

ITB 161 ROADSIDE TRUCK PARKING 8-28 SITE JANITORIAL SERVICES
REQUIREMENTS/SPECIFICATIONS

Section 1: Intent

The purpose of this invitation is to establish contract pricing for site janitorial services for the Ohio Department of Transportation District 8 at the Roadside Truck Parking site 8-28 in Clinton County, Interstate 71 Southbound Mile Marker 11.21 Wilmington, OH 45177. Vendor shall provide all labor, equipment, material, and incidental items necessary to perform the required services, all in accordance with specifications terms and conditions contained herein.

Section 2: Contract Duration

The effective period of this contract shall be from **Date of Award**, through **June 30, 2026**. The vendor shall provide all personnel, equipment and cleaning supplies (unless otherwise noted herein) to provide janitorial services three (3) non-consecutive days per week, normally Mondays, Wednesdays and Fridays, excluding state observed holidays listed below.

New Year's Day	January 1st
Martin Luther King Day	the 3rd Monday in January
President's Day	the 3rd Monday in February
Memorial Day	the last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Christmas	December 25th

Section 3: Award

Award of the contract will be made to the lowest responsive and responsible bidder based on the calculated total contract cost for services price determined by multiplying the daily rate by the number of days of service for each year and adding all years together, all in accordance with the specifications herein.

Vendors must submit their Bid Responses electronically in OhioBuys before the published deadline date & time, Columbus, Ohio local time on the Proposal due date. Vendors will not be able to submit Bid Responses, or unsolicited Proposal amendments after the deadline.

Vendors must allow adequate time for uploading a Bid Response prior to the due date and time. ODOT recommends that vendors submit Bid Responses as early as possible. If a second round is issued for any reason, vendors must resubmit their bid if they had already submitted in a previous round, as the previously submitted Bid Responses do NOT carry over to the new round.

The Signature process takes place after the award now. The email will come from documents@esign.ohio.gov and will go to the signatory that was identified in the bid submission. The subject line will be the bid # Signature Request, (example: 101G-25 Signature Request).

No contract can be issued to your company until we receive your signature to complete the process. And you must have an OAKS Payor ID before a contract can be issued. To obtain that, you will need to go into <https://ohiopays.ohio.gov>.

Section 4: Site Visit

Vendors are strongly encouraged to visit the site to fully understand all requirements of this Invitation. Those interested may contact Marty Westall by telephone at (513) 933-6537 to schedule a site visit.

Section 5: Working Hours

1. Services shall normally be performed between the hours of 7:30 AM and 7:30 PM. The District Designated Representative may approve other hours when deemed necessary to accomplish the specified work.
2. The Department reserves the right to discontinue service temporarily due to inclement weather. A minimum of four (4) hour notice must be given to the Contractor for a proportional amount to be reduced or suspended in the payment.
3. It shall be understood that, from time to time, facilities may be opened or closed during the life of the contract. The District designated representative will provide a minimum thirty (30) day notice to the vendor of the anticipated closure of site(s) serviced in accordance with this contract.
4. Vendor shall notify the District Designated Representative of staff absences and contingency plan not less than one (1) hour prior to start of regular work time.
5. Most ODOT Facilities operate on a Monday through Friday work schedule. When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When the holiday falls on a Sunday, it shall be observed on the following Monday.

Section 6: General Requirements

The intent of these specifications is to provide custodial maintenance services, furnishing adequate supervision, labor and supplies to accomplish all required custodial services. All work shall be performed in accordance with the specifications and schedules set forth herein. There shall be no exceptions or deviations to any part, or from approved schedule without prior written approval of the District designated representative. Contractor shall be deemed to have knowledge of the nature of the work and areas to be cleaned.

Section 7: Description of Premises

The Roadside Truck Parking site 8-28 is a 4.7 acre former weigh scale site that has been converted into a 16 truck parking lot for commercial vehicles. Please note that the site DOES NOT have running water, electric, or on site storage of any kind.

Section 8: Materials and Supplies

Vendors shall furnish, without additional cost, all materials and supplies required to perform the scope of work. Vendor shall bring adequate quantities of supplies to the site for each visit to perform the contracted services. Vendor shall furnish the following consumable items:

- Waste can liners

Section 9: Services to be Provided

1. General
 - a. Vendor and/or their employees shall report all site issues immediately or as soon as possible to the ODOT District Designated Representative.
2. All Areas-Area to be maintained is from the beginning of the highway exit ramp, inclusive of all areas to the end of the highway entrance ramp as identified in the site map at the end of these specifications.
 - a. Police parking surface and grounds, remove all trash, waste, and debris from parking surface and grounds, place trash, waste, and debris in trash dumpster

- b. Empty six (6) perimeter trash containers, replace liners and place bags in trash dumpster

Section 10: Responsibility

The awarded vendor shall be responsible for replacing in kind all equipment, materials, and fixtures damaged by them or their employees during the performance of services. The vendor shall also be responsible for all liability in connection with the performance of this contract.

Section 11: Cancellation/Modification of Contract

This contract may be canceled at the request of the Director of Transportation due to the contractor's failure or inability to satisfactorily perform the work as per 108.08 of the Construction and Materials Specifications. This contract may be canceled by either party upon receipt of a thirty (30) day written notice. This contract may be modified in writing by agreement of the parties hereto.

Section 12: Subcontracting

The awarded bidder(s) will perform work amounting to not less than one hundred (100) percent of the Contract price with its own organization, unless otherwise approved by the Department. The phrase "its own organization" includes only workers employed and paid directly, inclusive of employees who are employed by a lease agreement acceptable to the Department, and equipment owned or rented with or without operators by the vendor. The phrase does not include employees or equipment of a subcontractor, assignee, or agent of the vendor.

The vendor's percentage of the total Contract Price includes the cost of materials and manufactured products purchased by the vendor, but not the cost of materials and manufactured products purchased by subcontractors.

Vendor shall not subcontract any of the work covered by the contract unless specifically authorized to do so by ODOT. All subcontracting will be supplied to ODOT at cost with no vendor markup. The vendor will be required to submit copies of invoices from subcontractor(s) as proof of costs. Contractor will be fully responsible for making all subcontractor payments and ensuring that subcontractors follow all laws, rules, safety procedures and ODOT expectations as though they were the Contractor.

Section 13: References

All vendors shall provide contact information upon request of the Department, for a minimum of two (2) references for which services have been rendered within the past 24 months.

Section 14: Inspection

Department personnel may inspect the performance of work on the next working day. Vendor of record shall agree to meet with District Designated Representative for any subsequent review required as follow up to deficiency corrections.

Section 15: Unsatisfactory Performance

In the event of unsatisfactory performance on a given day or days, the Department may deduct a whole day or one-half day payment depending upon the extent of the unsatisfactory performance as determined by the District Deputy Director or their designated representative. The vendor shall be notified by the Department of any unsatisfactory performance within five (5) days, excluding Saturdays, Sundays, and holidays. The Department also reserves the right, in the event of any unforeseen emergency, to have the vendor return to restore the location to an acceptable standard of cleanliness and safety. If the vendor fails to respond to the callback, the Department may deduct a day's pay. Should the vendor fail to complete the performance of any specified service, the

Department may deduct the total cost to hire another vendor to complete the work satisfactorily from the payment for service(s) rendered. The Department reserves the right to non-perform or order additional work.

Section 16: Billing

If satisfactory work is performed, the vendor shall receive monthly payments within thirty (30) days for work complete and accepted as satisfactory and in accordance with these specifications. Payment shall be based on the daily rate bid times the number of days of service performed in the month, as noted on purchase order. The bid rate shall be the total cost for each occurrence of services provided as specified.

Two (2) copies of each invoice are to be sent to the Ohio Department of Transportation, at the address below. Vendors must provide on each invoice the vendor's Tax ID number, the purchase order number for the work performed, a description of the work performed, and date(s) performed.

ODOT District 8 Facilities
Attn: Facilities Program Administrator
505 S. State Route 741
Lebanon, OH 45036-9518

In the event of contract termination, payment in full for services rendered shall be based on each occurrence where work performed and accepted as complete and satisfactory in accordance with these specifications.

Section 17: Right to Audit

The Ohio Department of Transportation reserves the right to audit all invoices submitted by a Vendor. In addition, when discrepancies arise, the vendor will be required to pay the difference of the amount quoted in the contract and the amount charged on the invoice, plus twenty percent (20%) of the amount invoiced or fifty dollars (\$50.00), whichever is more.

Section 18: Public Liability Insurance

The bidder must furnish proof with their bid that they carry public liability insurance with limits of not less than three hundred thousand (\$300,000) dollars for any one person and one million (\$1,000,000) dollars for any one occurrence.

All insurance policies required under this section shall include an endorsement requiring the insurance company to give thirty (30) days prior written notice to ODOT before any change or cancellation becomes effective. All insurance policies shall be through insurance companies licensed to conduct business in the State.

Section 19: Chemicals and Cleaning Supplies

In accordance with OSHA 29 CFR 1910.1200 Hazard Communication Standard a chemical inventory listing all products used, manufacturers name, and copies of Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) used in performing work outlined in these specifications shall be submitted at least annually to and approved by the District Designated Representative. This information shall also be kept and maintained in each facility. In case of an emergency both the inventory and MSDS/SDS must be readily accessible. All chemical product containers must be properly labeled.

Section 20: Background Check Screening

By submitting this invitation to bid, the bidder verifies to the Department that the employees it is placing in ODOT facilities have successfully passed the vendor's own background check screening.

Section 21: Miscellaneous

1. After all facility services have been completed the premises shall be left in a neat and orderly condition.
2. Vendor of record shall be responsible for disposal of all liquid and solid waste from performance of this contract. At no time shall the vendor of record bring items to or on ODOT properties for disposal. All chemicals utilized in performance of this contract shall meet with the approval of the District Designated Representative and shall be in accordance with the rules of the Ohio Environmental Protection Agency. In no circumstance shall any chemical be disposed of improperly.
3. Vendor's employees shall sign in and out with the designated representative, including arrival and departure times. Sign In/Out sheets shall be reviewed by the vendor and originals shall be submitted to ODOT with monthly invoicing.
4. The vendor shall sign for the keys they receive for each facility maintained. In the event keys are lost, the vendor shall be responsible for re-keying the facility at the current market rate of approximately \$2500.00.
5. Upon completion of daily contracted services, the vendor shall scan the facility for any unusual conditions and report as necessary.

Section 22: Pricing

Vendors shall submit pricing F.O.B. the locations provided, all in accordance with the specifications, terms and conditions. Pricing shall be guaranteed firm for the contract duration.

- 1. Daily per occurrence cost for Period 1 site janitorial services**
- 2. Daily per occurrence cost for Period 2 site janitorial services**

Section 23: Site Image



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