



August 12, 2025

REQUEST FOR PROPOSALS (RFP) CUSTODIAL SERVICES

Two (2) hard copies and a flash drive containing the complete Proposal must be received by:

September 22, 2025 at 12:00PM EST

Proposals may be submitted in person or by mail* to:

Summit County Children Services
ATTN: Julie Lackney, Manager, Facilities & Office Services
264 South Arlington Street
Akron, Ohio 44306

Questions regarding this RFP must be received no later than 12:00PM EST on **September 4, 2025** to the attention of Julie Lackney, Manager, Facilities & Office Services via e-mail to julie.lackney@summitkids.org

*Proposals may NOT be submitted via email

LEGAL ADVERTISEMENT
NOTICE TO BIDDERS

Sealed proposals will be opened and publicly read on **September 22, 2025 at 12:00PM** local time, at Summit County Children Services, located at 264 South Arlington Street, Akron, OH 44306, as authorized pursuant to Summit County Children Services Board of Trustees **Resolution 01-2025-28/A** for:

Custodial Services

All proposals must comply with the specifications in the Request for Proposals package. Proposal documents may be obtained by logging onto the website at www.summitkids.org, under the "Bidding Opportunities" tab or may be picked up free of charge from SCCS, located at 264 S. Arlington Street, Akron, OH 44306, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, beginning on **August 12, 2025 until September 22, 2025 at 12:00PM.**

SEALED PROPOSALS AND ALL NECESSARY DOCUMENTS must be received no later than 12:00PM local time on **September 22, 2025** at Summit County Children Services, 264 South Arlington St., Akron, Ohio 44306 and shall be addressed to Julie Lackney, Manager, Facilities & Office Services. Proposals received after that time will not be accepted.

Registration of Interest: Vendors may submit a registration of interest to submit a proposal in writing and emailed to Julie Lackney, Manager, Facilities & Office Services, at julie.lackney@summitkids.org on or before **12:00PM on September 4, 2025.**

SCCS will hold a **MANDATORY** site visit/pre-bid meeting on **August 26, 2025 at 9:00AM** on its campus, located at 264 S. Arlington Street, Akron, OH 44306. SCCS will reject proposals from any vendor who fails to attend the site visit.

All questions pertaining to the RFP MUST be sent to the attention of Julie Lackney, Manager, Facilities & Office Services, via e-mail to Julie.lackney@summitkids.org and received no later than **12:00PM on September 4, 2025.** Copies of all questions received and SCCS' responses will be sent to those vendors who have **submitted a registration of interest. SCCS will not respond to questions received after 12:00PM local time on September 4, 2025.**

SCCS reserves the right to reject all proposals.

Summit County Children Services
Jonathon D. Hart, Esq.
Senior Legal Counsel

To be advertised: **August 12, 2025** via Akron Beacon Journal (ABJ) and starting **August 12, 2025** via www.summitkids.org.

Electronically sent to ABJ on **August 7, 2025.**

Summit County Children Services

Request for Proposals for Custodial Services

I. INTRODUCTION

The vision of Summit County Children Services, a public children services agency authorized under Ohio Revised Code Section 5153, hereinafter referred to as “SCCS,” is to be the premier county children services agency within the State of Ohio that puts the needs of abused and neglected children first. SCCS serves abused, neglected, and dependent children and provides services to promote child safety and welfare, family stability, and permanency for all children served.

In order to meet the needs of the community it serves, SCCS requires a clean, healthy, and safe environment for employees, volunteers, and visitors. Therefore, SCCS is requesting written proposals from qualified janitorial/custodial services companies for cleaning of its campus located at 264 S. Arlington Street, Akron, OH 44306. The SCCS campus is comprised of several buildings, including its Administration Building, Education Center, Family Interaction Center (FIC), Community Relations/Case Hall, and several ancillary buildings.

SCCS desires a one (1) year contract with the option to extend the contract for an additional four (4) one (1) year terms thereafter, at the sole discretion of SCCS and subject to then-available funding.

II. CONTACT PERSON

Summit County Children Services
Julie Lackney
Manager, Facilities & Office Services
264 S. Arlington St.
Akron, Ohio 44306
Phone: 330-379-1973
Email: Julie.lackney@summitkids.org

III. TENTATIVE SCHEDULE OF EVENTS

8/12/2025	Request For Proposals Released to Vendors A notification of issuance and a copy of this RFP will be sent to known Vendors. A notification of issuance of this RFP will be advertised in the Akron Beacon Journal. A copy will also be posted on the SCCS website, located at www.summitkids.org under the Bidding Opportunities Tab.
8/26/2025 at 9:00AM EST	MANDATORY Site Visit SCCS will conduct a site visit so that interested Vendors may familiarize themselves with the SCCS campus. <u>THE SITE VISIT IS MANDATORY. Any Vendor who fails to attend the site visit shall be DISQUALIFIED from submitting a Proposal.</u>
9/4/2025 at 12:00PM EST	Registration of Interest Deadline In order to ensure receipt of answers to questions submitted by other Vendors, Vendors are asked to register interest in submitting a Proposal. Registrations of Interest are due via e-mail to Julie Lackney, at Julie.lackney@summitkids.org on or before 9/4/2025 at 12:00PM EST . Registrations of Interest are optional and non-binding. Submitting a Registration of Interest does not obligate the Vendor to submit a Proposal. However,

	only Vendors who have submitted registrations of interest will receive copies of questions and answers submitted by other Vendors.
9/4/2025 at 12:00PM EST	Question Submission Deadline Questions relating to this RFP must be RECEIVED by SCCS no later than 12:00PM EST on 9/4/2025 . SCCS will not respond to questions received after this deadline. Questions received from vendors and SCCS' responses will be sent via e-mail to all Vendors who have submitted a Registration of Interest.
9/22/2025 at 12:00PM EST	Proposal Submission Deadline Proposal must be RECEIVED by SCCS no later than 12:00PM EST on 9/22/2025 . Two (2) hard copies and a flash drive of the complete and executed Proposal must be submitted by mail or hand delivery to Summit County Children Services, ATTN: Julie Lackney, Manager, Facilities & Office Services, at 264 S. Arlington, Akron, Ohio 44306. Proposals submitted after the deadline set for receipt will not be considered. Proposals should be labeled: "Response to RFP for Custodial Services." Proposals may not be submitted via e-mail, fax, or other electronic means.
9/22/2025 – 10/21/2025 (estimated)	Proposal Review Period
TBD	Time for Interviews, Presentation, Follow-up, and/or Clarification, if necessary
October 2025 (estimated)	Proposed Resolution Submitted to the SCCS Board of Trustees for Approval
October 2025 (estimated)	Notice of Award The Vendor awarded the contract will be notified of selection upon receipt of authorization by the Summit County Children Services Board of Trustees.
January 2026 (estimated)	Projected Contract Commencement The contract is estimated to commence in January 2026 .

- A. **MANDATORY Site Visit** – SCCS will conduct a MANDATORY site visit on **August 26, 2025 at 9:00AM EST**. The purpose of the site visit is to allow prospective Vendors to familiarize themselves with SCCS and its campus. **VENDORS WHO FAIL TO ATTEND THE MANDATORY SITE VISIT WILL BE DISQUALIFIED FROM SUBMITTING A PROPOSAL.**
- B. **Registration of Interest** – In order to ensure receipt of answers to questions submitted by other vendors, Vendors are asked to register interest in submitting a Proposal. Registrations of Interest are due via e-mail to Julie Lackney, Manager, Facilities & Office Services, at Julie.lackney@summitkids.org on or before **September 4, 2025 at 12:00PM EST**. Registrations of Interest are optional and non-binding. Submitting a registration of interest does not obligate the Vendor to submit a Proposal. **However, only Vendors who have submitted Registrations of Interest will receive copies of questions and answers submitted by other Vendors.**
- C. **Question and Answer Period** – SCCS will accept questions regarding this RFP until **September 4, 2025 at 12:00PM EST**. Questions should be submitted via e-mail to Julie Lackney, Manager, Facilities & Office Services, via e-mail to Julie.lackney@summitkids.org. Questions received after this deadline will not receive a

response. **Questions received from Vendors and SCCS' responses will be sent via e-mail to all Vendors who submitted a Registration of Interest.**

- D. **Proposal Submission** – Proposals must be RECEIVED by SCCS no later than **12:00PM EST on September 22, 2025.**

Two (2) hard copies and a flash drive containing the complete and executed Proposal must be submitted by mail or hand delivery to Summit County Children Services, ATTN: Julie Lackney, Manager, Facilities & Office Services, at 264 S. Arlington, Akron, Ohio 44306. **Proposals submitted after the deadline for receipt will not be considered.** Proposals should be labeled: "Response to RFP for Custodial Services." Proposals may not be submitted via e-mail, facsimile, or other electronic means. Hand delivery may take place only during normal business hours of 8:30AM to 4:30PM Monday through Friday, except for government holidays. Vendor assumes the risk for any error or delay caused by any chosen delivery method.

- E. **Schedule of Events** – SCCS reserves the right to revise this schedule after providing reasonable notice via its website www.summitkids.org or via e-mail to Vendors who have submitted a registration of interest.

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IV. IMPORTANT INFORMATION

A. Employee Information: SCCS employs approximately three hundred fifty individuals.

B. Building Information: The SCCS campus, located at 264 S. Arlington Street, Akron, OH 44306, is comprised of the following buildings:

Building 1: Administration Building

Approximate cleanable square footage:	71,900
Number of floors:	2
Number of stairwells:	4
Number of elevators:	1
Number of staff lounge/kitchenettes:	1 staff lounge, 11 kitchenettes
Main Kitchen	1
Number of restrooms:	19
Maintenance kitchenette/locker room	1
Number of employees:	300 approximate
Approximate number of visitors per day:	50-75
Required schedule of cleaning: Note: Cleaning in the Family Enrichment Center cannot begin until 7pm Mon-Fri.	<ul style="list-style-type: none">• Common areas: Five (5) days per week (Monday through Friday)• Office areas: Three (3) days per week (Monday, Wednesday, Friday)• Sunday: Maximum of five (5) hours; must begin after 5:00PM• As needed: Based on scheduling of special events/training

Building 2: Education Center

Approximate cleanable square footage:	13,500
Number of floors:	1
Number of stairwells:	2
Number of elevators:	0
Number of lunch rooms:	2
Number of kitchenettes:	3
Number of restrooms:	4
Number of employees:	30-40
Approximate number of visitors per day:	50-75
Required schedule of cleaning:	<ul style="list-style-type: none">• Common areas: Five (5) days per week (Monday through Friday)• Training Rooms: Five (5) days per week (Monday through Friday)• Office areas: Three (3) days per week (Monday, Wednesday,

	Friday)
	<ul style="list-style-type: none"> • Sunday cleaning: As needed: based on the monthly schedule of training

Building 3: Family Interaction Center (FIC)

Approximate cleanable square footage:	6,000
Number of floors:	1
Number of stairwells:	0
Number of elevators:	0
Number of lunch rooms:	2
Number of restrooms:	5
Number of Laundry rooms:	1
Number of employees:	13
Approximate number of visitors per day:	75-100
Required schedule of cleaning:	<ul style="list-style-type: none"> • Common areas Five (5) days per week (Monday through Friday) • Office areas: Three (3) days per week (Monday, Wednesday, Friday)
Note: Cleaning cannot begin until 6pm M, T, W, F and after 7pm on Thursday	

Building 4: Community Relations / Case Hall

Approximate cleanable square footage:	5,000
Number of floors:	3
Number of stairwells:	2
Number of elevators:	0
Number of lunch rooms:	1
Number of restrooms:	2 in use
Number of employees:	7
Approximate number of visitors per day:	Varies
Required schedule of cleaning:	<ul style="list-style-type: none"> • Common areas: Five (5) days per week (Monday through Friday) • Office areas: Three (3) days per week (Monday, Wednesday, Friday) • Sunday: Maximum of five (5) hours; must begin after 5:00PM • As needed: Based on scheduling of special events/training

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V. SCOPE OF SERVICES

Vendor will perform the following duties, obligations, and services per the agreement that will result from this RFP:

A. Buildings and Required Schedules of Cleaning: The buildings and required schedules of cleaning provided in this section are subject to change at the discretion of SCCS. SCCS reserves the right to remove buildings from the scope of this Agreement, which may in turn reduce the total amount of compensation paid by SCCS to Vendor.

1. Administration Building Required Schedule of Cleaning:
 - i. Common areas: Five (5) days per week (Monday through Friday)
 - ii. Office areas: Three (3) days per week (Monday, Wednesday, Friday)
 - iii. Family Enrichment Center: Cleaning cannot begin until 7:00PM, five (5) days per week (Monday through Friday)
 - iv. Sunday: Maximum of five (5) hours; must begin after 5:00PM
 - v. As needed: Based on scheduling of special events/training
2. Education Center:
 - i. Common areas (including Training Rooms): Five (5) days per week (Monday through Friday)
 - ii. Office areas: Three (3) days per week (Monday, Wednesday, Friday)
 - iii. As needed: based on the monthly schedule of training (Sunday)
3. Family Interaction Center:
 - i. Common areas: Five (5) days per week (Monday through Friday)
 - ii. Office areas: Three (3) days per week (Monday, Wednesday, Friday)
4. Community Relations/Case Hall:
 - i. Common areas: Five (5) days per week (Monday through Friday)
 - ii. Office areas: Three (3) days per week (Monday, Wednesday, Friday)
 - iii. Sunday: Maximum of five (5) hours; must begin after 5:00PM
 - iv. As needed: Based on scheduling of special events/training
5. Additional Buildings only as needed and as can be negotiated and scheduled between SCCS and Vendor.

B. Task Lists: SCCS has developed a Task List for each building. The purpose of these Task Lists is to clearly define the tasks for which Vendor will be responsible in each building and to provide a tracking mechanism to ensure that all tasks have been completed for each building. Task Lists for each building are attached hereto as **Exhibit 11** and incorporated herein by reference. Vendor shall be responsible for all tasks enumerated in the attached Task Lists. Detailed definitions of each task can be found below. All tasks are subject to change at the discretion of SCCS.

C. Definitions: The regular, day-to-day duties required of Vendor and its employees include, but are not limited to, the following:

1. Carpet Spot Cleaning: Build-up, spillage, crusted material, spots, smears, and stains shall be removed from carpets.
2. Vacuuming: Carpets shall be vacuumed until they are free from dust, dirt, and other debris. Vendor's employees shall move and vacuum underneath all easily movable objects (chairs, trash cans, etc.). Dust and dirt from vacuum cleaners shall be emptied after each use and taken to the dumpster.
3. Dust Mop: Linoleum, tile, hardwood, and/or rubberized floors shall be dust mopped

- daily. Vendor's employees shall move and dust mop under all easily movable objects (chairs, trash cans, etc.). Dust mops must be treated with a water-based dust control chemical. Vendor's employees shall place dust and dirt into a plastic trash bag after each use and take the bag(s) to the dumpster.
4. Wet-Mopping and scrubbing: Linoleum, tile, hardwood, and/or rubberized floors shall be wet mopped and scrubbed to remove debris daily. Vendor's employees shall move and wet mop under all easily movable objects (chairs, trash cans, etc.). Vendor's employees shall use a clean cotton mop head that is in good condition and clean detergent water at all times. Vendor's employees shall change mop detergent water often.
 - a. Note: All disinfectant solutions must be changed after each restroom cleaning. The disinfectant solution used for the wet mopping process is to be emptied down the floor drain in each restroom. This practice will help reduce unpleasant odors coming from the floor drains.
 5. Disinfectant Wiping: Vendor's employees shall use a clean cloth or sponge, to disinfect and wipe down all high touch hard surfaces such as counter tops, tables, chairs, transaction counters, bannisters, doorknobs and door push bars and other surfaces. Vendor's employees shall ensure that on all surfaces the disinfectant used by Vendor's employees must contain a cleaning agent approved by SCCS. When damp wiping in restroom areas, Vendor's employees shall use a multi-purpose disinfectant and deodorizer. Disinfecting/cleaning products must be included on the United States Environmental Protection Agency List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19) found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.
 6. Clean Glass and Mirrors: Vendor's employees shall clean all glass and mirrors using an approved alcohol-based glass cleaner and a soft, clean cloth. Vendor's employees shall ensure that all glass and mirrors dry completely, such that the surface is free from streaks, smears, and smudges. Vendor's employees shall clean and dry attached frames, edges, and shelving.
 7. Clean and Disinfect Toilets and Urinals: Vendor's employees shall thoroughly clean toilets, toilet seats, and urinals with approved acid-free bowl cleaner and rinse thoroughly. An approved acid cleaner may be used one (1) time per month and should be used on the interior of toilet or urinal only. These cleaning products shall not be used on any faucets or other hardware. Vendor's employees shall wipe each toilet, toilet seat, and urinal completely with an approved disinfectant solution.
 - a. Note: All disinfectant solutions must be changed after each restroom cleaning.
 8. Dust (low surfaces): Vendor's employees shall dust wall hangings, tops of partitions, window sills, chair rungs, furniture. Vendor's employees shall use a damp cloth to remove dust at the areas in the backs of chair seat.
 9. Dust (high surfaces): Vendor's employees shall remove cobwebs from walls, corners, ceiling, etc. (includes door frames where noted)
 10. Spot Clean: Vendor's employees shall spot clean surfaces as necessary including, but not limited to, wall surfaces around light switches, push plates, door moldings, and partitions to remove fingerprints and smudges.
 11. Cleaning / Disinfecting Drinking Fountains / Bottle Filling Stations: Vendor's employees shall thoroughly clean the entire exterior surface of drinking fountains/bottle filling stations with an approved cream cleanser. Vendor's employees shall rinse

thoroughly to remove all cream cleanser from the surface of the drinking fountain/bottle filling station. Vendor's employees shall wipe the entire surface of the drinking fountain/bottle filling station with an approved disinfectant solution and wipe dry utilizing a clean, soft cloth.

12. Stainless Steel Cleaning (Elevators, Doors, Trim, Etc.): Vendor's employees shall thoroughly clean all stainless steel surfaces with approved cleaner and a clean soft cloth.
 13. Rubbish Removal: Vendor's employees must utilize the large trash carts and place rubbish/trash inside the trash bin located outside of the Maintenance department. Trash bags are not to be dragged through the hallways.
 14. Recyclable Items: Vendor's employees shall place all recyclable items, including broken down cardboard, in the recycling bin outside of the Maintenance department.
 15. Refrigerators: Vendor's employees shall clean the interior and exterior of agency refrigerators. For purposes of interior cleaning, all refrigerator contents shall be completely removed from the refrigerator and replaced once interior cleaning is complete.
 16. Other Duties as Assigned: SCCS reserves the right to add to or supplement these duties.
- D. Scheduling: Vendor shall provide full custodial cleaning services to SCCS according to the schedule listed for each building in the Task Lists and the building descriptions above. Assigned days for cleaning of each building are subject to change at the discretion of SCCS. Vendor's employees shall start work no earlier than 4:00PM each day unless otherwise indicated or directed by the Manager, Facilities & Office Services or designee. SCCS reserves the right to remove buildings from the scope of this Agreement, which may in turn reduce the total amount of compensation paid by SCCS.
1. Emergency cleaning services: Emergency cleaning services shall be provided on an "as-needed" basis as requested by the Manager, Facilities & Office Services or designee. Vendor shall indicate anticipated response time at the time of the call out.
 2. Hazardous Material (HazMat) services: Vendor shall be on call for HazMat (blood and bodily fluids) clean-up on a twenty-four (24) hours per day/seven (7) days per week basis and will provide such services as requested by the Manager, Facilities & Office Services or designee. Vendor shall indicate anticipated response time at the time of the call out.
- E. Consumables, Supplies, and Equipment:
1. Supplies provided by SCCS: SCCS agrees to supply the following materials and goods as needed:
 - i. Hand soap for dispensers in restrooms and kitchen areas; and,
 - ii. Hand sanitizer for dispensers
 - iii. Air freshener; and,
 - iv. Dish soap; and,
 - v. Paper products, including paper towels, toilet paper, and toilet seat covers; and,
 - vi. Trash can liners and trash bags; and,
 - vii. Recycle bin liners.It is the responsibility of the Vendor to notify SCCS when any of the foregoing supplies are low.
 2. Supplies provided by Vendor:
 - i. Except for those materials enumerated above, Vendor shall be

responsible for providing all supplies and materials necessary for the satisfactory performance of services/duties contemplated in this Agreement.

- ii. Vendor shall provide a list of all supplies and materials used to clean and maintain the SCCS premises to the Manager, Facilities & Office Service or designee. Vendor shall provide the Material Safety Data Sheets (MSDS) for all chemicals used or stored at SCCS to the Manager, Facilities & Office Services or designee upon request.
- iii. In the event that SCCS determines, in its sole discretion, that any cleaning supplies or products utilized by Vendor are not satisfactory or fail to perform as expected, Vendor shall immediately replace said products or equipment with products or equipment acceptable to SCCS.
- iv. All cleaning products utilized on the SCCS campus must be environmentally certified green products. Furthermore, all cleaning products used by Vendor to perform the duties contemplated in this Agreement must comply with the "Health and Safety Product Specifications" provided in this Agreement.

3. Cleaning Equipment:

- i. Vendor shall provide and maintain all cleaning equipment needed for the satisfactory performance of the services/duties contemplated in this Agreement. Any equipment determined by SCCS, in its sole discretion, to be defective or inadequate will be removed from the premises by Vendor in a timely manner and replaced as necessary.
- ii. Vendor shall be responsible for keeping all equipment and tools in good repair. At a minimum, Vendor shall change mop heads weekly.
- iii. SCCS will supply Vendor with on-site storage space for equipment and supplies provided by Vendor.
- iv. Vendor shall maintain all custodial closets used on SCCS premises in a clean, orderly condition; this would include cleaning of slop sinks after each use and mopping and scrubbing closet flooring weekly.

F. Best Practices and Industry Standards: Vendor agrees that the services provided in this Agreement will be performed in strict conformity with best practices and industry standards, subject to the direction of SCCS.

G. Exclusions: The following duties are excluded from the scope of services:

- 1. Wash dishes, pots, pans, or kitchen utensils **except** for those in the Executive kitchenette;
- 2. Launder clothing, bedding, etc.;
- 3. Clean car seats;
- 4. Clean vehicles.

H. Supervision of Contract: Relative to supervision of personnel assigned to SCCS under any contract resulting from this RFP, Vendor shall do all of the following:

- 1. Provide a Site Supervisor to SCCS to ensure that all required tasks are completed on a day-to-day basis. Said Site Supervisor shall be regularly assigned to the SCCS campus and shall be responsible for cleaning more high profile areas such as the Executive Director's suite, HR director's suite, Legal suite, and main bathrooms between section A & D, and work alongside Vendor's custodial staff

in order to actively monitor the quality of work performed and timely completion of assigned duties. At the conclusion of each work day, the Site Supervisor shall inspect the buildings which have been cleaned that day for satisfactory completion and performance quality. The individual assigned to SCCS as the Site Supervisor shall be experienced in managing teams of employees and in cleaning buildings comparable to SCCS in size and number of visitors. The Site Supervisor or Area Manager must provide contact information to SCCS, including contact availability twenty-four (24) hours per day, seven (7) days per week, in case of an emergency.

2. Assign an Area Manager to visit and inspect work performed by Vendor's employees in order to ensure that all work is completed properly. The Area Manager must be available to meet at least monthly with the SCCS Manager, Facilities & Office Services, or as otherwise requested by SCCS, to address concerns and issues which cannot be resolved with the Site Supervisor. The Site Supervisor or Area Manager must provide contact information to SCCS, including contact availability twenty-four (24) hours per day, seven (7) days per week, in case of an emergency.
 3. Provide a "task schedule" to each Vendor employee. Task schedules are subject to approval by the SCCS Manager, Facilities & Office Services or designee.
 4. Facilitate all aspects of personnel management, including hiring of employees, employee discipline, employee retention, coverage, wages, promotions, demotions, benefits, and other human resources matters. Vendor is responsible for all day-to-day operations of its employees, including all work duties, staffing levels, and coverage in the event of employee absences. Vendor is responsible for all administrative functions, documentations, and resources related to its personnel.
- I. Employee Training: Vendor shall provide its employees with all training necessary for the successful performance of the services contemplated in this Agreement. Pre-service training shall include safety procedures and the proper use of all equipment and materials. Ongoing training shall also be available to Vendor's employees as necessary.
- J. Addition or Removal of Employees: Vendor shall notify SCCS of new employees assigned to SCCS at least one (1) week before the employee is assigned to work on the SCCS campus. Vendor shall immediately notify SCCS if an employee assigned to SCCS is terminated. Notification shall be made via email or telephone to the SCCS Manager, Facilities & Office Services. SCCS reserves the right to approve or reject the assignment of any Vendor employee to its campus. SCCS further reserves the right to require removal of any Vendor employee from SCCS, at any time and for any reason, with or without cause.
- K. Criminal Background Checks: Vendor employees must undergo an Ohio Bureau of Criminal Investigation (BCI) and Federal Bureau of Investigation (FBI) criminal history background check, as well as a review of sex offender registries. Vendor shall be responsible for paying for such, including criminal history background checks for all employees. Full, unredacted copies of background checks on all Vendor employees that are assigned to SCCS shall be provided to SCCS prior to the date of contract commencement. In the event that a new employee is assigned to SCCS during the contract term, a copy of that individual's full, unredacted background check shall be provided to SCCS before that individual begins work on the SCCS campus. Any employee who has been convicted of or pleaded guilty to any offense listed in Ohio Revised Code § 5153.111

or Ohio Administrative Code Chapter 5180:2-5-09 shall be disqualified from assignment to SCCS. Further, if an employee has ever been a client of SCCS, such employee is disqualified from working on the SCCS campus, subject to the discretion of SCCS. Vendor will notify SCCS if a prospective employee for the SCCS campus has been a client of SCCS.

- L. Employee Conduct: Vendor employees shall not fraternize with agency staff, clients, or visitors nor unnecessarily disrupt them from their work while performing duties. Vendor will perform its services in such a manner as to avoid inconveniences to the users of the premises and interference with SCCS' operations.
- M. Eligibility to Work: Vendor employees assigned to work at SCCS must meet all legal requirements to work in the United States. Assignment of an undocumented immigrant or other individual who is not eligible to work in the United States to the SCCS campus is grounds for immediate termination of this Agreement.
- N. Uniforms: Vendor employees must wear uniforms identifying Vendor as their employer while on the SCCS campus; such uniforms shall be supplied at Vendor's cost.
- O. Security Considerations & Procedures: SCCS maintains a secure campus through the use of gates, metal detectors, security cameras, and access badges. Vendor's employees shall adhere to all of the following security considerations and procedures:
 - 1. Vendor's employees shall ensure that exterior building doors are properly closed and secured upon leaving the premises at the end of their shift.
 - 2. Vendor's employees shall not "prop" open any doors nor admit anyone into any building on the SCCS campus.
 - 3. All Vendor employees shall wear a SCCS access card visible at all times while on the SCCS campus. Access cards may not be shared. If a SCCS access card is lost or stolen, Vendor or Vendor's employee shall notify SCCS security personnel immediately.
 - 4. Vendor's employees shall comply with sign-in/sign-out procedures as directed by SCCS.
 - 5. Any concerns related to campus security shall be directed to SCCS security personnel.
- P. Other Considerations & Procedures:
 - 1. Vendor shall inform its employees that the use of office equipment (kitchen appliances, office copiers, computers, phones, etc.) is prohibited, except for emergency phone calls.
 - 2. Vendor's Site Supervisor shall be responsible for reporting any necessary janitorial repairs discovered while cleaning the facilities (e.g., broken paper towel dispensers, broken soap dispensers, etc.). Such concerns shall be reported to the SCCS Manager, Facilities & Office Services or designee.
 - 3. Vendor's employees shall break down any cardboard boxes collected throughout each building and other refuse generated by supplies, materials, or equipment used by Vendor's employees. Vendor's employees shall place these cardboard boxes and other recyclables in the dumpster designated for recycling.
 - 4. Desks, tables, and countertops will be cleaned to the extent available without displacing any paperwork or personal items occupying the surface. Computers, printers, and other office equipment will not be moved, dusted, cleaned, or shut off.
- Q. Product Health and Safety Specifications
 - 1. The following requirements apply to ALL cleaning products used by Vendor

and its employees to perform the duties specified in this Agreement:

- i. All cleaning products must be certified "Green" products. Each of the organic ingredients in the product must be readily biodegradable.
 - a. Exception: Restroom disinfectant, which cannot be a certified "Green" product.
 - ii. The undiluted product:
 - a. must be non-toxic to humans; and,
 - b. must not contain any ingredients that are carcinogens or that are known to cause reproductive toxicity, unless present in concentrations below the applicable maximum contaminant levels in drinking water; and,
 - c. must not be corrosive to the skin or eyes, nor be a skin sensitizer; and,
 - d. must not be combustible.
 - iii. The product as used must not contain substances that contribute significantly to poor indoor air quality. The Volatile Organic Compound (VOC) of the product used must be less than 0.1% by weight.
 - iv. Manufacturers must identify any fragrances on their MSDS, and they should follow the Code of Practice of the International Fragrance Association.
 - v. The product must not contain Alkylphenol ethoxylates, Dibutyl phthalate, or heavy metals including arsenic, cadmium, cobalt, chromium, mercury, nickel, or selenium.
2. Any product which does not comply with the above requirements shall not be used on the SCCS campus.
 3. Vendor shall use all products and cleaning agents in a manner that complies with manufacturer specifications.

R. Safety Requirements

1. Vendor agrees to comply with Ohio Revised Code Chapter 4167, the Public Employment Risk Reduction Program, which incorporated by reference all Federal Occupational Safety and Health Administration (OSHA) standards found in the Code of Federal Regulations (CFR) including Title 29 Parts 1910, 1926 and 1928, as applicable. This compliance shall include, at a minimum, providing all employees with the necessary training before work is performed on the SCCS campus and providing any necessary safeguards, safety devices, and/or protective equipment.

VI. COMPENSATION

Compensation relative to the Agreement that results from this RFP will be as follows:

- A. Compensation: For the satisfactory performance of the services/obligations contemplated herein, SCCS shall pay to Vendor **an amount that may be less than, but shall not exceed, To be Determined (\$ TBD) annually**. Processing of payment may take up to thirty (30) days. SCCS is not responsible for late payment due to unforeseen circumstances, such as computer problems, mail delivery delays, Summit County payment processing or work stoppages. Selection of a vendor and execution of a contract is fully contingent on the ability of SCCS to lawfully appropriate said funding. SCCS reserves the right to reject all

proposals in the event of loss of funding.

- B. Invoices: Vendor will invoice SCCS as follows: Vendor shall invoice SCCS in the amount of **To be determined (\$ TBD)** per month. Invoices shall be provided to SCCS by the fifth (5th) day of the month for that month; for example, an invoice for January services shall be provided to SCCS by January 5. Such invoices shall be mailed to the attention of the SCCS Manager, Facilities & Office Services or designee at the address appearing in the introductory paragraph herein. Payment will be made by a check issued from the County of Summit Fiscal office. SCCS shall not be responsible for delays caused by the County of Summit fiscal processing system.
- C. Performance Evaluation: SCCS will advise the Vendor's Site Supervisor of complaints regarding the quality of work performed. When deemed necessary by SCCS, SCCS will contact Vendor's Area Manager to discuss concerns. The SCCS Manager, Facilities & Office Services or designee will review the complaint information with Vendor. For problems of significant or continual nature, SCCS will contact Vendor and provide a ten (10) calendar day compliance deadline. If Vendor fails to correct the problem within the ten (10) day compliance period, SCCS will deduct five hundred dollars (\$500) from the payment made to Vendor each month until the problem is corrected. SCCS reserves the right to terminate this Agreement in the event that Vendor fails to correct problems of a significant or continual nature after a ten (10) day compliance period.

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VII. GENERAL INFORMATION

- A. **Communication Prohibitions** - From the initial development phase of this RFP until an actual contract(s) is awarded, there may be no communications concerning the RFP between any person, organization, or other business entity submitting a Proposal and members of the SCCS Board of Trustees, the Review Committee, or any staff member of SCCS other than as detailed herein. Vendors who fail to comply with this prohibition risk elimination of their Proposal from further consideration.
1. **Exceptions** – The only exceptions to this prohibition on communication are as follows:
 - i. Communications with the identified contact herein during the RFP Question and Answer period;
 - ii. As necessary in any on-going business relationship separate from the RFP;
 - iii. As part of any interview, proposal clarification process, or negotiations initiated by SCCS, which is determined by SCCS to be necessary to make a final selection.
- B. **Subcontractors** - SCCS does not desire to have the Vendor rely on subcontractors as their primary source of staffing to meet the service needs of this RFP and resulting contract. If Vendor is considering the use of a subcontractor(s) for any part of the work described in this RFP, Vendor shall clearly identify the proposed subcontractor(s) and their role in providing services. The Proposal must include a letter of support from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:
1. Subcontractor's legal status, federal tax ID number and principal place of business address;
 2. Name and phone number of a person authorized to legally bind the subcontractor to contractual obligations;
 3. A complete description of the work the subcontractor will do;
 4. A commitment to do the work, if the prospective Vendor is selected for the contract; and
 5. Willingness to execute a Release which would hold SCCS harmless from any liability related to the agreement with Vendor, including specifically releasing SCCS from any responsibility for payment in the event the Vendor fails to pay subcontractor(s). This release must be executed prior to any resulting contract, if the prospective Vendor is selected for the contract.
- C. **Unresolved Findings for Recovery** - ORC Section 9.24 prohibits SCCS from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is “unresolved” at the time of award. SCCS will review the Auditor of State’s website prior to evaluating proposals. SCCS will not evaluate a proposal from any Vendor whose name, or the name of any of the subcontractors, appears on the website of the Auditor of the State of Ohio as having an “unresolved” finding for recovery.
- D. **Federal Debarment** - SCCS will review the federal Excluded Parties Listings Website prior to evaluating proposals. SCCS will not evaluate a proposal from any Vendor whose name, or the name of any of the subcontractors, appears on the federal Excluded Parties List.
- E. **Public Information** - All Proposals and materials submitted will become the property of SCCS. SCCS is a public agency, and the process to procure goods and services is open to inspection by the public, including pricing, terms of payments, proposal materials, and evaluation scores. Vendor should not provide any materials or information Vendor deems proprietary or trade secret information unless Vendor designates such information as confidential and expressly requests such information not be considered public record. SCCS will review such confidentiality requests and advise Vendor as to its determination as to whether the information

is of such nature that confidentiality is warranted. If materials/information are not marked "confidential," Vendor waives any right to assert such confidentiality.

Exception: In order to ensure fair and impartial evaluation, Proposals and any documents or other records related to a subsequent negotiation for a final contract that would otherwise be available for public inspection and copying under 149.43 of the Revised Code shall not be available until after the award of the contract.

- F. **Conflict of Interest** - Vendors shall not promise or give to any SCCS employee, agent, or any member of its Board of Trustees anything of value that could influence that person's decision on awarding a contract. Any Vendor who violates the requirements and prohibitions set forth in the ORC, OAC, Federal Procurement Regulations, or SCCS policies and procedures will be subject to termination of their contract, if a current contract exists, or refusal by SCCS to enter into an Agreement with the violator.
- G. **Examination and Responsiveness to the RFP** - Vendors are expected to read and be familiar with the entire RFP. Vendors' Proposal should be responsive to the RFP and comply with the proposal in a manner that makes it clear that they understand and responded to all sections of the RFP.
- H. **No Payment for Proposal Preparation** - SCCS is not liable for any Proposal preparation expenses Vendor incurs.
- I. **Withdrawing Proposals** – A submitted Proposal may be withdrawn by written request prior to award or denial of a contract.
- J. **SCCS Rights and Conditions**
 - 1. Ohio Revised Code Section 307.90 and 307.91 permits SCCS to reject all bids, waive technicalities, amend the original estimate, and to advertise for new proposals or bids on the required services if SCCS determines that award of a contract is not in the best interest of SCCS, prices submitted are excessive compared to the market, or the proposals are non-responsive.
 - 2. This RFP does not constitute an offer. Acceptance of proposals for review does not commit SCCS to award a contract. SCCS reserves the right to cancel, withdraw, or reissue this RFP in part or in its entirety up until the time a contract is signed by the SCCS Executive Director.
 - 3. SCCS is the final authority in determining if a proposal is responsive or non-responsive to the terms and conditions of the RFP.
 - 4. SCCS reserves the right to award a single contract, multiple contracts, or to reject any or all proposals or parts of proposals received.
 - 5. SCCS reserves the right to negotiate the scope of work and costs on proposals and to request Vendors to submit a best and final offer.
 - 6. SCCS reserves the right to modify the scope of the RFP to incorporate emerging best practices or services, operational, programmatic or policy changes, changes to law or rules and regulations, changes in technology, product substitutions due to unavailability of product specified, price changes, decreases or increases in funding, or decreases or increases in demand for services, if the foregoing were unforeseen at the time of the RFP and the modifications are related to the original purpose of the RFP.
 - 7. SCCS may, at its sole discretion, waive minor errors or omissions in any Proposal.
 - 8. SCCS reserves the right to request Vendors to provide clarifications, make oral presentations, or submit additional information pertaining to their Proposals.
 - 9. SCCS reserves the right to utilize any ideas submitted in proposals unless those ideas are covered by legal patent or copyright and are identified as such in the proposal.

10. SCCS reserves the right, if additional funds become available, to make additional awards based on the remaining proposals submitted in response to this RFP and/or to provide additional funds to successful Vendors in lieu of releasing a new RFP.

K. Contractual Obligations

1. A written contract drafted by SCCS and executed by and between SCCS and the selected Vendor will be executed following the award of the contract by the SCCS Board of Trustees. The contents of the RFP and commitments in the Proposal shall be considered contractual obligations if a contract results. The contract will bind the Vendor to provide services in accordance with the conditions of the RFP and accepted Proposal.
2. Vendor's Proposal becomes binding on Vendor upon submission of the Proposal, subject to SCCS acceptance of the Proposal.
3. SCCS will not be contractually bound until and unless a written agreement has been fully executed.
4. If the Vendor refuses or fails to accept the terms and conditions set forth herein, it may result in rejection of the Proposal or cancellation of the award.
5. If a successful Vendor refuses or fails to execute a contract with SCCS, it may result in cancellation of the award.

L. Acceptance of Terms – All of the Terms and Conditions of this RFP are deemed accepted by the Vendor and incorporated in its Proposal.

M. The successful Vendor must furnish SCCS with a taxpayer identification number. The Internal Revenue Code requires the County of Summit to file an information return by January 31st of the following year on all payments made to another person of \$600.00 or more. Section 3406 of the Internal Revenue Code (26 U.S.C. 340(6)) requires the County of Summit to withhold at the legally set rate if a payee fails to furnish a correct taxpayer identification number, and the back-up withholding requirements continues until the requested information is received.

N. SCCS reserves the right to issue amendments or addenda to this RFP at any time. SCCS reserves the right to cancel or reissue this RFP.

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VIII. DISADVANTAGED BUSINESS PREFERENCE

Disadvantaged Business Preference. In determining the low bid for supplies, commodities, materials, equipment, furnishings or general services, and the construction, repair or renovation of public buildings or improvements, the Board of Control shall exercise a preference for bids from disadvantaged businesses as provided herein.

1. Bids from disadvantaged businesses may be preferred as lowest if their bid does not exceed by more than three percent (3%) the apparent lowest bid, or thirty thousand dollars (\$30,000.00), whichever is less.
2. Preference shall not apply as provided in this section where prohibited by State or Federal law or regulation.
3. Definitions. For the purposes of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

A. "Disadvantaged business" means either a small business (including a sole proprietorship, partnership, corporation or joint venture of any kind) that is owned and controlled by the United States citizens and residents of Ohio who are members of an economically disadvantaged group (which includes minorities, females and persons with disabilities) or any governmentally owned and operated sheltered workshop for the intellectually disabled and developmentally disabled located within the State of Ohio.

B. "Owned and controlled" means that at least fifty-one percent (51%) of the business is owned by persons who belong to an economically disadvantaged group as provided in subsection (b)(3)A. hereof, and that such owners have control over the management and day-to-day operations of the business and an interest in the capital, assets, and profits and losses of the business proportionate to their percentage of ownership. If the business is a corporation, at least fifty-one percent (51%) of each of the following must be members of an economically disadvantaged group: the board of directors; the principal executive officers; and ownership in shares of every class of stock. If the business is a limited liability company, at least fifty-one percent (51%) of each of the following must be members of an economically disadvantaged group: the members and the principal executive officers. If the business is a partnership, at least fifty-one percent (51%) of each class of partnership interest must be owned by partners belonging to an economically disadvantaged group. If the business is a sole proprietorship, the proprietor must be a member of an economically disadvantaged group and own the entire interest in the capital, assets, profits and losses of the business, not including mortgages and other types of financial arrangements secured by assets or bonds secured by revenues. If the business is a joint venture, at least fifty-one percent (51%) of the joint venture must be controlled by economically disadvantaged persons, one (1) or more of such persons being designated as the joint venture manager, and such persons have an interest in the capital, assets, profits and losses of the joint venture proportionate to their percentage of ownership.

C. "Minority" means an individual who is a member of one of the economically disadvantaged groups identified in Section 122.71 of the Ohio Revised Code.

D. "Persons with disabilities" means individuals with a physical or mental impairment that substantially limits one or more of the major life activities of such individuals, individuals with a record of such an impairment, or individuals regarded as having such an impairment.

E. "Small business" means any business having twenty-five (25) or fewer employees

or less than one million dollars (\$1,000,000) in annual gross sales.

4. Procedure. In order to qualify for preference, bidders must be certified as a disadvantaged business prior to the advertisement for bids or other announcement for quotes by the County, and must actually perform the work or supply the goods or services themselves without the use of subcontractors other than certified disadvantaged businesses. Bidders shall provide in their response to any bid or quote written evidence of their certification by the State of Ohio or appropriate agency of the Federal government that the bidder is currently recognized as a business owned and operated by a minority, female or person with a disability. If no State or Federal agency exists for such certification, then the bidder shall submit, prior to bidding, an affidavit containing such information as the Executive deems necessary to determine if the business is owned and operated by a minority, female or person with a disability, and such affidavit shall be certification thereof.
5. Prohibition; Deceptive Bidding. No person, with purpose to obtain a bid preference as a disadvantaged business, shall knowingly misrepresent that he owns, controls, operates or participates in the operation of a disadvantaged business.
6. Penalty. Whoever violates subsection (b)(5) hereof, is guilty of deceptive bidding, a misdemeanor of the first degree. In addition to the penalty provided by this section or any other penalty provided by law, any person convicted of a violation of subsection (b)(5) hereof, shall forfeit to the County a sum not less than the amount of their bid and shall be debarred from contracting with the County for eight (8) years.

All preferences applied under this Section shall only be applied in considering the lowest bid and shall not waive or nullify evaluation of which bidders are responsive and responsible. In no event shall all preference granted under this Section cumulatively exceed a maximum of thirty thousand dollars (\$30,000.00).

(Ord. 2000-202. Adopted 5-22-00; Ord. 2015-436. Adopted 10-26-15; Ord. 2017-448. Adopted 10-30-17. Ord. 2023-350. Adopted 11-27-23.)

IX. VENDOR/PROVIDER REQUIREMENTS AND QUALIFICATIONS

Vendor/Provider must meet the following qualifications and duties:

- A. **Background Checks:** Provider shall conduct background checks on all its employees, in the same fashion as required by Ohio Revised Code § 2151.86. If any employee of Provider has been convicted of or pleaded guilty to any offense listed in Ohio Revised Code § 2151.86, that employee shall not be permitted to provide services under this Agreement. In the event that this Agreement is extended beyond the initial one (1) year term, Provider shall conduct updated background checks on its employees. As requested by SCCS, Provider will provide copies of such background checks to SCCS.
- B. **Child Welfare History:** Provider employees providing services under this Agreement shall not have history as a client of SCCS or any substantiated or indicated history as the perpetrator of child abuse or neglect in any county.
- C. **Certifications and Licensures:** If Provider holds a certification or accreditation from the Ohio Department of Job and Family Services (ODJFS), the Ohio Department of Mental Health and Addiction Services (ODMHAS), the Ohio Department of Medicaid (ODM), or any other licensing authority, Provider shall maintain that licensure throughout the duration of this Agreement. In the event that Provider's license is suspended or revoked for any reason, Provider shall immediately notify SCCS. If Provider employees providing services under this Agreement are licensed social workers (LSWs), licensed independent social workers (LISWs), licensed professional counselors (LPCs), licensed professional clinical counselors (LPCCs), licensed marriage and family therapists, or other licensed professionals, Provider shall require that its employees maintain their licensure in good standing at all times while providing services to SCCS clients. Services provided to SCCS clients under this Agreement shall NOT be provided by student interns.

X. CONTRACT TERMS AND CONDITIONS – The following terms and conditions will become part of the Agreement resulting from this RFP. SCCS reserves the right to amend or change these terms and conditions or use different terms and conditions in the Agreement resulting from this RFP, in its sole discretion.

- A. **Implied Requirements** - All services/products/materials/equipment which are not specifically mentioned in this Agreement, but which are necessary to provide the functional capabilities/services/products/repairs/replacements to be provided herein, will be included in this Agreement.
- B. **Licenses** - All licenses required by the State of Ohio and/or local community, if any, which are necessary to perform the contract must be held by Vendor prior to executing this Agreement and for the duration of this Agreement.
- C. **Warranties** - In the event that product(s) purchased from Vendor malfunction, break, or are otherwise defective, Vendor shall assist SCCS in determining whether such product(s) are covered by a warranty and shall assist SCCS in pursuing a warranty claim or return of such product(s). Vendor's performance under this Agreement will be in accordance with the industry's professional standards, the requirements of this Agreement, and without any material defect. All warranties are in accordance with Vendor's standard business practices. Products purchased from Vendor are merchantable and fit for the particular purpose described in this Agreement and will perform substantially in accordance with its user manuals, technical materials, and related writings. Products purchased from Vendor comply with all governmental, environmental, and safety standards. Vendor has good and marketable title to

any product delivered under this Agreement for which title passes to SCCS. If any work of Vendor or any product herein fails to comply with these warranties, and Vendor is so notified, Vendor will correct such failure in a commercially reasonable time. If Vendor fails to comply, Vendor will refund the amount paid for such product/service. Vendor will also indemnify SCCS for any direct damages and claims by third parties based on breach of these warranties. Any other express warranties offered by Vendor shall be a minimum of one year or Vendor's standard warranty, whichever is longer.

- D. **Criminal Background Checks** - Vendor's employees must obtain security clearance before being assigned to the SCCS campus or to work directly with SCCS clients. Security clearance must be obtained via Ohio Bureau of Criminal Investigation (BCI) and Federal Bureau of Investigation (FBI) criminal history background check, as well as a review of sex offender registries. Vendor will be responsible for paying for criminal history background checks for all employees. Full, unredacted copies of background checks on all Vendor employees that are assigned to SCCS will be provided to SCCS prior to the date of contract commencement. In the event that a new employee is assigned to SCCS during the contract term, a copy of that individual's full, unredacted background check will be provided to SCCS before that individual begins work on the SCCS campus. Any employee who has been convicted of or pled guilty to any offense listed in Ohio Revised Code § 5153.111 or Ohio Administrative Code § 5180:2-5-09 will be disqualified from assignment to SCCS. Additionally, Vendor will not assign employees to work on this contract if that employee has ever been a client of SCCS. Vendor will comply with all laws and regulations relative to background and criminal record checks, and Vendor will specifically comply with Ohio Revised Code § 2151.86 and Ohio Administrative Code regulations 5180:2-5-09 and 5180:2-5-15 as applicable. SCCS reserves the right to refuse assignment of any Vendor employee to SCCS or to provide services to clients of SCCS. Appendix A to Ohio Administrative Code § 5180:2-5-09 can be found at: <https://codes.ohio.gov>
- E. **Indemnification** - Vendor will indemnify and hold harmless SCCS and Summit County and their respective officers, agents, employees, and Board of Trustees from and against all suits or claims, whether or not foreseeable, that may be based upon any injury to persons or property arising out of any error, omission, willful misconduct, or negligent act of Vendor or its employees, agents, or subcontractors; and Vendor will, at its own expense, defend SCCS and Summit County and their respective officers, agents, employees, and Board of Trustees in all litigation and pay all attorney fees, damages, court costs, and other expenses arising out of such litigation or claims incurred in connection therewith; and Vendor will, at its own expense, satisfy and cause to be discharged such judgments as may be obtained against SCCS and/or Summit County, and/or their respective officers, agents, employees, or Board of Trustees pursuant to such litigation.
- F. **Liability** - Vendor agrees it is liable for any loss or damage to SCCS or injury to any child under the care of SCCS that results solely from the negligence, recklessness, or willful misconduct of Vendor or its officers, employees, agents, and/or any Vendor designated staff member providing services hereunder. In the event Vendor and/or any Vendor designated staff member providing services hereunder negligently, recklessly, or willfully causes SCCS, a client of SCCS, a child under the care of SCCS, or their foster parent damage, injury, or death, this Agreement will terminate immediately. SCCS may pursue appropriate legal action to protect their rights in law or in equity relative to the negligence or willful misconduct of Vendor and/or any Vendor designated staff member providing services hereunder.
- G. **Compliance** - This Agreement is subject to all applicable provisions of local, state, and federal

law, and Vendor is expected to be in compliance with same.

- H. **Claims for Breach of Contract** - Vendor agrees that any claim or lawsuit against SCCS relating in any way to services/products/materials/construction provided hereunder must be filed no more than six (6) months after the date of the action that is the subject of the claim or lawsuit. Vendor waives any statute of limitations to the contrary.
- I. **Nondiscrimination** - Vendor and all Vendor's employees, agents, and/or subcontractors must not discriminate in any manner in the performance of this Agreement by reason of race, handicap, color, religion, sex, age, national origin, or disability and will comply with all federal, State of Ohio, County of Summit, and local anti-discrimination laws, including the Civil Rights of 1964 Act, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and in any subsequent legislation pertaining to civil rights, as amended, and any related applicable rules, regulations, and executive orders, as amended. Vendor must comply with all policies and procedures of SCCS and the County of Summit relating to discrimination and intimidation. All solicitations or advertisements for employees placed by or on behalf of Vendor and all employees, agents, and/or subcontractor(s) must state that Vendor or subcontractor is an equal opportunity employer. Vendor must cause this nondiscrimination provision to be included in every subcontract entered into with regard to the services provided.
- J. **News Media** - Vendors are prohibited from speaking to representatives of the news media about any aspect of the operations of SCCS, including, but not limited to, programs, personnel, and/or clients. The SCCS Executive Director and/or his/her authorized representative is/are the only spokesperson(s) for SCCS.
- K. **Successors and Assigns** - SCCS and the County and Vendor each bind themselves, their successors, assigns, and legal representatives to the other party hereto with respect to all covenants, agreements, and obligations contained in this Agreement and the attachments hereto.
- L. **Severability** - This Agreement is severable. If any provision of this Agreement is declared void, invalid, or legally ineffective by any court, all other provisions of this Agreement remain binding and fully enforceable.
- M. **Governing Law** - This Agreement will be governed by and construed in accordance with the laws of the State of Ohio. Any legal proceedings arising under this Agreement will be instituted exclusively in the courts of the State of Ohio, in the County of Summit, and the parties expressly waive any right to federal diversity jurisdiction.
- N. **Notice** - Any notices to be given under this Agreement by either party to the other may be effected in writing either by personal delivery or by registered or certified mail, with postage prepaid and return receipt requested. Mailed notices will be sent to the addresses appearing in the introductory paragraph of this Agreement. Notices to SCCS should be specifically addressed to the attention of the **Julie Lackney, Manager, Facilities & Office Services**. Each party may change the address or name of designated staff person to be notified by giving written notice of such change in accordance with the provisions of this paragraph. Notices will be deemed communicated when delivered personally to the appropriate address whether received or rejected by the addressee, if sent by certified mail, return receipt requested. Mailed notices will be deemed communicated two (2) days after the mailing.
- O. **Independent Contractor** - It is mutually understood and agreed that it is the intent of the parties that Vendor, Vendor's employees, independent agents, and contractors are independent contractors and are under the sole direction and control of Vendor, and SCCS will make no contributions to the public employees retirement system for the services provided herein. Vendor will perform duties under this Agreement as an Independent Contractor, **not** a public employee or agent of SCCS and shall make no representations to the contrary. Vendor also

agrees that, as an independent contractor, Vendor assumes all responsibilities for any federal, state, municipal, or other tax liabilities along with workers compensation, unemployment compensation, and insurance premiums which may accrue as a result of compensation received for services or deliverables rendered hereunder. Vendor agrees that it is an independent contractor for all purposes including, but not limited to, the application of the Fair Labor Standards Act, the Social Security Act, the Federal Unemployment Tax Act, the Federal Insurance Contribution Act, provisions of the Internal Revenue Code, Ohio Tax Law, Workers Compensation Law, and Unemployment Insurance Law. Vendor certifies that all approvals, licenses, or other qualifications necessary to conduct business in Ohio have been obtained and are operative. If at any time during the contractual period Vendor becomes disqualified from conducting business in Ohio, for whatever reason, Vendor must immediately notify SCCS of the disqualification and Vendor will immediately cease performance of its obligation hereunder. Vendor agrees it is a "business entity" as defined by the Ohio Revised Code and Ohio Administrative Code and has five or more employees.

- P. **No Joint Venture or Partnership** - Nothing contained in this Agreement shall be construed to be or to create a joint venture or partnership between SCCS and Vendor. The relationship of Vendor to SCCS under this Agreement is that of an independent contractor.
- Q. **Insurance** - In order to protect SCCS from liability, relative to any service provided pursuant to this Agreement, Vendor will purchase and keep in full force and effect the following:
1. Commercial General Liability insurance with limits of liability not less than One Million Dollars (\$1,000,000) each occurrence, Three Million Dollar (\$3,000,000) aggregate, on account of bodily injury, including death, or property damage, including products and completed operations, personal and advertising injury, and liability assumed under contract. Vendor's General Liability insurance requirements may be satisfied by the purchase of a combination of primary, excess, and/or umbrella insurance.
 2. Worker's Compensation insurance as statutorily required, and Employer's Liability insurance, Ohio Stop Gap, with limits of not less than One Million Dollars (\$1,000,000) each accident, each employee.
 3. Commercial Auto Liability insurance with limits of liability of not less than Two Million Dollars (\$2,000,000), combined single limit bodily injury and property damage, including hired and non-owned, and uninsured and underinsured motorists coverage at full policy limits, and the fellow-employee exclusion deleted. All drivers for Vendor will be properly licensed.
 4. All insurance hereby required of Vendor will respond to liability asserted against Vendor, its employees, volunteers, and board members, and any subcontractor, board member, volunteer, agent, or employee of Vendor that performs services for SCCS under this Agreement.
 5. Except for Workers' Compensation insurance, all insurance required of Vendor will be endorsed to provide, and all insurance certificates will include the statement that the insurance covered by the certificate will not be cancelled, materially altered, or non-renewed with no fewer than thirty (30) days prior written notice to SCCS.
 6. SCCS and the County, and their employees, elected and appointed officials, agents and representatives will be included as additional insureds under Vendor's Commercial General Liability insurance policy, using ISO additional insured endorsement CG 20 11 or a substitute form providing equivalent coverage, and under Vendor's Commercial Umbrella policy, if any; their Commercial General Liability, Commercial Auto Liability, Commercial Umbrella insurance will apply as primary insurance with respect to any other insurance or

self-insurance programs afforded to SCCS. There will be no endorsement or modification of the Commercial General Liability or Commercial Umbrella to make either of these policies excess over other available insurance, it being understood that any liability insurance of SCCS, if any, will be non-contributing.

7. If Vendor's liability insurance policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they will be endorsed to provide cross-liability coverage.
8. All insurance purchased by Vendor as required by this agreement, will be purchased from insurers whose AM Best rating will be "A-, VII" or higher.
9. Vendor will be responsible for any deductibles or retentions existing within the insurance purchased by it.
10. If Vendor fails to maintain the insurance as required herein, SCCS will have the right but not the obligation to purchase said insurance at Vendor's expense.
11. Vendor's failure to maintain the required insurance may result in the termination of this agreement, at SCCS' option, notwithstanding any contradictory provisions therein.
12. Vendor will require all subcontractors, persons, agents, or independent contractors engaged by Vendor to provide services hereunder (hereinafter referred to as "Subcontractors"), to purchase and maintain insurance coverages, including terms, conditions and limits of liability, substantially similar (as determined in SCCS' sole discretion) to those set forth in this Section as respects Vendor. Upon request from SCCS, Vendor will deliver to SCCS written proof of all such insurance purchased and maintained by all Subcontractors.
13. Vendor will report to SCCS any claim, suit, or other proceeding asserted against or otherwise implicating Vendor or any Subcontractor that, in the reasonable commercial opinion of Vendor, may result in a liability of Vendor or Subcontractor exceeding Five Hundred Thousand Dollars (\$500,000), which notice by Vendor to SCCS will be in writing and sent to SCCS within thirty (30) days of Vendor's receipt of such claim, suit, or other proceeding, whether or not such claim, suit or proceeding is or may be covered by insurance.
14. To the extent any insurance purchased by Vendor or a Subcontractor is issued on a claims-made basis, such policy will include an Extended Reporting Period endorsement option providing continuing coverage under such policy for not fewer than (3) three years after the date of termination of the policy period.
15. By requiring insurance herein, SCCS does not represent that coverage and limits will necessarily be adequate to protect Vendor or any Subcontractor, and such coverage and limits will not be deemed as a limitation on Vendor's liability under the indemnities granted to SCCS and others in the agreement.
16. SCCS reserves the right to amend, revise, or otherwise supplement the insurance requirements imposed upon Vendor, and may do so by communicating in writing such amendment or revision to Vendor.

Prior to execution of this Agreement, Vendor will furnish SCCS with copies of the aforementioned proof of insurance coverages as required herein, including monetary coverage values, effective dates, and including SCCS, the County, its agents, employees and Board of Trustees named as an additional insureds under the Commercial General Liability policy and Umbrella policy (if applicable).

- R. **Termination** - SCCS reserves the right to terminate this Agreement for cause or convenience. This Agreement may be terminated as follows:

1. By SCCS upon thirty (30) days written notice for any reason. Notice of such termination will be by a written document, which will be sent by registered mail or personal delivery to

the address specified in the introductory paragraph to this Agreement. Notice by personal delivery will be deemed delivered at the time of the personal delivery while notice by certified mail will be deemed delivered within forty-eight (48) hours from the postmarked date;

2. Immediately by SCCS in the event of breach of any provision of this Agreement by Vendor;
3. Immediately by SCCS if Vendor violates any law or regulation in performing services/construction/providing products herein, or if Vendor engages in any form of illegal human trafficking or commercial sex acts;
4. Immediately by SCCS if Vendor files for or is adjudicated bankrupt;
5. Immediately by SCCS if a receiver is appointed over substantially all of Vendor's assets;
6. After fourteen (14) days if Vendor defaults in meeting its obligations and fails to cure the default.

In the event of termination under this paragraph, Vendor will immediately stop all work and will immediately cause any of its vendors or subcontractors to cease all work related to this Agreement. SCCS will pay Vendor for all services satisfactorily performed prior to notice of termination.

Upon breach or default of any of the provisions, obligations, or duties embodied in this Agreement, SCCS may exercise any administrative, contractual, or legal remedies available, without limitation. The waiver of any occurrence of breach or default is not a waiver of subsequent occurrences, and the Parties retain the right to exercise all remedies hereinabove mentioned.

- S. **Waiver** - Failure of either party to insist on performance of any term or condition of this Agreement or exercise any right or privilege hereunder will not be construed as a waiver of such term, condition, right, or privilege in the future.
- T. **Subcontracting** – To the extent reasonably necessary for Vendor to perform its duties herein and at the discretion of SCCS, Vendor may engage the services of any persons/entities (subcontractor), provided that any person providing services herein is legally qualified to do so and has not been convicted of an offense or analog of any offense as listed under Ohio Administrative Code Section 5180:2-5-09. In the event Vendor utilizes a subcontractor to provide services herein, Vendor will enter into a written subcontracting agreement with the subcontractor which contains the same terms, conditions, and covenants contained in the Agreement between Vendor and SCCS. Additionally, the subcontractor will execute a Release stating that subcontractor will hold SCCS harmless from any liability related to the agreement between Vendor and subcontractor, and expressly release SCCS from any responsibility for payment in the event the Vendor fails to pay subcontractor. Vendor will provide a copy of the subcontracting agreement to SCCS, per the Notice provision herein, upon execution of such an Agreement.
- U. **Record, Documents, and Information** - Vendor agrees that all records, documents, writings, or other information produced by Vendor under this Agreement, and all records, documents, writings or other information used by Vendor in the performance of this Agreement are treated according to the following terms:
 1. All information which is classified as public record under the laws of the State of Ohio or under federal law will be treated as such by Vendor. All information which is classified as confidential under the laws of the State of Ohio or under federal law will be treated as such by Vendor. SCCS reserves the right to determine whether a record is public record or a confidential record.
 2. All information gathered by or divulged to Vendor in the course of providing

services/deliverables hereunder, including, but not limited to information regarding SCCS clients, child abuse/neglect investigations, and prospective foster or adoptive parents will be held to be strictly confidential by Vendor. Vendor agrees that it will not use any information, systems (including SACWIS), or records made available to it for any purpose other than to fulfill the contractual duties specified herein. Vendor agrees to be bound by the same standards of confidentiality that apply to the employees of SCCS and the State of Ohio. The terms of this Section will be included in any subcontracts executed by Vendor for work under this Agreement.

3. All records relating to costs, work performed, and supporting documentation for invoices submitted to SCCS by Vendor will be retained and made available by Vendor for audit by the State of Ohio (including, but not limited to, the Ohio Department of Jobs and Family Services, the Inspector General of Ohio, or any duly authorized law enforcement officials), and by agencies of the United States government for a minimum of three (3) years after this Agreement has terminated. If an audit, litigation, or other action is initiated during this time period, Vendor will retain such records until the action is concluded and all issues resolved. Vendor acknowledges that, in accordance with Section 149.431 of the Ohio Revised Code, certain financial records related to the performance of services/providing deliverables under this Agreement may be deemed by SCCS to be public records.
- V. **Confidentiality** - No reports, summaries, information (written or oral), letters, or other documents prepared with respect to this Agreement or the children in the care of SCCS or their families will be released without the written approval of the SCCS Executive Director, except as required by State or Federal law. Any confidential information gained by Vendor or any Vendor designated staff member providing services hereunder, whether or not that confidential information was directly or intentionally communicated, is confidential. If the SCCS Executive Director gives Vendor or any Vendor designated staff member providing services hereunder written authorization to make any disclosures, Vendor or any Vendor designated staff member providing services hereunder will do so only within the limits and to the extent of that authorization. This provision will survive termination of this Agreement. It is understood between the parties that the client relationship entered into between SCCS employees and Vendor employees will be held as strictly confidential. Vendor will not provide information to SCCS or any third party without prior written approval of the client involved.
- W. **Verification of Professional Credentials** - As applicable, Vendor hereby attests that individuals/employees providing services under this Agreement possess a current, valid license to provide such contracted services and they meet the standards of the recognized professional licensing/accrediting organization for the relevant discipline. If, at any time during the term of this Agreement, such license is suspended or revoked, SCCS may immediately terminate this Agreement.
- X. **Drug Free Workplace** - Vendor and anyone working on its behalf in association with this Agreement will comply with all applicable Ohio laws regarding maintaining a drug-free workplace. Vendor will make a good faith effort to ensure that all its officers, members, employees, agents, representatives, independent contractors, and subcontractors, while working on SCCS property, do not possess and will not purchase, transfer, use, or be under the influence of illegal drugs or alcohol or abuse prescription drugs in any way.
- Y. **Smoke Free Facility** - SCCS is a smoke-free facility. Vendor and anyone working on its behalf under this Agreement will not smoke on the grounds of SCCS, with the exception that smoking may occur within SCCS' designated smoking hut.

- Z. **Harassment** - Vendor's employees will not engage in any sexually harassing or offensive conduct in the workplace. Said conduct may include, but is not limited to, the following:
1. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
 2. Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive or personal references;
 3. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
 4. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs; or,
 5. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages (such as email, instant messaging, and internet materials)
- AA. **Headings** - The headings in this Agreement are for convenience only and will not be used to modify, limit, or extend any provision.
- BB. **Unresolved Findings Of Recovery** - Pursuant to Ohio Revised Code §9.24, Vendor must warrant that no unresolved findings of recovery have been issued against Company by the Auditor of the State of Ohio.
- CC. **Conflict of Interest** - Vendor agrees that Vendor, its officers, members, and employees currently have no, nor will they acquire, any interest, whether personal, professional, direct, or indirect which is incompatible, in conflict with, or which would compromise the discharge and fulfillment of Vendor's functions, duties, and responsibilities hereunder. If Vendor, its officers, members, or employees acquire any incompatible, conflicting, or compromising personal or professional interest, Vendor will immediately disclose such interest in writing to the SCCS Executive Director. If any such conflicting interest develops, Vendor agrees that the person with the conflicting interest will not participate in any activities related to this Agreement until such time as SCCS, through its Executive Director, determines such participation would not be contrary to the public good and interest.
- Vendor agrees: (1) to refrain from promising or giving to SCCS employees anything of value to manifest improper influence upon the employee; (2) not to solicit employees to violate the SCCS standards of conduct; (3) to refrain from conflicts of interest; and, (4) to certify that Vendor complies with Ohio Revised Code provisions 102.03, 102.04, 2921.42, 2921.43 and the SCCS Standards of Conduct.
- DD. **Equal Employment Opportunity** - Vendor will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulation 41 CFR part 60.
- EE. **Notification of Employee Rights Under Federal Labor Laws** - As applicable, the parties will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulation 41 CFR part 60. As applicable, the parties will further comply with 29 CFR Part 471, Appendix A to Subpart A. The parties further agree to abide by all applicable state and federal laws.
- FF. **Other required provisions** – As required by OAC 5101:9-4-07 and as applicable the Parties will comply with the following:
1. Compliance with executive order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by executive order 11375 of October 13, 1967, and as supplemented in DOL regulations (41 C.F.R. chapter 60). This applies to all federally assisted construction contracts.

2. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 3145) as supplemented by DOL regulations (29 C.F.R. part 3).
 3. Compliance with the Davis-Bacon Act as amended (40 U.S.C. 3141 - 3148) as supplemented by DOL regulations (29 C.F.R. part 5). This applies to all construction contracts.
 4. Compliance with sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 - 3708) as supplemented by DOL regulations (29 C.F.R. part 5).
 5. Compliance with "Rights to Inventions" clause 37 C.F.R. part 401 pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
 6. Access by the Ohio department of job and family services (ODJFS), the CFSA and the local WIOA area, the federal grantor agency, the comptroller general of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
 7. Compliance with all applicable standards, orders, or requirements issued pursuant to the Clean Air Act as amended (42 U.S.C. 7401 - 7671) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 - 1387). This is applicable with any contract in excess of one hundred and fifty thousand dollars).
 8. Financial, programmatic, statistical, and recipient records and supporting documents must be retained for a minimum of three years after the submittal of the final expenditure report for the grant or as otherwise provided by any minimum retention requirements specified by applicable state or federal law. If any litigation, claim, negotiation, audit or other action involving the records has started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues that arise from it, or until the end of the regular three-year period, whichever is later.
 9. Certification that a contractor has not and will not use federal funds to pay for any lobbying activities as defined in the Byrd Anti-lobbying Amendment (31 U.S.C. 1352). Certification is required for contractors that apply or bid for an award of one hundred thousand dollars or more.
- GG. **Illegal Alien Status** - Vendor certifies that Vendor will not employ any alien in violation of the Immigration and Nationality Act or any other law, convention, or treaty of the United States relating to immigration, exclusion, deportation, or expulsion of aliens.
- HH. **Assignment** - No Party may assign this Agreement without the written consent of the other Party. In the event of an assignment by one Party to which the other Party have consented, the assignee or a legal representative will agree in writing to personally assume, perform, and be bound by the covenants, obligations and agreements contained herein. Failure to do so will result in termination of this Agreement. Nothing expressed or referred to in this Agreement will be construed to give any successor any legal or equitable right, remedy, or claim under or with respect to this Agreement or any provision of this Agreement, except such rights as will inure to a permitted assignee pursuant to this paragraph.
- II. **Survivorship** - All sections herein relating to payment, confidentiality, license and ownership, indemnification, maintenance, records, publicity, warranties, and limitations on claims/damages shall survive the termination of this Agreement.
- JJ. **Amendments** - This Agreement may be amended by the Parties only by a written agreement signed by both parties. Such written Agreement need not be supported by any further consideration to be binding on both parties.

- KK. **Complete Agreement** - This Agreement, inclusive of the RFP for Custodial Services 2025 and Vendor's Proposal, represents the entire Agreement between Vendor and SCCS and will supersede all prior negotiations, representations, and/or agreements, whether written or oral. Where there is a conflict between this document, the RFP, and Vendor's Proposal, this document controls, then the RFP, and then Vendor's Proposal. No term or provision may be unilaterally modified or amended. Any alteration, variation, modification, or waiver of a provision of this Agreement will be valid only when reduced to writing and duly signed by the Parties to this Agreement. Only the Executive Director of SCCS is duly authorized to execute or modify this Agreement. However, it is agreed by the Parties that any amendments to laws or regulations cited herein will result in the correlative modification of this Agreement, without the necessity for executing written amendments. The impact of any applicable law, statute, or regulation not cited herein and enacted after the date of execution of this Agreement will be incorporated into this Agreement by written amendment signed by both Parties and effective as of the date of enactment of the law.
- LL. **Force Majeure** - Each party will be excused from performance under this Agreement and will have no liability to any other party for any period it is prevented from performing any of its obligations as a result of delay caused by the other party or by an act of God, terrorism, civil disturbance, or any other condition beyond either Parties' control.

XI. SUPPLEMENTARY PROVISIONS

- A. **Confidentiality of Data** – Vendor agrees to the following:
- i. Vendor agrees that all information communicated to Vendor with respect to the information contained in SCCS' computer files, as well as any confidential information gained by Vendor or Vendor's representative by reason of association with SCCS or its associates, whether or not that confidential information was directly or intentionally communicated, is confidential;
 - ii. Vendor promises and agrees that Vendor shall not disclose any confidential information to any other person unless specifically authorized in writing by SCCS to do so. If SCCS gives Vendor written authorization to make any disclosures, Vendor shall do so only within the limits and to the extent of that authorization;
 - iii. Vendor shall use commercially reasonable efforts to prevent inadvertent disclosure of any confidential information to any third party by using the same care and discretion that Vendor uses with similar data Vendor designates as confidential;
 - iv. Vendor must use due diligence to ensure computer systems and services involved in storing, using, or transmitting SCCS data are secure and to protect that data from unauthorized disclosure, modification, or destruction;
 - v. Vendor agrees to coordinate all access to the SCCS computer network through the SCCS IT Director. If such access is granted, Vendor further agrees that no software or files will be downloaded from or loaded onto the SCCS computer network without prior, express written consent of the SCCS IT Director.
- B. **Persons with Documented History of Assaultive Behavior** - Provider acknowledges that SCCS prohibits persons (including employees, volunteers, interns, consultants, and/or contractors) with any documented history of assaultive behavior from serving SCCS clients. The Provider agrees that, in accordance with SCCS policy, the Provider will not permit any employee with such history to provide services to SCCS clients under this Agreement.
- C. **Prohibition of Corporal & Degrading Punishment** - SCCS prohibits the use of corporal or degrading punishment against children served by SCCS.

XII. EVALUATION CRITERIA

A. Preliminary Review

1. A preliminary review will be conducted to examine whether the Proposal meets the minimum requirements and mandatory conditions specified in the RFP. This includes:
 - a. The Proposal must comply with the required delivery method, location for delivery, and timeliness set forth in this RFP. The Proposal must be either hand delivered, courier delivered, or mailed and have been received at the address indicated in the RFP by the proposal submission deadline. A Proposal received after the deadline will be immediately rejected.
 - b. There must be two (2) hard copies of the signed original Proposal and a flash drive containing the Proposal.
2. Proposals must meet the format specifications set forth herein, including the Vendor Checklist, alpha tabs corresponding with the Checklist, and all required attachments.
3. **Any deviation may result in a loss of points and may be cause to reject the Proposal in its entirety.** SCCS reserves the right to declare a Proposal non-responsive if it fails to conform to the requirements in this RFP.
4. SCCS reserves the right to waive deviations or errors in the Proposal format at its sole discretion.

B. Evaluation

1. Each Proposal that passes the Preliminary Review will be reviewed, evaluated, and scored by a review committee comprised of SCCS staff, specialists in the RFP program area and/or other community representatives if requested by SCCS. SCCS evaluators reserve the right to seek reviews or the advice of other SCCS personnel with technical or professional experience that relates to this RFP.
2. The review committee will evaluate and score each Proposal against the Evaluation Criteria and corresponding assigned weights specified in the RFP. During the evaluation, Vendors may be requested to provide additional information for purposes of clarification. Vendors may also be requested to appear before the review committee for an interview or presentation to respond to questions from the review committee and to present any additional information requested by the SCCS review committee. If SCCS requests presentations or additional information from one or more Vendors, the review committee is NOT required to request information from all of the Vendors. Failure to respond to such requests for information will result in the Vendor's Proposal being reviewed as submitted. During the evaluation process, negotiation, and selection process, committee members may not disclose information from one proposer to another proposer regarding the RFP. All information provided by proposers shall remain confidential until after the conclusion of the procurement process.
3. **Technical Review** - Proposals must meet the format specifications set forth in the **Proposal Format** section, including compliance with the required page limits and the inclusion of the Cover Letter, Vendor Checklist, alpha tabs corresponding with the Checklist, and all required attachments. Proposal must also include an Original and the required number of copies. **Any deviation from these requirements shall be cause for loss of points and may be cause to reject the Proposal.**
4. The review committee will review and discuss each Vendor's Proposal and come to an agreement on a consensus score, although each member can maintain separate, written comments as to the strengths and weaknesses. If interviews, presentations, or documented clarifications are requested from any Vendor, the review committee may revise the scores

of the Proposals based on that information obtained during the presentation or discussion by applying the Evaluation Criteria specified in the RFP. The evaluation will result in a final point total being calculated for each Proposal.

5. The Proposal with the highest total points shall be considered the highest ranked and may determine the entity recommended for the contract award if the Vendor is considered responsive and responsible.
6. Proposals may be determined to be non-responsive at any point in the evaluation process. If a Proposal is non-responsive, the Vendor submitting the Proposal will be notified and the Proposal will not receive further evaluation.
7. SCCS also reserves the right to waive any informality or irregularities in the Proposal.
8. The evaluation and determination of SCCS is final and is subject to approval by the Board of Trustees.

C. Acceptance of Proposals

1. SCCS reserves the right to accept any proposal or combination of proposals which are deemed most favorable and advantageous to SCCS taking into account pricing and the other criteria and requirements set forth herein.
2. The successful Proposal shall become contractual obligations for the Vendor upon execution of the contract. Failure of a successful Vendor to accept these obligations in a contractual agreement may result in cancellation of the award. SCCS reserves the right to negotiate additional provisions to those stipulated in the Proposal, recommend and/or award in amount(s) less than stated in the RFP, and negotiate a reduction or increase in service/product levels commensurate with funding availability.
3. All of the Terms and Conditions of this RFP are deemed accepted by the Vendor and incorporated in its Proposal.
4. The successful Vendor must have the ability to accept the terms of the contract agreement and enter an Agreement with SCCS upon notification that the contract has been awarded to Vendor.

D. Rejection of Proposals

1. Proposals not submitted by the RFP submission deadline will not be accepted and will be rejected by SCCS.
2. SCCS reserves the right to reject any or all Proposals, in whole or in part.
3. SCCS further reserves the right to reject any or all Proposals as follows:
 - a. at any time in the RFP process, including after review of all Proposals;
 - b. including even the highest rated Proposal, and any part or parts of any Proposal, for any reason whatsoever;
 - c. where the Vendor takes exception to the terms and conditions of the RFP;
 - d. where the Vendor fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP;
 - e. where Vendor submits prices that SCCS considers to be excessive, compared to existing market conditions, or SCCS determines the submitted pricing exceeds the available funds of SCCS; or
 - f. where SCCS, taking into consideration factors, including, but not limited to, price and the results of the evaluation process, has determined that award of a contract would not be in the best interest of SCCS.
5. SCCS reserves the sole and exclusive right to cancel or reissue the RFP and/or reject any or all responses to this RFP, in whole or in part, with or without cause, when it is determined to be in the best interest of SCCS to do so.
6. SCCS may cancel or reissue this RFP for any of the following reasons:

- a. The supplies or services offered through all of the proposals submitted to the contracting authority are not in compliance with the requirements, specifications, and terms and conditions set forth in the RFP;
 - b. The prices submitted by the Vendors are excessive compared to existing market conditions or exceed the available funds of the contracting authority; or
 - c. The contracting authority determines that award of a contract would not be in the best interest of SCCS.
- 7. SCCS also reserves the right to waive any informality or irregularities in the Proposal.
- 8. Failure to furnish all information requested in this RFP or to follow the proposal format requested may disqualify the Proposal. Any exception(s) to the resulting Contract or other RFP requirements must be specifically identified in the Proposal. **Any deviation from these requirements may be cause for loss of points and cause to reject the Proposal.**
- 9. All Proposals may be rejected if funding cannot be appropriated.

E. Award

- 1. Based upon its Evaluation, SCCS may award a contract to the Vendor(s) whose Proposal is determined to be the most beneficial and advantageous to SCCS, with price and other evaluation factors and criteria set forth in this RFP considered.
- 2. SCCS reserves the right to award a contract in whole or in part to one or multiple Vendors.
- 3. SCCS will contact the Vendor(s) being recommended for a contract to negotiate the final terms and conditions of the contract. Preliminary selection of a proposal does not guarantee that SCCS will award a contract. SCCS contracts are not valid and enforceable until the SCCS Board approves the contract and/or the contract is fully executed by the authorized signatory of the recommended Vendor and the Executive Director of SCCS.
- 4. SCCS reserves the right to negotiate the contract price with the Vendor whose proposal is determined to be the most beneficial and advantageous to SCCS. SCCS is not obligated to award the contract to the Vendor who submits the lowest price quotation.
- 5. SCCS may terminate negotiations with a Vendor at any time during the negotiation process if the Vendor fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If SCCS terminates negotiations with a Vendor, SCCS shall negotiate with the Vendor whose proposal is ranked the next most advantageous to SCCS according to the factors and criteria developed in this RFP.
- 6. If the successful Vendor fails to execute the Agreement, SCCS may award the contract to another Vendor whose proposal meet the requirements of the RFP.
- 7. The recommendation of the SCCS Board or Executive Director is final. However, questions, clarifications, and additional information in regard to the decision or in regard to the RFP and the completion of a Proposal may be directed to the RFP contact person.
- 8. SCCS will not be contractually bound until and unless a written agreement has been fully executed.
- 9. Proposals will be contractual obligations on the selected Vendor upon execution of the resulting contract.

F. Evaluation Criteria:

Proposals will be assessed and assigned points in the areas listed below. Point assessments are at the sole discretion of SCCS and are not subject to appeal.

EVALUATION CRITERIA	POINT VALUE
Responsiveness of proposal to the requirements in the RFP	PASS/FAIL
Agreement to specifications stated in RFP	15
References	10
Technical ability to perform the services/obligations in a satisfactory and timely manner	15
Specific Cleaning Process/Time Explanation/Examples	15
Experience in sensitive environments	5
Number of Staff Anticipated to perform services/obligations, excluding on-site supervisor	15
Recommended duties of on-site supervisor	10
Cost	15
Total Possible Points	100

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XIII. PROPOSAL FORMAT

Proposal Responses – Proposals shall be prepared as simply and straightforwardly as possible. Each responsive Proposal must contain the information below. Proposals which fail to include all the information required herein may be rejected as non-conforming.

1. **Cover Letter** – Vendor should provide a cover letter with a brief introduction to the entity submitting the Proposal including, but not limited to, the following information:
 - a. The legal name of entity submitting the Proposal and its principal place of business address; and,
 - b. The main contact for communications related to the Proposal and this RFP including all contact information (name, title, email, office phone, fax, etc.); and,
 - c. The individuals identified to serve as Area Manager and Site Supervisor for SCCS and their qualifications.

The Letter **MUST be Signed** by the person authorized to legally bind the Vendor to the terms of the Proposal and should include the position/title the signatory holds (CEO, President, Director, etc.). The Cover Letter should not exceed two (2) pages.

2. **Company Information** – Vendor should provide a brief narrative containing, at a minimum, the following information:
 - a. Date of founding; and,
 - b. Locations; and,
 - c. Number of employees/size of company.

This section should not exceed two (2) pages.

3. **Summary of Services** – Vendor should provide a narrative which addresses, at a minimum, the following information:
 - a. **Training** – Vendor should address in detail all pre-service and ongoing training provided to employees including detailed information about topics covered in training, who supervises trainees, and any other relevant information.
 - b. **Specific Cleaning Process/Time**: To get a sense of Vendor's work process and expectation of time to complete tasks, Vendors are to provide a detailed explanation of the process and time expected to clean and disinfect the following, including floors:
 - i. SCCS typical bathroom with three stalls and two sinks
 - ii. SCCS Multi-purpose/conference room with twenty tables, 80 chairs, podium
 - iii. SCCS typical kitchenette with a microwave, toaster, coffee maker, refrigerator, sink and counter.
 - iv. SCCS Staff lounge with two microwaves, six tables, 24 chairs and counters.
 - v. SCCS typical office space with furniture, guest chairs, conference table and chairs
 - vi. Other typical areas as determined by Vendor that would be of assistance to SCCS in understanding Vendor's work process and

time expectations

Vendor will include such explanations on Exhibit 3A – Specific Cleaning Process/Time. Vendor may supplement Exhibit 3A with additional information with additional pages than what has been provided herein.

- c. Products – Vendor should address in detail the types or brands of products that it proposes to use on the SCCS campus including whether those products are "green" products and whether they meet the requirements listed in this RFP. Disinfecting products must also be included on the United States Environmental Protection Agency List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19) found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.
- d. Staffing and Background Checks – Vendor should address in detail the company and method used for obtaining background checks on employees including whether those individuals are fingerprinted as part of the background check process. Vendor should explain its process for ensuring that all employees are legally eligible to work in the United States.
- e. Resolution of concerns – Vendor should address in detail its method for resolving concerns raised by SCCS including procedures for escalating concerns from the Site Supervisor to the Area Manager to the Area Manager's superiors, if necessary. Vendor should address any policies or procedures that it has in place for corrective actions or other discipline for employees whose performance is not satisfactory to SCCS.

This section should not exceed twelve (12) pages.

- 4. Experience and Qualifications – Vendor should provide a narrative which addresses, at a minimum, the following information:
 - a. Vendor should identify three (3) distinctions which set Vendor apart from its competitors.
 - b. Vendor should detail its experience working in sensitive environments, especially environments that handle a large volume of confidential information.

This section should not exceed two (2) pages.

- 5. Pricing Worksheets (Exhibit 3) – Vendor shall complete **Exhibit 3** in full according to the directions listed on the worksheets. The Pricing Worksheets are designed to aid Vendors in calculating the cost of the scope of services requested in this RFP and to allow SCCS to understand how Vendors are reaching a calculation on price.
 - a. Vendors should use caution in completing the Pricing Worksheets and carefully review them prior to submission, as errors in price calculations may lead to rejection of a Proposal as non-conforming.
- 6. References (Exhibit 4) – Vendor shall complete **Exhibit 4** with contact information for three (3) references with whom Vendor has worked in the past. Vendor should

select references similar in size to SCCS, or whose work is sensitive/confidential in nature. SCCS reserves the right to contact any and all references in order to assess Vendor's experience and qualifications. Information gathered from references may be considered in the Proposal evaluation process.

7. **Exhibits 5–10** – Vendor shall complete and execute **Exhibits 5 through 10** in full as directed on the Exhibit itself.

Missing Documents – Some form of a response and document should be found in each section of the Proposal. If Vendor feels that the requests in a section do not apply to Vendor, SCCS recommends a short statement be included in that particular section of the Proposal, so SCCS is made aware of Vendor's position as to inapplicability. Otherwise, SCCS may score any missing sections as an error or failure to address that section of the Proposal.

Additional Materials – At the end of the Proposal, Vendor may include additional information, brochures, marketing materials, etc. as additional, supplemental documentation to the RFP. If Vendor wishes to add this type of additional materials, it must be organized and included at the very end of the Proposal and clearly labeled as an **APPENDIX**. SCCS reserves the right to determine whether or not to review the materials in the Appendix. Items in the Appendix may or may not be included during the evaluation process.

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XIV. ATTACHMENTS AND THEIR USES

- A. **Proposal Checklist – Exhibit 1** – Proposals should use the Proposal Checklist as a table of contents for the Proposal and guide for organizing the Proposal. **The Proposal Checklist should be included as the first page in the Proposal, before Section A.** Each section of the Proposal should include clearly marked tabs corresponding to the alphabetical labeling on the Checklist. Vendors are encouraged to utilize the Proposal Checklist as a guide to assist Vendors with assembling the Proposal. However, the Checklist is not a substitute for a careful reading and compliance with the RFP.
- B. **Health and Safety Product Specifications – Exhibit 2 – Exhibit 2** to this RFP, captioned "Health and Safety Product Specifications," lists the requirements for cleaning products utilized by Vendors on the SCCS campus. These requirements are applicable to any cleaning supplies or equipment which Vendor proposes to use in performing its duties at SCCS.
- C. **Pricing Worksheets – Exhibit 3 – Exhibit 3** to this RFP, captioned "Pricing Worksheets," contains charts designed to assist Vendors in calculating the cost of services contemplated under this Agreement. Vendors should complete each and every space provided in the worksheets with the cost of the goods and/or services contemplated therein. If there is no cost for a given good or service, Vendors shall write in "0" or "N/A." Vendors should use caution in completing these forms. Errors in pricing calculation may be cause to reject a Proposal.
- D. **Specific Cleaning Process/Time- Exhibit 3A:** To get a sense of Vendor's work process and expectation of time to complete tasks, Vendors are to provide a detailed explanation of the process and time and number of staff expected to clean and disinfect the following, including floors:
- a. SCCS typical bathroom with three stalls and two sinks
 - b. SCCS Multi-purpose/conference room with twenty tables, 80 chairs, podium, carpet
 - c. SCCS typical kitchenette with a microwave, toaster, coffee maker, sink, refrigerator and counter.
 - d. SCCS Staff lounge with two microwaves, six tables, 24 chairs and counters.
 - e. SCCS typical office space with furniture, guest chairs, conference table and chairs
 - f. Other typical areas as determined by Vendor that would be of assistance to SCCS in understanding Vendor's work process and time expectations
- Vendor will include such explanations on Exhibit 3A – Specific Cleaning Process/Time. Vendor may supplement Exhibit 3A with additional information with additional pages than what has been provided herein.
- E. **References – Exhibit 4 – Exhibit 4** to this RFP, captioned "References," should be completed with contact information for three (3) organizations of similar size to SCCS, or that handle large volumes of confidential information, for whom Vendor has provided custodial services in the past. SCCS reserves the right to contact these references in order to assess Vendor's past performance, qualifications, and experience.
- F. **Other Attachments** – The following attachments listed below are attached to this RFP as

Exhibits and are incorporated herein by reference. All of the following must be completed and submitted as part of Vendor's Proposal in the corresponding alphabetical tab identified in the Proposal Checklist.

- a. Agreement to Specifications Form – **Exhibit 5**
- b. Equal Employment Opportunity Compliance Certificate – **Exhibit 6**
- c. Certification for Nondiscrimination and Equal Employment Opportunity – **Exhibit 7**
- d. Ethics Certification – **Exhibit 8**
- e. Personal Property Tax Affidavit – **Exhibit 9**
- f. Affidavit of Non-Collusion – **Exhibit 10**

G. **Task Lists – Exhibit 11 – Exhibit 11** to this RFP contains copies of task lists for each of the buildings on the SCCS campus. SCCS expects that each task on the task list will be performed with the frequency specified on such list. This will be included as an Exhibit to the resultant Agreement.

EXHIBIT 1**PROPOSAL CHECKLIST**

SECTION	PROPOSAL CONTENTS	√ (to indicate included)	Page # in Proposal
A	Cover Letter*		
B	Company Information		
C	Summary of Services		
D	Qualifications and Experience		
E	Pricing Worksheets* – Exhibit 3		
E1	Exhibit 3A – Specific Cleaning Process/Time		
F	References – Exhibit 4		
G	Agreement to Specifications Form* - Exhibit 5		
H	Equal Employment Opportunity Compliance Certificate – Exhibit 6		
I	Certification for Nondiscrimination and Equal Employment Opportunity – Exhibit 7		
J	Ethics Certification – Exhibit 8		
K	Personal Property Tax Affidavit – Exhibit 9		
L	Affidavit of Non-Collusion – Exhibit 10		

***Original MUST be Signed in BLUE INK or electronically** by the person authorized to legally bind the Vendor to the terms of the Proposal and should include the position/title the signatory holds (CEO, President, Director, etc.).

EXHIBIT 2



Health and Safety Product Specifications

The following requirements apply to **ALL** cleaning products used by Vendor and its employees to perform the custodial duties specified in this Request for Proposals:

1. All cleaning products must be certified "Green" products. Each of the organic ingredients in the product must be readily biodegradable.
2. The undiluted product:
 - a. must be non-toxic to humans; and,
 - b. must not contain any ingredients that are carcinogens or that are known to cause reproductive toxicity, unless present in concentrations below the applicable maximum contaminant levels in drinking water; and,
 - c. must not be corrosive to the skin or eyes, nor be a skin sensitizer; and,
 - d. must not be combustible.
3. The product as used must not contain substances that contribute significantly to poor indoor air quality. The Volatile Organic Compound (VOC) of the product used must be less than 0.1% by weight.
4. Manufacturers must identify any fragrances on their MSDS, and they should follow the Code of Practice of the International Fragrance Association
5. The product must not contain Alkylphenol ethoxylates, Dibutyl phthalate, or heavy metals including arsenic, cadmium, cobalt, chromium, mercury, nickel, or selenium.
6. Disinfecting products must also be included on the United States Environmental Protection Agency List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19) found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.

Any product which does not comply with the above requirements shall not be used on the SCCS campus.

All products and cleaning agents shall be used in a manner that complies with manufacturer specifications.

EXHIBIT 3

PRICING WORKSHEETS

Compensation – In consideration of providing the equipment and performing the services/obligations listed in the RFP for Custodial Services, SCCS will pay Vendor a flat fee that may be less than, but shall not exceed the "TOTAL NOT TO EXCEED" annual contract price set forth below over the term of the Agreement resulting from this RFP. Errors in pricing calculations may result in a Proposal being deemed non-responsive. Therefore, Vendor should carefully double-check the pricing and figures provided herein and clarify with SCCS any questions or doubts regarding the goods and services requested prior to calculating pricing.

Having reviewed the RFP and the conditions affecting and governing the work of this project, the undersigned hereby proposes to furnish all equipment and supplies and perform all services as described in the RFP for the following sum:

TOTAL NOT TO EXCEED \$ _____ ANNUALLY

Said "not to exceed" contract price is itemized in the following pages.

Signature of Duly Authorized Agent of Vendor

Date

Print Name: _____

Title: _____

****Original must be signed in BLUE ink.***

Exhibit 3 – Pricing Worksheets continued

Building 1 – Administration Building	
Cleanable square footage	71,900 sq. ft.
Number of staff per building:	
Staffing level – square footage cleaned per hour (without supervision)	sq. ft. per hour
Cleaning hours per night (square feet divided by square feet per hour)	hours
Building 2 – Education Center	
Cleanable square footage	13,500 sq. ft.
Number of staff per building:	
Staffing level – square footage cleaned per hour (without supervision)	sq. ft. per hour
Cleaning hours per night (square feet divided by square feet per hour)	hours
Building 3 – Family Interaction Center	
Cleanable square footage	6,000 sq. ft.
Number of staff per building:	
Staffing level – square footage cleaned per hour (without supervision)	sq. ft. per hour
Cleaning hours per night (square feet divided by square feet per hour)	hours
Building 4 – Community Relations / Case Hall	
Cleanable square footage	5,000 sq. ft.
Number of staff per building:	
Staffing level – square footage cleaned per hour (without supervision)	sq. ft. per hour
Cleaning hours per night (square feet divided by square feet per hour)	hours

Exhibit 3 – Pricing Worksheets continued

	Number of Staff Assigned Nightly	Number of Hours Worked Nightly	Average Hourly Pay	Total Nightly Cost (Nightly Hours Worked x Average Hourly Pay x Number of Staff)	Monthly Cost	Total Annual Cost (Monthly Cost x 12)
Cleaners						
Site Supervisor						
TOTAL ANNUAL STAFFING COST (CLEANERS + SITE SUPERVISOR) = \$ _____						

Building Name and Number	Estimated ANNUAL cost of consumable supplies for <u>specified building</u> (include only supplies provided by Vendor)
Building 1: Administration Building	\$ _____
Building 2: Education Center	\$ _____
Building 3: Family Interaction Center (FIC)	\$ _____
Building 4: Community Relations/Case Hall	\$ _____
TOTAL ANNUAL COST OF CONSUMABLE SUPPLIES	\$ _____

Hourly cleaning rate for services outside of contract	\$ _____ per hour
Hourly cleaning rate for emergencies	\$ _____ per hour

Exhibit 3A – Specific Cleaning Process/Time

<u>Task Example</u>	<u>Hours per area</u>	<u>Description of Work</u>
SCCS typical bathroom with three stalls and two sinks		
SCCS Multi-purpose/conference room with twenty tables, 80 chairs, podium, carpet		
SCCS staff lounge with two microwaves, six tables, 24 chairs, counters		
SCCS typical office space with furniture, guest chairs, conference table and chairs		
SCCS typical kitchenette with a microwave, toaster, coffee pot, sink, refrigerator and counter		
Other typical areas as determined by Vendor that would be of assistance to SCCS in understanding Vendor's work process and time expectations		
Other:		

EXHIBIT 4

REFERENCES

By providing the names and information of references below, Vendor authorizes SCCS to contact any person identified herein for purpose of investigating experience and job performance. SCCS may reject any Proposal which fails to include complete information herein.

1. Name of Entity/Organization:

- a. Contact Person (Name & Phone Number):**
- b. Address:**
- c. Contract Term:**
- d. Number of buildings/ and/or Total square footage:**

2. Name of Entity/Organization:

- a. Contact Person (Name & Phone Number):**
- b. Address:**
- c. Contract Term:**
- d. Number of buildings/ and/or Total square footage:**

3. Name of Entity/Organization:

- a. Contact Person (Name & Phone Number):**
- b. Address:**
- c. Contract Term:**
- d. Number of buildings/ and/or Total square footage:**

EXHIBIT 5

AGREEMENT TO SPECIFICATIONS FORM

VENDOR NAME: _____

RFP: Custodial Services 2025

☐ On behalf of the above-named Vendor, I certify that I am a duly authorized agent with the authority to bind the Vendor to the terms and conditions set forth in this RFP. I further certify that Vendor accepts each and every clause in this RFP without exception. By signing below, I indicate Vendor's acceptance of each and every request, mandate, expectation, and requirement set forth in the RFP, and will comply with same without exception.

☐ On behalf of the above-named Vendor, I certify that I am a duly authorized agent with the authority to bind the Vendor to the terms and conditions set forth in this RFP. I further certify that Vendor accepts each and every clause in the RFP except as set forth below. By signing below, I indicate Vendor's acceptance of each and every request, mandate, expectation, and requirement set forth in the RFP except for those items specified below, and will comply with same, except as excepted below (**NOTE: by indicating exception to the RFP requirements, SCCS reserves the right to disqualify Vendor's proposal from consideration**):

1. _____
2. _____
3. _____

Signature of Duly Authorized Agent of Vendor

Date

Print Name: _____

Title: _____

****Original must be signed in BLUE ink or electronically.***

EXHIBIT 6

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE CERTIFICATE

As used in this certificate, the term "contract" includes the "Purchase Order" and all other agreements effecting purchase of supplies or services. If this certificate is submitted as part of a bid or proposal, the term "Contractor" shall refer to the Vendor, Bidder, Provider, and/or Subcontractor of Supplier. This certificate shall be renewed annually. Notwithstanding the forgoing, the certifications made herein shall remain applicable until completion of all nonexempt contracts/subcontracts awarded while this certificate is in effect. The undersigned Contractor certifies the following to SCCS:

- A. **REPORTS:** Within thirty (30) days after any contract/subcontract awards and prior to each March 31 thereafter during the performance of work under that contract, the Contractor shall file Standard Form 100, entitled "Equal Employment Opportunity Employer Information Report EEO-1" unless Contractor has either filed a report within twelve (12) months preceding the date of the award or is not otherwise required by law or regulation to file.
- B. **PRIOR REPORTS:** If Contractor has participated in a previous contract or subcontract subject to the Equal Opportunity Clause 41 C.F.R. Sec. 60-1.4 (a) (1) through (7), the clause originally contained in section 301 or Executive Order No. 10925, or the clause contained in section 201 of the Executive Order No. 11114, Contractor has filed all required compliance reports. Contractor shall obtain similar signed representations indicating filing of all required compliance reports, signed from all proposed subcontractor prior to awarding subcontracts not exempt from the Equal Opportunity clause.
- C. **CERTIFICATION OF NON-SEGREGATED FACILITIES:** Contractor certifies that it does not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. Contractor certifies further that it will not maintain or provide for its employees any segregated facilities at any of its establishments and that it will not permit its employees to perform services at any location under its control where segregated facilities are maintained. Contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this certificate. As used in this certification, the term "segregated facilities" means any waiting rooms, restrooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains/bottle filling stations, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or natural origin because of habit, local customs or otherwise. Contractor further agrees that except where it has obtained identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity Clause; that it will retain such certifications in its files; and that it will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods): NOTICE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certification of Non-Segregated Facilities, as required by Section 60-1.8 of Title 41 of the Code of Federal Regulations, must be submitted prior to the award of a subcontract exceeding \$10,000.00 which is not exempt from the provisions of the Equal Opportunity Clause. Note: Penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.
- D. **AFFIRMATIVE ACTION COMPLIANCE PROGRAM:** Prior to 120 days after receipt of any subcontract in the amount of \$50,000.00 or more, a Contractor, with fifty (50) or more employees which is not otherwise exempt under 41 C.F.R. Part 60-1, shall develop for each of its establishments a written affirmative action compliance program as called for in 41 C.F.R., Sect. 60-1.40. Contractor will also require its lower-tier subcontractors who have fifty (50) or more employees and receive a subcontract or \$50,000.00 or more and who are not otherwise exempt under C.F.R., Part 60-1 to establish written affirmative action compliance programs in accordance with 41 C.F.R., Section 60-1.40.
- E. Contractors are responsible for EEO compliance as provided in Executive Order 11246 and implementing regulations TITLE 41, Chapter 60-4.3 (Equal Opportunity Clause and Notice of Standard Specifications),

60-250, and 60-741 when applicable.

- F. Contractor certifies that it is not currently in receipt of any outstanding letters of deficiencies, show cause, probable cause, or other such notifications or noncompliance with EEO regulations.

Executed this _____ day of _____, 20__ by:

Firm: _____

By: _____ Title: _____

Project: **RFP – Custodial Services**

EXHIBIT 7

**CERTIFICATION FOR NONDISCRIMINATION AND
EQUAL EMPLOYMENT OPPORTUNITY**

(Name of Vendor) understands that, if it is found to be the best suitable Vendor, hereby agrees that in the hiring of employees for the performance of work under this contract or any sub-contract here under, no Vendor or sub-contractor or any person acting on behalf of such Vendor shall by reason of race, creed, or color discriminate against any citizens of the State of Ohio in the employment of labor or workers who qualify and who are available to perform the work to which this contract relates.

_____ (Name of Vendor) further agrees that no Vendor, subcontractor, or any person acting in his behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, or color.

Signature of Duly Authorized Agent	Date
------------------------------------	------

Print Name: _____

Title: _____

EXHIBIT 8

ETHICS CERTIFICATION

As a Vendor doing business with SCCS or receiving federal or state grants through SCCS, I certify on behalf of

_____ (Vendor's name):

- 1) I have reviewed and understand Ohio ethics and conflict of interest laws as found in Chapter 102 and Sections 2921.42 and 2921.43 of the Ohio Revised Code.
- 2) I have reviewed and understand Governor's Executive Order Number 2007-01S.
- 3) I will not do anything inconsistent with those laws or Executive Order Number 2007-01S.
- 4) I acknowledge that failure to comply with this certification is, by itself, grounds for termination of this contract or grant.

Signature of Duly Authorized Agent

Date

Print Name: _____

Title: _____

EXHIBIT 9

NOTICE

Attached are alternative Affidavits related to Personal Property Taxes as is required by ORC § 5719.042 for every competitive bid/proposal contract awarded by Ohio public agencies.

1. The first Affidavit is to be completed if there is **no liability** for delinquent Property taxes in Summit County.

-OR-

2. The second Affidavit is to be completed only if there **are outstanding, delinquent** Property taxes in Summit County.

STATE OF OHIO)
) ss
COUNTY OF _____)

**AFFIDAVIT OF NON-LIABILITY FOR DELINQUENT PERSONAL PROPERTY TAXES
OHIO REVISED CODE 5719.042**

I, _____, being first duly sworn, do hereby state that at the time the Proposal was submitted, Affiant was not charged with any delinquent personal property taxes on the general tax list of personal property of the County of Summit in Ohio.

Further affiant sayeth naught.

Signature of Affiant

Title

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public

STATE OF OHIO)
) ss
COUNTY OF _____)

**AFFIDAVIT OF LIABILITY FOR DELINQUENT PERSONAL PROPERTY TAXES
OHIO REVISED CODE 5719.042**

I, _____, being first duly sworn, do hereby state as follows:

1. That at the time the Proposal was submitted, Affiant was charged with delinquent personal property taxes on the general tax list of personal property of the County of Summit in Ohio;
2. That the amount of such due and unpaid delinquent taxes is \$ _____ and that the amount of the due and unpaid penalties and interest is \$ _____. The total delinquent taxes, penalties, and interest is \$ _____.

Further affiant sayeth naught.

Signature of Affiant

Title

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public

STATE OF OHIO)
) ss
COUNTY OF)

1. _____, first being duly sworn, do hereby state as follows:
 1. That Affiant is acting on behalf of Vendor _____ and holds the title of _____;
 2. That Affiant, on behalf of Vendor, further says that the Proposal herein is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation;
 3. That such Proposal is genuine and not collusive or sham;
 4. That Affiant, on behalf of Vendor, is the only person(s) interested in the profits of any Contract which may result from the herein contained Proposal.
 5. That Affiant, on behalf of Vendor, has not directly or indirectly sought by agreement, communication, or conference with anyone to fix the price of any bidder/Vendor, or to fix any overhead, profit, or cost element of such bid price or that any other bidder/Vendor, or to secure any advantage against Summit County Children Services;
 6. That said Proposal is made without any connection or interests in the profits with any other person making any other Proposal for said work.
 7. That said Proposal is, in all respects, fair and without collusion or fraud.
 8. That no member of **Summit County Children Services** is directly or indirectly interested therein; and all statements made in this Proposal are true.

Signature of Affiant

Sworn to and subscribed before me this day of , 20 .

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Exhibit 11 - Tasks Lists

Education Center

	Weekly	Sunday	Monthly
Building Entryways			
Clean glass doors (inside & outside)	1X		
Low dust including window sills and horizontal surfaces	1X		
Vacuum	5X		
Spot Clean	5X		
Lobby Area - Main			
Wipe baseboards	1X		
Low Dust - Clean/dust all low horizontal surfaces (includes wall hangings)	3X		
Empty recycling receptacles and replace liner	3X		
Vacuum carpeted mats	5X	X	
Sweep and wet mop hard surface floors	5X	X	
Clean, disinfect, and polish drinking fountains/bottle filling stations	5X		
Empty trash, replace liner, and clean in/out (if needed)	5X	X	
Wipe and disinfect doors and knobs	5X		
Clean and disinfect front desk counters	5X		
High dust (including door frames)			X
Lobby Kitchenette			
Clean interior/exterior of microwave	1X		
Empty recycling receptacles and replace liner with clear liner	3X		
Empty trash and replace liner, and clean in/out (if needed)	5X	X	
Clean/disinfect kitchen counters	5X	X	
Clean/disinfect sink	5X	X	
Refill hand sanitizers as necessary	5X	X	
Refill soap and towel dispensers	5X	X	
Sweep and wet mop floors	5X	X	
Dust windowsills and door frames			X
Vending Machine Area			
Empty recycling receptacles and replace liner	3X		
Sweep and wet mop floor	5X		
Wipe vending machines with disinfectant	5X		
Rest Rooms (Sunday - Lobby only)			
Empty trash and replace liner; clean inside/out (if needed)	5X	X	
Empty sanitary napkin disposal units, replace liner, clean unit	5X	X	
Clean toilets/urinals including rear porcelain, bases and flush units	5X	X	
Clean toilet paper and towel dispensers, shelves and receptacles	5X	X	
Sweep and wet mop floor including corners, coving, and behind toilets	5X	X	
Clean all areas of stall partitions, doors, locks, and hardware	5X	X	
Clean bathroom mirrors (streak free)	5X	X	

<u>Education Center Continued</u>			
	Weekly	Sunday	Monthly
Spot clean including bathroom walls and light switches	5X	X	
Refill toilet seat covers, toilet paper, and paper towels	5X	X	
Clean/disinfect changing tables	5X	X	
Clean/disinfect horizontal surfaces including counters and fixtures	5X	X	
Refill soap, sanitizer, and deodorizer dispensers	5X	X	
Clean and disinfect sinks	5X	X	
Clean bathroom door inside & out	5X		
Dust vent covers and light fixtures			X
Thoroughly clean all bathroom walls (tiled and painted)			X
High Dust			X
Pour 1-gallon clean water down floor drains			X
Hallways			
Wipe/Disinfect doors and knobs	1X		
Sweep/vacuum and wet mop hard surface floors	5X		
Spot clean	5X		
Clean, disinfect, and polish drinking fountains/bottle filling stations	5X		
Wipe down wall hangings and door frames			X
Conference / Training Rooms (Sundays per training schedule)			
Dust windowsills and wipe door frames	1X		
Detail vacuum corners, edges, and around furniture	1X		
Vacuum carpet, spot treat carpet spills and stains as needed	5X	X	
Wipe down and disinfect all tables, chairs, counters and cabinets	5X		
Empty trash, replace liner (if needed); clean in/out (if needed)	5X	X	
Refill hand sanitizers as necessary	5X		
Wipe/Disinfect doors and knobs	5X		
Wipe down vinyl furniture	5X		
Wash interior windows			X
Low dust; Clean/wipe all low horizontal surfaces (includes wall hangings)			X
High dust			X
Offices			
Vacuum carpet, spot treat/clean carpet spills and stains as needed	1X		
Clean/dust all horizontal surfaces, chairs	1X		
Wipe/Disinfect doors and knobs	1X		
Empty trash and replace liner (if needed); clean in/out (if needed)	3X		
Detail vacuum corners, edges, and around furniture			X
Vacuum and wipe crevice between seat and back of chair on upholstered furniture			X
High dust and wipe door frames			X

Education Center Continued

	Weekly	Sunday	Monthly
Kitchenettes			
Wipe down coffee makers	1X		
Wipe appliances	1X		
Clean interior and exterior of microwave ovens	1X		
Empty recycling receptacles and replace liner	3X		
Empty trash and replace liner (if needed); clean in/out (if needed)	5X		
Clean/disinfect kitchen counters	5X		
Clean/disinfect sink	5X		
Refill soap and towel dispensers	5X		
Sweep and wet mop floors	5X		
Clean interior of refrigerators (remove food items, clean and return food items to refrigerator)			X
Student Trainee Office AEC161			
Vacuum carpet and spot treat spills/stains as needed	1X		
Empty trash and replace liner; clean in/out (if needed)	5X		
Dust all horizontal surfaces and windowsills			X
Detail vacuum corners, edges and around furniture including seat crevice between seat & back of chair on upholstered furniture			X
Copy Rooms			
Wet mop/scrub floors	1X		
Sweep floors	5X		
Stairwells To Basements (2)			
Sweep stairwell			X
Janitorial Closets			
Organize and maintain and clean slop sinks and floors	1X		
Exterior			
Clean trash cans thoroughly	1X		
Clean outside cigarette urns	1X		
Empty trash cans and replace liners	5X		

Family Interaction Center

	Weekly	Sunday	Monthly
Common Areas / All Visit Rooms			
Empty recycling receptacles and replace liner (if needed)	3X		
Vacuum carpeted areas/mats; spot treat carpet spills and stains as needed	5X		
Sweep and wet mop/scrub hard surface floors	5X		
Spot Clean	5X		
Clean, disinfect, and polish drinking fountains/bottle filling stations	5X		
Refill hand sanitizers as necessary	5X		
Empty trash, replace liner; clean in/out (if needed)	5X		
Detail vacuum corners, edges, and around furniture	5X		
Wipe baseboards			X
High dust			X
Wipe doors, knobs, and frames with disinfectant solution			X
Bathrooms			
Empty trash and replace liner clean in/out (if needed)	5X		
Empty sanitary napkin disposal units, replace liner, clean unit	5X		
Clean toilets/urinals including back, bases and flush units	5X		
Clean toilet paper and towel dispensers, shelves and receptacles with disinfectant solution	5X		
Sweep/wet mop floor including corners, coving, and behind toilets	5X		
Clean bathroom mirrors (streak free)	5X		
Spot Clean	5X		
Refill toilet seat covers, toilet paper, and paper towels	5X		
Clean/disinfect changing tables	5X		
Clean/disinfect horizontal surfaces including counters and fixtures	5X		
Refill soap, sanitizer, and deodorizer dispensers	5X		
Clean and disinfect sinks	5X		
Clean bathroom door inside & out	5X		
Disinfect high touch areas such as doorknobs, counter tops, bathrooms	5X		
Dust vent covers and light fixtures			X
Thoroughly clean all bathroom walls (tiled and painted)			X
High dust			X
Pour 1-gallon clean water down floor drains			X
Kitchen			
Empty recycling receptacles and replace clear liner	3X		
Empty trash and replace liner; clean in/out (if needed)	5X		
Spot Clean	5X		
Sweep and wet mop hard surface floor	5X		
Clean and disinfect sinks, counters, and other hard surfaces	5X		
Refill paper towels	5X		
High dust			X

Family Interaction Center continued

	Weekly	Sunday	Monthly
Clean wall hangings			X
Wipe/disinfect doors, knobs and door frames			X
Offices			
Vacuum carpet and spot treat carpet spills and stains as needed	1X		
Sweep/wet mop hard surface floors including corners, coving	1X		
Spot Clean	1X		
Detail vacuum corners, edges, and around furniture	1X		
Vacuum upholstered furniture and wipe down non-upholstered furniture with disinfectant	1X		
Empty trash and replace liner; clean in/out (if needed)	3X		
Wipe/disinfect doors, knobs and door frames			X
High dust			X
Janitorial Closets/ Laundry Room			
Organize and maintain – clean utility sink and flooring	3X		
Spot Clean	3X		
Exterior			
Clean trash cans thoroughly	1X		
Clean outside cigarette urns	1X		
Empty trash cans and replace liners	3X		
Clean glass entry door inside and out	5x		

Administration Building

	Weekly	Sunday	Monthly
Building Entryways			
Dust windowsills	1X		
Empty trash outside front entrance & replace liner	3X		
Clean glass doors (inside & outside)	5X		
Vacuum carpeted areas/mats	5X		
Spot Clean walls and switch plates	5X		
Wipe heater, dust vents and top			X
Lobby Area - Main			
Wipe baseboards	1X		
Detail vacuum corners, edges, and around furniture	1X		
Wipe armed security guard desk front and back (by front door)	1X		
Wipe metal detector base and top	1X		
Wipe x-ray machine	1X		
Dust TV	1X		
Vacuum upholstered furniture, including crevice between seat and back	1X		
Clean/dust all horizontal surfaces (low surfaces includes pictures)	3X	X	
Empty recycling receptacles and replace liner	3X		
Damp wipe non-upholstered furniture with disinfectant	5X	X	
Clean/polish tables	5X	X	
Vacuum carpeted areas and mats; spot treat carpet spills and stains as needed	5X	X	
Sweep and wet mop hard surface floors	5X	X	
Spot Clean	5X		
Wipe doors, knobs, and frames with disinfectant	5X		
Clean, disinfect, and polish drinking fountains/bottle filling stations	5X		
Refill hand sanitizers as necessary	5X		
Clean sliding glass doors (inside & outside)	5X		
Empty trash, replace liner; clean in/out (if needed)	5X	X	
Dust/polish benches	5X		
Clean front desk counter and disinfect	5X		
Wipe alarm panel			X
High dust (cobwebs and ceiling vents)			X
Front Desk Clerical and Security Offices			
Vacuum	1X		
Wipe cabinet fronts	1X		
Wipe shredder with disinfectant	1X		
Spot clean	5X		
Clean/disinfect all horizontal surfaces	5X		

Administration Building - Continued

	Weekly	Sunday	Monthly
Detail vacuum corners, edges, and around furniture			X
Elevator Interior/Exterior			
Polish all stainless-steel including door interior/exterior	1X		
Clean handrails	1X		
Dust vents	1X		
Spot Clean	5X		
Vacuum tracks; clean and polish threshold	5X		
Clean/wet mop rubber flooring	5X		
Clean interior/exterior elevator call button panels with disinfectant	5X		
Stairwells (4 – Lobby, B & C Wings)			
Dust stairwell ledges	1X		
Sweep/vacuum stairs and landings	1X		
Wet Mop / scrub stairwells	1X		
Wipe down railings with disinfectant	5X		
Conference Rooms – WAB (Sunday cleaning based on schedule)			
Dust windowsills	1X		
Detail vacuum corners, edges, and around furniture	1X		
Vacuum carpet; Spot treat carpet spills and stains as needed	5X	X	
Wipe down cabinets with disinfectant	5X	X	
Wipe down and disinfect all tables	5X	X	
Empty trash, replace liner (if needed); clean in/out (if needed)	5X	X	
Spot Clean	5X		
Wipe doors, knobs, and frames with disinfectant	5X	X	
High dust (cobwebs and ceiling vents)			X
Conference Rooms –All Other			
Dust windowsills	1X		
Detail vacuum corners, edges, and around furniture	1X		
Vacuum upholstered furniture including crevice between seat and back	1X		
Vacuum carpet; Spot treat carpet spills and stains as needed	5X		
Wipe down cabinets with disinfectant	5X		
Damp wipe non-upholstered furniture	5X		
Empty trash, replace liner (if needed); clean in/out (if needed)	5X		
Spot Clean	5X		
Wipe doors, knobs, and frames with disinfectant	5X		
Clean/disinfect tables	5X		
High dust (cobwebs and ceiling vents)			X

Administration Building - Continued

	Weekly	Sunday	Monthly
Rest Rooms – ALL (Lobby, Intake and WAB are Weekly and Sunday)			
Pour 1-gallon clean water down floor drains	1X		
Clean bathroom door inside & out	1X		
Empty sanitary napkin disposal units, replace liner, clean unit	5X	X	
Clean toilets/urinals including rear porcelain, bases and flush units	5X	X	
Clean toilet paper and towel dispensers, shelves and receptacles with disinfectant	5X	X	
Sweep and wet mop floor including corners, coving, and behind toilets	5X	X	
Clean all areas with disinfectant of stall partitions, doors, locks, and hardware	5X	X	
Clean bathroom mirrors (streak free)	5X	X	
Spot clean including bathroom walls	5X	X	
Refill toilet seat covers, toilet paper, and paper towels	5X	X	
Clean/disinfect changing tables	5X	X	
Clean/disinfect horizontal surfaces including counters and fixtures	5X	X	
Refill soap, disinfect, and deodorizer dispensers	5X	X	
Clean and disinfect sinks	5X	X	
Empty trash and replace liner; clean inside/out (if needed)	5X	X	
Thoroughly clean all bathroom walls (tiled and painted)			X
High dust (cobwebs and ceiling vents)			X
Dust vent covers and light fixtures			X
Hallways			
Wipe doors, knobs, and frames	1X		
Sweep/vacuum carpeted areas; spot treat carpet spills and stains as needed	5X		
Sweep and wet mop hard surface floors	5X		
Spot Clean	5X		
Clean, disinfect, and polish drinking fountains/bottle filling stations	5X		
Clean wall hangings			X
Clean mailboxes (exterior)			X
High dust (cobwebs and ceiling vents)			X
Mail Room (2 rooms)			
Spot clean	1X		
Wet mop hard surface floors and floor mats	1X		
Wipe down built-in counters and shelves	3X		
Sweep hard surface floors	3X		
Empty trash and replace liner (if needed); clean in/out (if needed)	5X		
Staff Lounge			
Wipe appliances and vending equipment doors	1X		

Administration Building - Continued

	Weekly	Sunday	Monthly
Wipe down cabinets' exterior surfaces	1X		
Clean toasters	1X		
Clean interiors and exteriors of microwave ovens	5X		
Clean and disinfect sinks, counters, and other hard surfaces	5X	X	
Empty trash and replace liner (if needed); clean in/out (if needed)	5X	X	
Wipe down chairs and properly arrange furniture	5X	X	
Sweep and wet mop hard surface floor	5X	X	
Wipe/disinfect doors, knobs, and frames	5X		
Spot clean	5X		
Refill paper towels	5X		
High dust (cobwebs and ceiling vents)			X
Clean table legs			X
Offices			
Vacuum carpet; Spot treat carpet spills and stains as needed	1X		
Wipe doors, knobs, and frames	1X		
Clean/dust all horizontal surfaces (low surfaces includes pictures)	1X		
Empty trash and replace liner (if needed); clean in/out (if needed)	3X		
Spot clean	3X		
Detail vacuum corners, edges, and around furniture			X
Vacuum upholstered furniture, including crevice between seat and back			X
High dust (cobwebs and ceiling vents)			X
Cubicles			
Vacuum carpet; spot treat carpet spills and stains as needed	1X		
Empty trash and replace liner (if needed); clean in/out (if needed)	3X		
Detail vacuum corners, edges, and around furniture			X
Clean/dust all horizontal surfaces, chairs			X
Vacuum upholstered furniture, including crevice between seat & back of chairs			X
Vacuum partition walls			X
Intake Phone Room (Cubicles)			
Vacuum carpet; spot treat carpet spills and stains as needed	1X	X	
Spot clean	1X		
Clean/dust all horizontal surfaces, chairs	1X		
Empty trash and replace liner; clean in/out (if needed)	3X	X	
Detail vacuum corners, edges, and around furniture			X
Vacuum upholstered furniture, including crevice between seat and back			X

Administration Building - Continued

	Weekly	Sunday	Monthly
Vacuum partition walls			X
High dust (cobwebs and ceiling vents)			X
Main Kitchen			
Wipe doors, frame, switches	1X		
Empty trash and replace liner; clean inside/out	5X		
Clean and refill soap and hand sanitizer dispensers	5X		
High dust (cobwebs and ceiling vents)			X
Sweep and mop floor			X
Clean/disinfect sink and counter			X
Kitchenettes			
Wipe exterior of refrigerator	1X		
Wipe down coffee maker and underneath coffee maker	1X		
Clean interior and exterior of microwave ovens	1X		
Empty Recycling receptacles and replace with clear plastic liner	3X		
Empty trash and replace liner; clean in/out (if needed)	5X		
Clean/disinfect kitchen counters	5X		
Clean/disinfect sink	5X		
Spot clean	5X		
Sweep and wet mop hard surface floor	5X		
Clean interior of refrigerator (remove items, clean interior, replace items back in refrigerator)			X
Executive Kitchenette			
Wipe down coffee maker and area underneath coffee maker	1X		
Clean interior and exterior of microwave oven	1X		
Empty trash and replace liner; clean in/out (if needed)	5X		
Clean/disinfect kitchen counters	5X		
Clean/disinfect sink	5X		
Spot clean	5X		
Sweep and wet mop hard surface floor	5X		
Clean interior of refrigerator (remove items, clean interior, replace items back in refrigerator)			X
IT Training Lab			
Wipe down and disinfect all tables, chairs and counters	1X		
Spot clean	1X		
Wipe/disinfect doorknobs	1X		
Sweep/dry mop floor	5X		
Empty trash and replace liner; clean in/out (if needed)	5X		

Administration Building - Continued

	Weekly	Sunday	Monthly
Refill hand sanitizer as necessary	5X		
Janitorial Closets			
Organize and maintain clean slop sinks and flooring	1X		
Miscellaneous			
Empty designated recycle bins, replace with clear plastic liners	3X		
Dust, sweep, and wet mop all storage rooms (approx. 20)			X
Exterior			
Clean trash cans thoroughly	1X		
Clean outside cigarette urns at main entrance & smoking hut	1X		
Empty trash cans and replace liners	5X		
Maintenance Kitchenette			
Empty trash and replace liner; clean in/out (if needed)	5X		
Clean/disinfect kitchen counter	5X		
Clean/disinfect sink	5X		
Sweep and wet mop hard surface floor			X
Wipe exterior of refrigerator			X
Clean interior and exterior of microwave oven			X
Maintenance Locker Room and Restroom			
Empty trash and replace liner clean in/out (if needed)	5X		
Clean toilets/urinals including back, bases and flush units	5X		
Sweep/wet mop floor including corners, coving, and behind toilets	5X		
Clean bathroom mirror (streak free)	5X		
Clean and disinfect sink	5X		
Disinfect high touch areas such as doorknob and countertop	5X		
Thoroughly clean all bathroom walls (tiled and painted)			X
High dust			X
Just For Kids Rooms			
Spot Clean	5X		
Sweep, wet mop floor	5X		
Refill hand sanitizer if necessary	5X		
Empty trash and replace liner; clean inside/out	5X		
Wipe/disinfect doors, knobs, and frames			X
High dust (cobwebs and ceiling vents)			X
Just For Kids Bathroom			
Clean bathroom door inside & out	1X		

Administration Building - Continued

	Weekly	Sunday	Monthly
Empty trash and replace liner); clean inside/out (if needed)	5X	X	
Clean toilet including rear porcelain, base and flush unit	5X	X	
Clean toilet paper and towel dispenser, shelves and receptacle with disinfectant	5X	X	
Sweep and wet mop floor including corners, coving, and behind toilet	5X	X	
Clean bathroom mirrors (streak free)	5X	X	
Spot clean including bathroom walls	5X	X	
Refill toilet paper and paper towels	5X	X	
Clean/disinfect horizontal surfaces including counter and fixture	5X	X	
Refill soap, disinfect, and deodorizer dispensers	5X	X	
Clean and disinfect sink and bathtub	5X	X	
Dust vent covers and light fixtures			X
Pour 1-gallon clean water down floor drains			X
Thoroughly clean all bathroom walls (tiled and painted)			X
High dust (cobwebs and ceiling vents)			X
<u>Administration Building / Family Enrichment Center</u>			
Common Areas / All Visit Rooms			
Detail vacuum corners, edges, and around furniture	1X		
Empty recycling receptacles and replace liner (if needed)	3X		
Vacuum carpeted areas/mats; Spot treat carpet spills and stains as needed	5X		
Sweep and wet mop/scrub hard surface floors	5X		
Spot Clean	5X		
Refill hand sanitizers as necessary	5X		
Empty trash, replace liner; clean in/out (if needed)	5X		
Wipe baseboards			X
High dust			X
Wipe doors, knobs, and frames with disinfectant solution			X
Restrooms			
Empty trash and replace liner clean in/out (if needed)	5X		
Empty sanitary napkin disposal unit, replace liner, clean unit	5X		
Clean toilet including back, base and flush unit	5X		
Clean toilet paper and towel dispenser, shelf and receptacle with disinfectant	5X		
Sweep/wet mop floor including corners, coving, and behind toilets	5X		
Clean bathroom mirror (streak free)	5X		
Spot Clean	5X		
Refill toilet seat covers, toilet paper, and paper towels	5X		
Refill soap, sanitizer, and deodorizer dispensers	5X		
Clean and disinfect sink	5X		

Administration Building / Family Enrichment Center- Continued

	Weekly	Sunday	Monthly
Clean bathroom door inside & out	5X		
Disinfect high touch areas such as doorknob and countertop	5X		
Pour 1-gallon clean water down floor drains			X
Dust vent covers and light fixtures			X
Thoroughly clean all bathroom walls (tiled and painted)			X
High dust			X
Kitchenette			
Empty Recycling receptacles and replace with clear plastic liner	3X		
Empty trash and replace liner; clean in/out (if needed)	5X		
Clean/disinfect sink	5X		
Spot clean	5X		
Sweep and wet mop hard surface floor	5X		
Storage Closets			
Sweep and wet mop			X

Community Relations / Case Hall

	Weekly	Sunday	Monthly
Common Areas			
Clean/dust all low horizontal surfaces (includes wall hangings)	1X		
Clean/polish tables	1X		
Vacuum carpeted areas/mats; spot treat carpet spills/stains as needed	1X		
Sweep and wet mop hard surface floors	3X		
Clean, disinfect, and polish drinking fountains/bottle filling stations	3X		
Refill hand sanitizers as necessary	3X		
Empty trash, replace liner; clean in/out (if needed)	3X		
Empty recycling receptacles and replace liner (if needed)	3X		
Wipe/disinfect doors and knobs			X
Damp wipe non-upholstered furniture			X
Wipe baseboards			X
Detail vacuum corners, edges, and around furniture			X
Vacuum upholstered furniture in offices including crevice between seat and back			X
High dust and wipe door frames			X
Bathrooms			
Empty trash and replace liner clean in/out (if needed)	5X		
Empty sanitary napkin disposal units, replace liner, clean unit	5X		
Clean toilets including back, bases and flush units	5X		
Clean toilet paper and towel dispensers, shelves and receptacles	5X		
Sweep/wet mop floor including corners, coving, and behind toilets	5X		
Clean bathroom mirrors (streak free)	5X		
Spot clean including bathroom walls	5X		
Refill toilet seat covers, toilet paper, and paper towels	5X		
Clean/disinfect horizontal surfaces including counters and fixtures	5X		
Refill soap, sanitizer, and deodorizer dispensers	5X		
Clean and disinfect sinks	5X		
Disinfect high touch areas such as doorknobs, counter tops, bathrooms	5X		
Pour 1-gallon clean water down floor drains			X
Clean bathroom door inside & out			X
Dust vent covers and light fixtures			X
Thoroughly clean all bathroom walls (tiled and painted)			X
High dust (cobwebs and ceiling vents)			X
Kitchen			
Wipe exterior of refrigerator	1X		
Wipe down coffee maker and underneath coffee maker	1X		
Clean interior and exterior of microwave oven	1X		
Empty recycling receptacles and replace clear liner	3X		

Community Relations / Case Hall Continued

	Weekly	Sunday	Monthly
Clean/disinfect tables, counters, and sink	5X		
Empty trash and replace liner; clean in/out (if needed)	5X		
Sweep and wet mop hard surface floor	5X		
Clean interior of refrigerator (remove items, clean interior, replace items back in refrigerator)			X