the Municipal Justice Center is approximately **48,000** square feet
- 17.3 Estimated square footage of the area for the Municipal Building Annex is approximately **5,950** square feet
- 17.4 Estimated square footage of the area for the Public Works Facility is approximately **7,750** square feet. Areas to be cleaned are the entire front office area, kitchen, break room, restrooms, locker rooms, entrance ways, mezzanine exercise room, foreman's office, mezzanine mud room, fleet/facilities manager's office, bathroom behind fleet/facilities managers office, mechanics office, truck barn 5 snow office, and truck barn 5 restroom.
- 17.5 Estimated square footage of the area for the Fairfield Community Arts Center is approximately **36,000** square feet
- 17.6 The bidder is to verify actual dimensions.

## **18.0 INDEMNIFICATION**

- 18.1 Contractor shall protect, defend, indemnify and hold harmless the City of Fairfield, Ohio its agents and employees, from any and all costs, liabilities, expenses and claims arising from any accident, injury or damage whatsoever caused to any person, firm or corporation by the negligence of the contractor, its agents or employees in the performance of any work under this contract.

## **19.0 PRE BID CONFERENCE**

- 19.1 There will be a **mandatory** pre-bid conference to be held at the Municipal Building, 5350 Pleasant Avenue, Fairfield, Ohio, to tour all of the buildings and areas to be cleaned under the contract. The conference attendance is mandatory for those wishing to submit a bid.

## **20.0 CLEANING SCHEDULE FOR ALL BUILDINGS**

### **20.1 DAILY—OFFICES, HALLWAYS, WORK AREAS, LOBBIES, STAIRWAYS, MEETING AREAS, and CONFERENCE AREAS**

- a) Remove waste paper and empty trash cans and recycle containers. Replace plastic liners. (recycle materials must be emptied into appropriate recycling containers)
- b) Dust with a chemically treated dust cloth thoroughly all horizontal surfaces of tables, desks, cabinets, counters, files, etc.
- c) Clean and sanitize all telephones.
- d) Clean and polish all drinking fountains.
- e) Clean all non-carpeted floors per sections:
  - 21.0 Municipal Justice Center
  - 22.0 Community Arts Center
  - 23.0 Municipal Building, Municipal Building Annex, Public Works Facility
- g) Vacuum all carpeting free from all dirt and debris and spot clean as needed.
- h) Clean off all chair floor mats, chair legs, and feet.
- i) Remove finger prints from doors, frames and switches.
- j) Clean glass in interior and exterior doors and side lights.
- k) Clean all outside entrance ways.
- l) Clean and sanitize all stairway handrails.
- m) Remove waste paper and empty trash cans and recycle containers and replace plastic liners for all outside entrance way trash cans
- n) Wipe off outside entrance way park benches.
- o) Clean outside entrance areas from debris.
- p) Empty and clean all ash trays, butt stops, and sand urns on the exterior of building.
- q) Turn off all interior office and hall lights after cleaning.
- r) Close and lock all interior and exterior doors after cleaning.

### **20.2 DAILY – KITCHENS**

- a) Empty trash cans and recycling bins. Replace plastic liners as needed. (recycle materials must be emptied into appropriate recycling containers)
- b) Clean horizontal surfaces.
- c) Scour and disinfect sinks
- d) Polish bright work.
- e) Clean and polish dispensers.
- f) Clean microwave.
- g) Clean all non-carpeted floors per sections:
  - 21.0 Municipal Justice Center
  - 22.0 Community Arts Center
  - 23.0 Municipal Building, Municipal Building Annex, Public Works Facility
- h) Vacuum all carpeting and spot clean as needed
- i) Refill paper products

### **20.3 DAILY – RESTROOMS AND LOCKER ROOMS**

- a) Empty trash cans.
- b) Dust all horizontal surfaces
- c) Scour and disinfect wash bowls.
- d) Clean and disinfect toilets and urinals.
- e) Polish bright work.
- f) Clean and polish mirrors and dispensers.
- g) Clean all non-carpeted floors per sections:
  - 21.0 Municipal Justice Center
  - 22.0 Community Arts Center
  - 23.0 Municipal Building, Municipal Building Annex, Public Works Facility
- h) Vacuum all carpeting and spot clean as needed
- i) Stock all paper and feminine products.
- j) Vacuum all carpeting and spot clean as needed.
- k) Scour and disinfect all shower floors and walls.
- l) Clean shower floor drains
- m) Clean and disinfect all partitions.

### **20.4 WEEKLY – OFFICES, HALLWAYS, WORK AREAS, LOBBIES, STAIRWAYS, MEETING AREAS, and CONFERENCE AREAS**

- a) Dust all vertical surfaces of furniture, doors, etc.
- b) Dust all air vents.
- c) Dust and polish high and low horizontal and vertical surfaces such as cabinets, picture frames, ledges, wood work, baseboards, doors, air vents, etc.
- d) Vacuum all upholstered furniture (chairs and couches).
- e) Dust all horizontal and vertical blinds and window ledges.
- f) Clean all cob webs, low and high.

### **20.5 WEEKLY – RESTROOMS**

- a) Wash partitions.
- b) Dust all air vents.
- c) Wash waste cans.
- d) Clean plumbing under sinks.
- e) Dust all baseboards and floors.
- f) Clean all non-carpeted floors per sections:
  - 21.0 Municipal Justice Center
  - 22.0 Community Arts Center
  - 23.0 Municipal Building, Municipal Building Annex, Public Works Facility



**20.6 WITHIN 60 DAYS AFTER START OF CONTRACT AND THEN EVERY 12 MONTHS THEREAFTER**

(Cleaning schedules to be coordinated with City staff and done outside of the minimum hours listed in section 11.0)

- a) Clean all interior and exterior glass free from residue, smudges, and streaks.

**20.7 SATURDAYS, SUNDAYS, AND HOLIDAYS AT THE MUNICIPAL JUSTICE CENTER  
(Police Side Only including 911 dispatch)**

- a) Remove waste paper and empty trash cans and recycle containers. Replace liners.
- b) Clean and polish drinking fountains.
- c) Vacuum carpet in briefing room, reporting room, locker rooms, and copy room.
- d) Clean bathrooms and locker rooms per section 20.3.
- e) Spot clean ceramic tile and entrance ways as needed.
- f) Clean Police and Dispatch Kitchen's per section 20.2.

**20.8 DAY PORTER RESPONSIBILITIES**

**(The Day Porter's attire will include work pants, work shoes, and a shirt or smock identifying the contractor. Tennis shoes and jeans are not allowed. A two-way radio (provide by the City) will be carried by the Day Porter for communication purposes.)**

- a) The Day Porter will ensure the cleanliness of the building by performing daily inspections and cleaning as needed of the entire facility.
- b) Clean and polish drinking fountains.
- c) Spot clean all floors as needed.
- d) Keep restrooms clean, disinfected, and stocked with paper products. Refer to 20.3 - Nightly Restrooms.
- e) Keep kitchens and seniors lounge clean, disinfected, and stocked with paper products. Wash dishes as needed. Refer to 20.2 - Nightly Kitchens.
- f) Prepare coffee and refreshments as directed by City Staff.
- g) Assist in the setup, breakdown, and cleaning before and after events as directed by City Staff.
- h) Clean all entrance mats
- i) Clean all glass entrance doors.
- j) Clean elevator entrance doors.
- k) Clean Community Room Balcony
- l) Keep Basement Floor clean.
- m) Perform all cleaning duties as directed by City Staff.

## **21.0 MUNICIPAL JUSTICE CENTER CLEANING FOR NON-CARPETED FLOORS**

### **21.1 DAILY**

a) **CERAMIC TILE and MARBLE - AUTOMATIC FLOOR SCRUBBER**

(Police Hallways, Marble Court Lobby, Police Entrance Hard and Soft Lobby, Marble Judges Hallway)

Pick up debris and dust mop floor getting under all furniture. Scrub floors using a Clarke Focus II S20 walk behind automatic floor scrubber or approved equal (provided by contractor and left at site) using a disinfectant cleaning solution. After cleaning, the floor will have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings or any evidence of soil. Any splash marks on baseboards will be removed immediately. Areas not accessible to the scrubber will be manually scrubbed with an abrasive hand pad. Cleaning solution and pad selection per manufacturer's recommendations.

b) **CERAMIC TILE and EPOXY FLOOR – WET MOP**

(All Bathrooms, Locker Rooms, Police Kitchen, Break Area in Police Kitchen, Jury Room Restroom, Jury Room Kitchenette, Court Employee Restrooms, Court Public Restrooms, Judges Restroom, Jail Cells, Booking Area, and all other Epoxy and Ceramic Tile Floors.)

Pick up debris and dust mop floor getting under all furniture. Wet mop (mop and bucket) entire area with a germicidal detergent solution per manufacturer's recommendations. After cleaning, the floor will have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings or any evidence of soil. Any splash marks on baseboards will be removed immediately.

c) **VINYL COMPOSITION TILE (VCT) AND OTHER HARD SURFACES– WET MOP**

(Dispatch Break Area, Dispatch Kitchen, Dispatch Bathroom, Court Records Long Hallway, Evidence Preparation Room, Weapons Maintenance Room, Briefing Room Kitchenette, Investigations Kitchenette, Police Chiefs Kitchenette, Court Employees Kitchen, Exercise Room, and all other hard floors not included in 21.1 (a) and (b))

Pick up debris and dust mop floor getting under all furniture. Wet mop (mop and bucket) entire area with a germicidal detergent solution per manufacturer's recommendations. After cleaning, the floor will have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings or any evidence of soil. Any splash marks on baseboards will be removed immediately.

### **21.2 WEEKLY**

a) **EPOXY FLOOR - AUTOMATIC HEAVY-DUTY ELECTRIC FLOOR BUFFER**  
(Jail Cells and Booking Area)

Pick up debris and dust mop floor getting under all furniture. Scrub floors using a Clarke FM-2000 automatic heavy-duty electric floor buffer or approved equal (provided by contractor and left at site) using a germicidal detergent solution. Areas not accessible to the buffer will be manually scrubbed with an abrasive hand pad. Cleaning solution and pad selection per manufacturer's recommendations.

### **21.3 MONTHLY**

(Cleaning schedules to be coordinated with City staff and done outside of the minimum hours listed in section 11.0)

a) **MARBLE FLOOR - AUTOMATIC HEAVY-DUTY ELECTRIC FLOOR MACHINE**  
(Marble Court Lobby, Marble Judges Hallway)

Pick up debris and dust mop floor getting under all furniture. Scrub floors using a Clarke FM-2000 automatic heavy-duty electric floor buffer or approved equal (provided by contractor and left at site) using detergent cleaning solution. After cleaning, the floor will have a bright uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings or any evidence of soil. Any splash marks on baseboards will be removed immediately. Areas not accessible to the buffer will be manually scrubbed with an abrasive hand pad. Cleaning solution and pad selection per manufacturer's recommendations.

b) **VINYL COMPOSITION TILE (VCT) AND OTHER HARD SURFACES**  
**SPRAY BUFF- AUTOMATIC HEAVY-DUTY ELECTRIC FLOOR BUFFER**

(Dispatch Break Area, Dispatch Kitchen, Dispatch Bathroom, Court Records Long Hallway, Evidence Preparation Room, Weapons Maintenance Room, Briefing Room Kitchenette, Investigations Kitchenette, Police Chiefs Kitchenette, Court Employees Kitchen, and all other VCT floors)

Pick up debris and dust mop floor getting under all furniture. Wet mop (mop and bucket) entire area with a detergent solution per manufacturer's recommendations. Buff entire floor with manufacturers approved pad using a Clarke FM-2000 automatic heavy-duty electric floor buffer or approved equal (provided by contractor and left at site) using a spray buff solution approved by the manufacturer. After cleaning, the floor will have a uniform glossy appearance with no streaks, film, swirl marks, detergent residue, mop strings or any evidence of soil. Any splash marks on baseboards will be removed immediately.

### **21.4 WITHIN 45 DAYS AFTER START OF CONTRACT AND THEN EVERY 6 MONTHS THEREAFTER**

(Cleaning schedules to be coordinated with City staff and done outside of the minimum hours listed in section 11.0)

a) **VINYL COMPOSITION TILE (VCT) AND ALL OTHER NON-CARPETED FLOORS - STRIPPING AND REFINISHING**

(Dispatch Break Area, Dispatch Kitchen, Dispatch Bathroom, Court Records Long Hallway, Evidence Preparation Room, Weapons Maintenance Room,

Briefing Room Kitchenette, Investigations Kitchenette, Police Chiefs Kitchenette, Court Employees Kitchen, and all other VCT floors)

**STRIPPING:** Will be the complete removal, without damage to the floor surface, of all finish and or sealer from all visible floor surfaces and from those floor surfaces which there is damage to the floor surfaces. Strip floor of old wax using a stripping compound per manufacturer's instructions. After allowing solution to stand per manufacturer's instructions, use an electric floor machine with appropriate pad to remove all buildup. All edges are to be stripped by hand ensuring that all old wax and dirt have been removed. After stripping, the floor surface will be triple rinsed with a mild acid-based detergent. Stripping solution will be wiped off immediately from baseboards and all other fixed/non-fixed items in the area. Care will be taken to avoid flooding the floor in order to prevent damage to the tile and its bond to the sub floor.

**REFINISHING:** After a floor has been stripped, two coats of a sealer will be applied and then two coats of a metal interlock polymer floor finish will be applied. Only every other coat will be applied to the floor baseboard with the alternating coat applied so as to leave a 12-inch border around the area. The coats will be thin and evenly applied. After the finish has dried, the reflectance will be uniform with no streaks, swirls, etc. visible and no finish will be on the baseboard or other non-floor surfaces. Each coat of sealer or wax will be buffed thoroughly before the next coat is applied. All materials (sealer, finish, etc.) shall be removed from doors and all other non-floor surfaces.

b) **CERAMIC TILE AND MARBLE GROUT CLEANING**

(Police Hallways, Police Kitchen, Police Break Room, Marble Court Lobby, Marble Judges Hallway, All Ceramic Tile Bathrooms, Locker Rooms, Jury Room Restroom, Jury Room Kitchenette, Court Employee Restrooms, Court Public Restrooms, Judges Restroom, Jail Cell, Booking Area, and all other Ceramic Tile Floors.)

Clean all grout lines and tile with a Windsor Grout Hog or approved equal. Clean inaccessible areas by hand with a scrub brush. Use grout cleaning solution approved by the manufacturer. Coordinate grout cleaning with daily or monthly buffing and cleaning. All grout lines will be clean and have a uniform color. Grout cleaning is to be done prior to floor cleaning.

**22.0 COMMUNITY ARTS CENTER CLEANING FOR NON-CARPETED FLOORS**

**22.1 DAILY**

a) **CERAMIC TILE - AUTOMATIC FLOOR SCRUBBER**

(All ceramic tile throughout building excluding areas in 22.1 (b))

Pick up debris and dust mop floor getting under all furniture. Scrub floors using a Clarke Focus II S20 walk behind automatic floor scrubber or approved equal (provided by contractor and left at site) using disinfectant

cleaning solution. After cleaning, the floor will have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings or any evidence of soil. Any splash marks on baseboards will be removed immediately. Areas not accessible to the scrubber will be manually scrubbed with an abrasive hand pad. Cleaning solution and pad selection per manufacturer's recommendations.

b) **CERAMIC TILE AND EPOXY FLOOR– WET MOP**

(All Bathrooms, Second Floor Kitchen, Kitchen Area, Seniors Lounge Kitchen Area, and Dressing Rooms Restrooms)

Pick up debris and dust mop floor getting under all furniture. Wet mop (mop and bucket) entire area with a germicidal detergent solution per manufacturer's recommendations. After cleaning, the floor will have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings or any evidence of soil. Any splash marks on baseboards will be removed immediately.

c) **WOOD FLOORS – DAMP MOP**

(Exercise Workout Room, 2<sup>nd</sup> Floor Community Room, and the Art Galleria)

Pick up debris and dust mop floor getting under all furniture. Using a plastic scraper, remove any built-up stains (gum, etc.) without marking floor. Damp mop the entire area with a micro fiber mop and solution per manufacturer's recommendations. After cleaning, the floor will have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings or any evidence of soil. Any splash marks on baseboards will be removed immediately.

d) **VINYL COMPOSITION TILE (VCT) AND ALL OTHER HARD SURFACES – WET MOP**

(Theater Second Level Seating Area, Second Floor Classroom, Children's Classroom, Employee Break room, Employee Storage Area, Pottery Room, Café Kitchen, Seniors Lounge Kitchenette, Maintenance Hallway, Dressing Room Hallway, Green Room, Stairways, Maintenance Hallway Entrance, And All Vinyl Composition Tile and other Hard Surfaces throughout building not included in 22.1 (a), (b), and (c))

Pick up debris and dust mop floor getting under all furniture. Wet mop (mop and bucket) entire area with a detergent solution per manufacturer's recommendations. After cleaning, the floor will have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings or any evidence of soil. Any splash marks on baseboards will be removed immediately.

**22.2 MONTHLY**

(Cleaning schedules to be coordinated with City staff and done outside of the minimum hours listed in section 11.0)

a) **BUFF WOOD FLOORS - AUTOMATIC HEAVY-DUTY ELECTRIC FLOOR BUFFER**

(Exercise Workout Room, 2<sup>nd</sup> Floor Community Room, and the Art Galleria)  
Pick up debris and dust mop floor getting under all furniture. Buff floors using a Clarke FM-2000 automatic heavy-duty electric floor buffer or approved equal (provided by contractor and left at site) using a manufacturer's approved buffing solution and approved pad (white). After cleaning, the floor will have a bright uniform appearance with no streaks, film, swirl marks, solution residue, mop strings or any evidence of soil. Any splash marks on baseboards will be removed immediately. Areas not accessible to the buffer will be manually scrubbed with an approved hand pad.

- b) **EPOXY FLOOR - AUTOMATIC HEAVY-DUTY ELECTRIC FLOOR BUFFER**  
(Second Floor Kitchen and Kitchen area)  
Pick up debris and dust mop floor getting under all furniture. Scrub floors using a Clarke FM-2000 automatic heavy-duty electric floor buffer or approved equal (provided by contractor and left at site) using germicidal cleaning solution. Areas not accessible to the buffer will be manually scrubbed with an abrasive hand pad. Cleaning solution and pad selection per manufacturer's recommendations.
- c) **VINYL COMPOSITION TILE (VCT) AND OTHER HARD SURFACES SPRAY BUFF- AUTOMATIC HEAVY-DUTY ELECTRIC FLOOR BUFFER**  
(Second Floor Classroom, Children's Classroom, Employee Break room, Employee Storage Area, Pottery Room, Café Kitchen, Seniors Lounge Kitchenette, Maintenance Hallway, Dressing Room Hallway, Green Room, Stairways, Maintenance Hallway Entrance, And All Other Vinyl Composition Tile)  
Pick up debris and dust mop floor getting under all furniture. Wet mop (mop and bucket) entire area with a detergent solution per manufacturer's recommendations. Buff entire floor with manufacturers approved pad using a Clarke FM-2000 automatic heavy-duty electric floor buffer or approved equal (provided by contractor and left at site) using a spray buff solution approved by the manufacturer. After cleaning, the floor will have a uniform glossy appearance with no streaks, film, swirl marks, detergent residue, mop strings or any evidence of soil. Any splash marks on baseboards will be removed immediately.

**22.3 WITHIN 45 DAYS AFTER START OF CONTRACT AND THEN EVERY 6 MONTHS THEREAFTER**

(Cleaning schedules to be coordinated with City staff and done outside of the minimum hours listed in section 11.0)

- a) **VINYL COMPOSITION TILE (VCT) STRIPPING AND REFINISHING**  
(Second Floor Classroom, Children's Classroom, Employee Break room, Employee Storage Area, Pottery Room, Café Kitchen, Seniors Lounge Kitchenette, Maintenance Hallway, Dressing Room Hallway, Green Room, Stairways, Maintenance Hallway Entrance, And All Other Vinyl Composition Tile)

**STRIPPING:** Will be the complete removal, without damage to the floor surface, of all finish and or sealer from all visible floor surfaces and from those floor surfaces which there is damage to the floor surfaces. Strip floor of old wax using a stripping compound per manufacturer's instructions. After allowing solution to stand per manufacturer's instructions, use an electric floor machine with appropriate pad to remove all buildup. All edges are to be stripped by hand ensuring that all old wax and dirt have been removed. After stripping, the floor surface will be triple rinsed with a mild acid-based detergent. Stripping solution will be wiped off immediately from baseboards and all other fixed/non-fixed items in the area. Care will be taken to avoid flooding the floor in order to prevent damage to the tile and its bond to the sub floor.

**REFINISHING:** After a floor has been stripped, two coats of a sealer will be applied and then two coats of a metal interlock polymer floor finish will be applied. Only every other coat will be applied to the floor baseboard with the alternating coat applied so as to leave a 12-inch border around the area. The coats will be thin and evenly applied. After the finish has dried, the reflectance will be uniform with no streaks, swirls, etc. visible and no finish will be on the baseboard or other non-floor surfaces. Each coat of sealer or wax will be buffed thoroughly before the next coat is applied. All materials (sealer, finish, etc.) shall be removed from doors and all other non-floor surfaces.

b) **CERAMIC TILE GROUT CLEANING**

(All Ceramic Tile throughout building)

Clean all grout lines and tile with a Windsor Grout Hog or approved equal. Clean inaccessible areas by hand with a scrub brush. Use grout cleaning solution approved by the manufacturer. Coordinate grout cleaning with daily or monthly buffing and cleaning. All grout lines will be clean and have a uniform color. Grout cleaning is to be done prior to floor cleaning.

**23.0 MUNICIPAL BUILDING, MUNICIPAL BUILDING ANNEX, AND THE PUBLIC WORKS FACILITY CLEANING FOR NON-CARPETED FLOORS**

**23.1 DAILY**

a) **CERAMIC TILE FLOOR, VINYL COMPOSITION TILE (VCT), AND OTHER HARD SURFACES– WET MOP**

(Municipal Building Bathrooms, Kitchens, Handicap Bathroom, South Copy Room, and Basement Hallway - Municipal Building Annex Bathrooms, Kitchen, and Kitchen Area - Public Works Facility Entrance Ways, Hallways, Inspectors Office, Bathroom behind Fleet/Facilities managers Office, Kitchen, Break Room, Bathrooms, Locker Rooms, Foreman's Office, Exercise Room, Mezzanine Mud Room, Truck Barn 5 Snow Office, and Truck Barn 5 Bathroom)

Pick up debris and dust mop floor getting under all furniture. Wet mop (mop and bucket) entire area with a germicidal detergent solution per

manufacturer's recommendations. After cleaning, the floor will have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings or any evidence of soil. Any splash marks on baseboards will be removed immediately.

### **23.2 MONTHLY**

(Cleaning schedules to be coordinated with City staff and done outside of the minimum hours listed in section 11.0)

a) **VINYL COMPOSITION TILE (VCT) AND OTHER HARD SURFACES - SPRAY BUFF**– AUTOMATIC HEAVY-DUTY ELECTRIC FLOOR BUFFER

(Municipal Building South Copy Room, Kitchens, Handicap Bathroom, and Basement Hallway - Municipal Building Annex Bathrooms, Kitchen, and Kitchen Area - Public Works Facility South Entrance, Hallways, Kitchen, Break Room, Bathrooms, Locker Rooms, Foreman's Office, Truck Barn 5 Snow Office, and Truck Barn 5 Bathroom and all other VCT floors)

Pick up debris and dust mop floor getting under all furniture. Wet mop (mop and bucket) entire area with a detergent solution per manufacturer's recommendations. Buff entire floor with manufacturer's approved pad using a Clarke FM-2000 automatic heavy-duty electric floor buffer or approved equal (provided by contractor and left at site) using a spray buff solution approved by the manufacturer. After cleaning, the floor will have a uniform glossy appearance with no streaks, film, swirl marks, detergent residue, mop strings or any evidence of soil. Any splash marks on baseboards will be removed immediately.

### **23.3 WITHIN 45 DAYS AFTER START OF CONTRACT AND THEN EVERY 6 MONTHS THEREAFTER**

(Cleaning schedules to be coordinated with City staff and done outside of the minimum hours listed in section 11.0)

a) **VINYL COMPOSITION TILE (VCT) STRIPPING AND REFINISHING**

(Municipal Building South Copy Room, Kitchens, Handicap Bathroom, and Basement Hallway - Municipal Building Annex Bathrooms, Kitchen, and Kitchen Area - Public Works Facility Hallways, Foreman's Office, Truck Barn 5 Snow Office, and Truck Barn 5 Bathroom and all other VCT floors)

**STRIPPING:** Will be the complete removal, without damage to the floor surface, of all finish and or sealer from all visible floor surfaces and from those floor surfaces which there is damage to the floor surfaces. Strip floor of old wax using a stripping compound per manufacturer's instructions. After allowing solution to stand per manufacturer's instructions, use an electric floor machine with appropriate pad to remove all buildup. All edges are to be stripped by hand ensuring that all old wax and dirt have been removed. After stripping, the floor surface will be triple rinsed with a mild acid-based detergent. Stripping solution will be wiped off immediately from baseboards and all other fixed/non-fixed items in the area. Care will be taken to avoid flooding the floor in order to prevent damage to the tile and its bond to the



sub floor.

**REFINISHING:** After a floor has been stripped, two coats of a sealer will be applied and then two coats of a metal interlock polymer floor finish will be applied. Only every other coat will be applied to the floor baseboard with the alternating coat applied so as to leave a 12-inch border around the area. The coats will be thin and evenly applied. After the finish has dried, the reflectance will be uniform with no streaks, swirls, etc. visible and no finish will be on the baseboard or other non-floor surfaces. Each coat of sealer or wax will be buffed thoroughly before the next coat is applied. All materials (sealer, finish, etc.) shall be removed from doors and all other non-floor surfaces.

b) **CERAMIC TILE GROUT CLEANING**

(Areas include; Municipal Building Bathrooms - Public Works Facility North Entrance Way, Bathrooms, and Bathroom behind Fleet/Facilities Managers Office)

Clean all grout lines and tile with a Windsor Grout Hog or approved equal. Clean inaccessible areas by hand with a scrub brush. Use grout cleaning solution approved by the manufacturer. Coordinate grout cleaning with daily or monthly buffing and cleaning.

c) **Luxury Vinyl**

(Public Works Facility Hallways, Kitchen, Break Room, Bathrooms, Locker Rooms)

Clean all Luxury Vinyl flooring per Manufacturer's Instructions with an electric floor machine and apply polish as recommended.

## **24.0 LIQUIDATED DAMAGES**

- 24.1 Any area not cleaned as scheduled in section 20.0 or inadequately cleaned as deemed by the City will be cleaned by the contractor within two (2) hours of notification to the contractor's supervisor by cell phone (provided by the contractor). If for any reason the cleaning is not performed, the individual does not answer their cell phone or return a voice message within 10 minutes, or the work cannot be performed due to occupant inconvenience, the contractor will be charged \$100 liquidated damages. A janitorial incident report will be filled out and emailed to the contractor's email address, provided in the Bid Form, within (3) working days after discovery of the deficiency. These charges will be deducted from the contractor's monthly invoice. Each and every day that a deficiency exists will be considered a new incident for deduction purposes.
- 24.2 Any monthly or bi-annual floor areas/windows not cleaned as required in sections 20.6 ,21.3, 21.4, 22.2, 22.3, 23.2, and 23.3 will result in \$300 liquidated damages per area of building. These liquidated damages will be deducted from the contractors monthly invoice. A janitorial incident report will be filled out and emailed to the contractor's email address, provided in the Bid Form, at the end of the month. Each and every month that a deficiency exists will be considered a new incident for deduction purposes.
- 24.3 Minimum total hours for personnel are listed in section 11. Failure to meet the minimum hours as described will result in a \$50 per hour deduction from the contractor's monthly invoice. A janitorial incident report will be filled out and emailed to the contractor's email address, provided in the Bid Form, at the end of the month.
- a) At the Justice Center, it is the responsibility of each cleaning person to document their hours by signing in upon arrival and sign out upon leaving. The contract employee will sign their name, date, and time. The sign in sheet will be located at the 911 dispatch center.
- b) At all other buildings a key FOB will be provided to all contract cleaning personnel for exit and entry to the buildings. It will be the responsibility of each of the contract cleaning personnel to swipe a reader upon entry to the building and swipe a reader at the conclusion of their day. The log that this provides will be used to track the cleaning hours worked.
- 24.4 Continued failure to meet the City's standards shall be considered justification for termination of the Contract and for action against the bonding company.
- 24.5 The City and Contractor agree that actual damages for individual breaches of the performance requirements of this contract would be difficult to ascertain and therefore the liquidated damage amounts shown above are reasonable and may be imposed as fixed, liquidated and ascertained damages without proof of loss or damage.

## 25.0 City of Fairfield Janitorial Services Incident Report

Facility: (check one)

- MUNICIPAL BUILDING
- MUNICIPAL JUSTICE CENTER
- PUBLIC WORKS FACILITY
- MUNICIPAL BUILDING ANNEX
- FAIRFIELD COMMUNITY ARTS CENTER

Date of incident: \_\_\_\_\_

Nature of Incident: \_\_\_\_\_

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### Liquidated Damages

Reason for incident report: (check one)

- |  |          |
|--|----------|
| <input type="checkbox"/> Missed cleaning/Contractor did not perform cleaning within (2) hours of notification. | \$100    |
| <input type="checkbox"/> Missed cleaning/Area could not be cleaned due to occupant inconvenience.              | \$100    |
| <input type="checkbox"/> Monthly or Bi-annual floor cleaning not performed as required by contract.            | \$300    |
| <input type="checkbox"/> Monthly or Annual window cleaning not performed as required by contract.              | \$300    |
| <input type="checkbox"/> Minimum total hours for personnel not met. _____ hrs X \$50 =                         | \$ _____ |

**Total to be subtracted from the monthly invoice per Section 7.0**    \$ \_\_\_\_\_

Signed: \_\_\_\_\_ Date sent to Contractor: \_\_\_\_\_

**26.0**

**City of Fairfield Janitorial Inspection Report**  
(To be filled out in full and submitted with monthly invoice)

Facility: (check one)

- MUNICIPAL BUILDING
- MUNICIPAL JUSTICE CENTER
- PUBLIC WORKS FACILITY
- MUNICIPAL BUILDING ANNEX
- FAIRFIELD COMMUNITY ARTS CENTER

Work completed: (Check mark verifies that a visual inspection of all building areas has been completed and that all areas conform to the City's standards.)

- |                          |                          |   |
|--------------------------|--------------------------|---|
| Yes                      | No                       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | All work completed per section 20.1<br>NIGHTLY-OFFICES, HALLWAYS, WORK AREAS, LOBBIES, STAIRWAYS, MEETING AREAS,<br>and CONFERENCE AREAS  |
| <input type="checkbox"/> | <input type="checkbox"/> | All work completed per section 20.2<br>NIGHTLY - KITCHENS   |
| <input type="checkbox"/> | <input type="checkbox"/> | All work completed per section 20.4<br>WEEKLY - OFFICES, HALLWAYS, WORK AREAS, LOBBIES, STAIRWAYS, MEETING<br>AREAS, and CONFERENCE AREAS |
| <input type="checkbox"/> | <input type="checkbox"/> | All work completed per section 20.5<br>WEEKLY - RESTROOMS   |
| <input type="checkbox"/> | <input type="checkbox"/> | All daily and weekly floors cleaned per sections 21.0, 22.0, and<br>23.0  |
| <input type="checkbox"/> | <input type="checkbox"/> | All monthly floors cleaned per sections 21.0, 22.0, and<br>23.0   |
| <input type="checkbox"/> | <input type="checkbox"/> | All bi-yearly floors cleaned per sections 21.0, 22.0, and 23.0  |

Month/year

Last month VCT floors were stripped and waxed:

\_\_\_\_\_

Next month VCT floors are due:

\_\_\_\_\_

Last month Marble and Ceramic Tile Grout was cleaned:

\_\_\_\_\_

Next month Marble and Ceramic Tile Grout cleaning is due:

\_\_\_\_\_

- All Annual Windows cleaned per section 20.6.

Month/year

Last month windows were cleaned:

\_\_\_\_\_

Next month windows are due:

\_\_\_\_\_

Inspected By: \_\_\_\_\_

Print Name

Sign Name

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

Time Inspected: \_\_\_\_\_

**CITY OF FAIRFIELD, OHIO**

**BID FORM**

(Page 1 of 4)

The undersigned, having full knowledge of these specifications to furnish Janitorial Services for a (3) year (36 month) period, with an option to renew for two (2) additional years, hereby agrees to furnish all labor, materials and equipment according to the specifications and to accept the unit prices specified on the bid form as full compensation.

**BASE BID**

- 1) Furnish necessary labor, materials and equipment to perform the required janitorial services for the **Municipal Building** for a period of thirty-six (36) months.

\$ \_\_\_\_\_ per month x 12 months (for 1<sup>st</sup> year) = \_\_\_\_\_ for first year

\$ \_\_\_\_\_ per month x 12 months (for 2<sup>nd</sup> year)= \_\_\_\_\_ for second year

\$ \_\_\_\_\_ per month x 12 months (for 3<sup>rd</sup> year)= \_\_\_\_\_ for third year

**TOTAL FOR ALL THREE YEARS FOR THE MUNICIPAL BUILDING** \_\_\_\_\_

Optional 4<sup>th</sup> and 5<sup>th</sup> year for the Municipal Building:

\$ \_\_\_\_\_ per month x 12 months (for 4<sup>th</sup> year)= \_\_\_\_\_ for fourth year

\$ \_\_\_\_\_ per month x 12 months (for 5<sup>th</sup> year)= \_\_\_\_\_ for fifth year

- 2) Furnish necessary labor, materials and equipment to perform the required janitorial services for the **Municipal Building Annex** for a period of thirty-six (36) months.

\$ \_\_\_\_\_ per month x 12 months (for 1<sup>st</sup> year) = \_\_\_\_\_ for first year

\$ \_\_\_\_\_ per month x 12 months (for 2<sup>nd</sup> year)= \_\_\_\_\_ for second year

\$ \_\_\_\_\_ per month x 12 months (for 3<sup>rd</sup> year)= \_\_\_\_\_ for third year

**TOTAL FOR ALL THREE YEARS FOR THE MUNICIPAL BUILDING ANNEX** \_\_\_\_\_

Optional 4<sup>th</sup> and 5<sup>th</sup> year for Municipal Building Annex:

\$ \_\_\_\_\_ per month x 12 months (for 4<sup>th</sup> year)= \_\_\_\_\_ for fourth year

\$ \_\_\_\_\_ per month x 12 months (for 5<sup>th</sup> year)= \_\_\_\_\_ for fifth year

**CITY OF FAIRFIELD, OHIO**

**BID FORM**

(Page 2 of 4)

Furnish necessary labor, materials and equipment to perform the required janitorial services for the **Public Works Facility** for a period of thirty-six (36) months.

\$\_\_\_\_\_ per month x 12 months (for 1<sup>st</sup> year) = \_\_\_\_\_ for first year

\$\_\_\_\_\_ per month x 12 months (for 2<sup>nd</sup> year)= \_\_\_\_\_ for second year

\$\_\_\_\_\_ per month x 12 months (for 3<sup>rd</sup> year)=\_\_\_\_\_ for third year

**TOTAL FOR ALL THREE YEARS FOR THE PUBLIC WORKS FACILITY**\_\_\_\_\_

Optional 4<sup>th</sup> and 5<sup>th</sup> Year for the Public Works Facility:

\$\_\_\_\_\_ per month x 12 months (for 4<sup>th</sup> year)=\_\_\_\_\_ for fourth year

\$\_\_\_\_\_ per month x 12 months (for 5<sup>th</sup> year)=\_\_\_\_\_ for fifth year

Furnish necessary labor, materials and equipment to perform the required janitorial services for the **Municipal Justice Center** for a period of thirty-six (36) months.

\$\_\_\_\_\_ per month x 12 months (for 1<sup>st</sup> year) = \_\_\_\_\_ for first year

\$\_\_\_\_\_ per month x 12 months (for 2<sup>nd</sup> year)= \_\_\_\_\_ for second year

\$\_\_\_\_\_ per month x 12 months (for 3<sup>rd</sup> year)=\_\_\_\_\_ for third year

**TOTAL FOR ALL THREE YEARS FOR THE MUNICIPAL JUSTICE CENTER**\_\_\_\_\_

Optional 4<sup>th</sup> and 5<sup>th</sup> year for Municipal Justice Center:

\$\_\_\_\_\_ per month x 12 months (for 4<sup>th</sup> year)=\_\_\_\_\_ for fourth year

\$\_\_\_\_\_ per month x 12 months (for 5<sup>th</sup> year)=\_\_\_\_\_ for fifth year

**CITY OF FAIRFIELD, OHIO**

**BID FORM**

(Page 3 of 4)

Furnish necessary labor, materials and equipment to perform the required janitorial services for the **Community Arts Center** for a period of thirty-six (36) months.

\$\_\_\_\_\_ per month x 12 months (for 1<sup>st</sup> year) = \_\_\_\_\_ for first year

\$\_\_\_\_\_ per month x 12 months (for 2<sup>nd</sup> year)= \_\_\_\_\_ for second year

\$\_\_\_\_\_ per month x 12 months (for 3<sup>rd</sup> year)= \_\_\_\_\_ for third year

**TOTAL FOR ALL THREE YEARS FOR THE COMMUNITY ARTS CENTER** \_\_\_\_\_

Optional 4<sup>th</sup> and 5<sup>th</sup> year for the Fairfield Community Arts Center:

\$\_\_\_\_\_ per month x 12 months (for 4<sup>th</sup> year)= \_\_\_\_\_ for forth year

\$\_\_\_\_\_ per month x 12 months (for 5<sup>th</sup> year)= \_\_\_\_\_ for fifth year

**CITY OF FAIRFIELD, OHIO**  
**BID FORM**  
(Page 4 of 4)

\_\_\_\_\_ Signature

\_\_\_\_\_ Name

\_\_\_\_\_ Title

\_\_\_\_\_ Company

\_\_\_\_\_ Date

\_\_\_\_\_ Address

\_\_\_\_\_ City/State/Zip

\_\_\_\_\_ Telephone

\_\_\_\_\_ Email Address

\_\_\_\_\_ SS Number of  
Company Owner or  
Federal ID#

NOTE: Please indicate type of Bid Security:

\_\_\_\_\_ Bid Bond          \_\_\_\_\_ Certified Check

Addendums Received: \_\_\_\_\_ Number          \_\_\_\_\_ Yes          \_\_\_\_\_ No

Work will start within \_\_\_\_\_ days after Notice to Proceed.

✓ **Each bid must be accompanied by the following completed documents/certifications:**

- Bid Form** (Fully completed including optional 4<sup>th</sup> and 5<sup>th</sup> years.)
- Bid Bond** (Bid Bond, Certified Check or Cashier's Check for ten percent (10%) of the amount of the one (1) year pricing (1<sup>st</sup> year) bid submitted unless otherwise specified)
- Non-Collusion Affidavit (Notarized)**
- Affidavit of Non-Delinquency of Personal Property Taxes (Notarized)**
- Statement of Bidder's Qualifications (Notarized)**



**CITY OF FAIRFIELD, OHIO**

**BID BOND**

KNOW BY ALL MEN BY THESE PRESENTS, That we, \_\_\_\_\_

\_\_\_\_\_ (hereinafter called the Principal), as Principal,

and \_\_\_\_\_, a corporation organized under the laws

of the State of \_\_\_\_\_, with its principal office in the City of \_\_\_\_\_

(hereinafter called the Surety) and licensed to do business in the State of

\_\_\_\_\_ as Surety, are held and firmly bound unto the City of Fairfield, Ohio, (hereinafter

called the Obligee) in the penal sum of \_\_\_\_\_ Dollars

(\$ \_\_\_\_\_) lawful money of the United States for the payment of which

sum well and truly to be made, we bind ourselves, our heirs, executors, administrators,

successors, and assigns.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas, the Principal has submitted the accompanying bid, dated

\_\_\_\_\_, 20\_\_\_\_ for \_\_\_\_\_.

NOW, THEREFORE, If the Obligee shall make any award according to the terms of said Bid and the Principal shall enter into a Contract with said Obligee in accordance with the terms of said Bid and give Bond for the faithful performance thereof within the time specified; or if no time is specified, within thirty days after the date of award; or if the Principal shall in the case of failure to do so, indemnify the Obligees against any loss the Obligee may suffer directly arising by reason of such failure, not exceeding the penalty of this Bond, then this obligation shall be null and void: otherwise, to remain in full force and virtue.

Signed and sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Principal \_\_\_\_\_

By \_\_\_\_\_

Surety \_\_\_\_\_

By \_\_\_\_\_

Attorney in Fact

**CITY OF FAIRFIELD, OHIO**  
**NON-COLLUSION AFFIDAVIT**

State of Ohio, County of Butler  
City of Fairfield

\_\_\_\_\_  
(Name of Individual)

\_\_\_\_\_  
(Company Representative)

BEING DULY SWORN, DOES DEPOSE AND SAY THAT (HE, THEY) RESIDE AT

\_\_\_\_\_  
(Resident Address)

AND THAT (HE, THEY) ARE THE ONLY PERSON (S) WITH SAID

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Company Address)

INTERESTED IN THE PROFITS OF THE PROPOSED CONTRACT FOR THIS PROJECT: THAT THE SAID CONTRACT IS MADE WITHOUT ANY CONNECTION OR COMMON INTEREST IN THE PROFITS, THEREOF, WITH ANY PERSON MAKING ANY BID OR PROPOSAL FOR SAID WORK: THAT THE SAID CONTRACT IS ON THEIR PART, IN ALL RESPECTS, FAIR AND WITHOUT COLLUSION OR FRAUD: AND, ALSO THAT NO MEMBER OF COUNCIL, HEAD OF ANY DEPARTMENT OR BUREAU, OR EMPLOYEE THEREIN, OR ANY OFFICER OR EMPLOYEE OF THE CITY OF FAIRFIELD, OHIO, IS DIRECTLY OR INDIRECTLY INTERESTED THEREIN.

SUBSCRIBED TO AND SWORN TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public

**CITY OF FAIRFIELD, OHIO**

**AFFIDAVIT OF CONTRACTOR OR SUPPLIER OF NON-DELINQUENCY  
OF PERSONAL PROPERTY TAXES  
AND CITY OF FAIRFIELD INCOME TAXES  
AND POLITICAL CONTRIBUTIONS**

To: City of Fairfield, Ohio  
Butler County, Ohio

The undersigned contractor or supplier being first duly sworn, having been awarded a contract by the City of Fairfield, Ohio for \_\_\_\_\_ hereby states that it is not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the City of Fairfield as a tax district has territory and that it was not charged with delinquent personal property taxes on any such tax list. Furthermore, the undersigned states that the contractor or supplier is not delinquent for income tax owed to the City of Fairfield.

The undersigned contractor or supplier also further certifies that it is in compliance with ORC Section 3517.13(I)(1) or 3517.13(J)(1), whichever is applicable, relative to political contributions to public officials of the City of Fairfield, Ohio.

In consideration of the award of the above contract, the above statements are incorporated in said contract as covenants of the undersigned contractor or supplier.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

Sworn to and subscribed in my presence on this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ by the above referenced person on behalf of the contractor or supplier.

\_\_\_\_\_  
Notary Public

## STATEMENT OF BIDDER'S QUALIFICATIONS

(Page 1 of 3)

This form is to be submitted by the Bidder upon request of the Public Works Director or if your company has not previously been awarded a contract by the City of Fairfield.

All questions must be answered and the data given must be clear and comprehensive. **This statement must be notarized.** Questions may be answered on separate attached sheets. The Bidder may submit additional information if he so desires.

1. Name of Bidder: \_\_\_\_\_
2. Main office address: \_\_\_\_\_  
\_\_\_\_\_
3. When organized: \_\_\_\_\_
4. If a corporation, where incorporated? \_\_\_\_\_  
\_\_\_\_\_
5. How many years have you been engaged in janitorial work under your present firm name or trade style? \_\_\_\_\_
6. Contracts currently on hand and years worked: \_\_\_\_\_
7. Are your employees bonded? If so, to what amount: \_\_\_\_\_  
\_\_\_\_\_
8. Have you ever failed to complete a contract? If so, where and why? \_\_\_\_\_  
\_\_\_\_\_
9. Have you ever defaulted on a contract? If so, where and why? \_\_\_\_\_  
\_\_\_\_\_
10. List your major equipment available for this contract: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATEMENT OF BIDDER'S QUALIFICATIONS**

(Page 2 of 3)

11. Background and experience of the principal members of your organization, including the officers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

12. Give bank references: \_\_\_\_\_

\_\_\_\_\_

13. Please furnish financial statement.

14. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the City of Fairfield in verification of the recitals comprising this State of Bidder's Qualifications.

15. Please furnish (3) references, contact persons and phone numbers of companies you have cleaned in the last (3) years.

Reference 1:

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

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ Years Cleaned: \_\_\_\_\_ - \_\_\_\_\_

Reference 2:

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

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ Years Cleaned: \_\_\_\_\_ - \_\_\_\_\_

Reference 3:

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

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ Years Cleaned: \_\_\_\_\_ - \_\_\_\_\_

**STATEMENT OF BIDDER'S QUALIFICATIONS**

(Page 3 of 3)

I hereby certify that the answers to the foregoing statements attached hereto including any supplemental data, are true and correct to the best of my knowledge.

WITNESSES

\_\_\_\_\_  
\_\_\_\_\_

STATE OF OHIO                    )  
  )  
  )  
COUNTY OF \_\_\_\_\_)

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County

My commission Expires \_\_\_\_\_

(SEAL)

**CITY OF FAIRFIELD, OHIO**

**PERFORMANCE BOND**

**KNOW ALL MEN BY THESE PRESENTS:** That

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Address of Contractor)

a \_\_\_\_\_, hereinafter  
(Partnership, Corporation, Individual)

called Principal, and \_\_\_\_\_

hereinafter called Surety, are held and firmly bound unto the City of Fairfield, 5350 Pleasant Avenue, Fairfield, Ohio 45014, hereinafter called Owner, in the penal sum of \$ \_\_\_\_\_ (written) \_\_\_\_\_ Dollars in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

**THE CONDITION OF THIS OBLIGATION** is such that whereas, the Principal entered into a certain Contract with the Owner, dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a copy of which is hereto attached and made a part hereof for the construction of \_\_\_\_\_.

**NOW, THEREFORE,** if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said Contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety and during the one year guarantee period, and if he shall satisfy all claims and demands incurred under such Contract, and shall indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

**FURTHER,** it is expressly understood and agreed that this Bond shall remain in full force and effect and continue as a guarantee of workmanship and materials for a period of one (1) year after completion of the Contract and acceptance of the completed work by the Owner.

**PROVIDED FURTHER,** that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of said Contract or to Work to be performed thereunder or the Specifications accompanying the

same shall in any way affect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the Work or to the Specifications.

**PROVIDED, FURTHER,** that no final settlement between the Owner and the Contractor shall abridge the right to any beneficiary hereunder, whose claim may be unsatisfied.

**IN WITNESS WHEREOF,** this instrument is executed in \_\_\_\_\_ (Number) counterparts, each one of which shall be deemed an original, this the \_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_.

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
(Principal Secretary)

By: \_\_\_\_\_

(SEAL)  
\_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Surety)

ATTEST:  
\_\_\_\_\_  
(Surety Secretary)

(SEAL)  
\_\_\_\_\_  
(Witness as to Surety)

By: \_\_\_\_\_  
(Attorney in Fact)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

**NOTE:** Date of Bond must not be prior to date of Contract. If a Contractor is partnership, all partners should execute Bond.

**IMPORTANT:** Surety companies executing Bonds must have a Best's rating of at least A and be authorized to transact business in the State of Ohio.