



CITY OF DUBLIN.

DUBLIN RECREATION CENTER CLEANING SERVICES

Bid Number: _____

Bid Opening Date: November 17, 2016

Bid Opening Time: 10:00 a.m.

Place: Dublin Service Center, 6555 Shier-Rings Road

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I. INVITATION TO BID

Project Name: DUBLIN RECREATION CENTER CLEANING SERVICES

The City of Dublin, Ohio is seeking proposals from qualified contractors to provide seven-day cleaning services at the Dublin Community Recreation Center and weekend cleaning services at the Dublin Justice Center and the Kaltenbach Community Center. The successful contractor will provide skilled, motivated labor and supervision plus a vehicle for transporting staff and trash. The City of Dublin will provide all cleaning supplies and equipment.

Proposals must be submitted in sealed envelopes plainly marked CITY OF DUBLIN/FACILITIES – Project Name: DUBLIN RECREATION CENTER CLEANING SERVICES, and must be addressed to Brian Ashford, Facilities Manager, City of Dublin, 6555 Shier Rings Road, Dublin, Ohio 43016. Sealed proposals must be submitted no later than 10:00 a.m. (local time) on Thursday, November 17, 2016 and will be publicly opened at that time at the address above.

The City of Dublin may choose to not award the bid until 60 days after the opening of proposals. The City will consider all proposals valid until 60 days after the opening date, despite not being accepted or rejected by the City.

A pre-bid meeting will be held on Wednesday, November 9, 2016 at 2:00 p.m. at the Dublin Recreation Center, meeting room #3 at 5600 Post Road, Dublin, Ohio.

Contract specifications and documents are on file at 6555 Shier Rings Road, Dublin, Ohio 43016 where they are available for inspection by prospective bidders between the hours of 8:30 a.m. to 5:00 p.m. (local time), Monday through Friday, beginning Thursday November 3, 2016. Documents are also available online at <http://www.dublin.oh.us/business/bids> at no charge. When downloading bid documents from online you must register as a plan holder to receive any addendums that may be issued.

THE CITY OF DUBLIN RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS

II. INSTRUCTIONS TO BIDDERS

Bidders may not contact any other City employee or official concerning this Invitation to Bid. The bidder will be required to state in full detail on the proposal its experience in this class of work. Bids from Contractors inexperienced in this particular class of work may not be considered. Each bidder must ensure that it does not discriminate against any employees and applicants for employment based on race, color, religion, sex, or national origin.

A. ANTICIPATED SCHEDULE

1. The initial timeline of this sourcing project is outlined below to assist you in planning potential next steps. The City reserves the right to alter this plan without cause or notice

Milestones	Target Date
Issue RFP	November 3, 2016
Pre-Bid/Walk Through	November 9, 2016, 2:00 PM
Pre-Bid Questions Due	November 15, 2016 10:00 AM
Bids Due	November 17, 2016, 10:00 AM
Notification to Short-Listed Vendors	November 18, 2016
Vendor Interviews	November 21 and/or 22, 2016
Recommendation to City Council	December 5, 2016
Implementation Begins	January 1, 2016

B. RECEIPT AND OPENING OF BIDS

1. Separate sealed bids will be received in the Facilities Management Division, at 6555 Shier Rings Road, Dublin, Ohio 43016, until the time and date stated in the Invitation to Bid. Bids shall then be publicly opened and read aloud. Bidders shall submit four (4) hard copies. Hardcopies of bids shall be submitted in sealed, opaque envelopes clearly labeled with the name of the bidder, bidder's address, and the words "BID DOCUMENTS.". Please clearly mark your envelope with the Bid Title, Bid Number, and Bid Opening Date to prevent opening prior to the opening date. The City will not accept bids submitted in unmarked envelopes that are opened by the City in its normal course of business. If time permits, the City may, but shall not be required to, return the bid and inform the bidder that the bid may be resubmitted in a sealed envelope properly marked as indicated above.

C. PREPARATION OF BIDS

1. Each bid must be submitted on the prescribed forms and all blank spaces for bid prices must be completed in ink or be typewritten in both words and figures. If there is a conflict between the two, the words will control. Dublin reserves the right to correct obvious mathematical errors in the bid.
2. Bid should provide a straightforward concise description of the Bidder's services, approach and ability to meet the City's needs as stated in this bid. Forms shall be presented in the following order:
 - a) CORPORATE AFFIDAVIT
 - b) DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT

- c) BIDDER QUALIFICATION STATEMENT
- d) BID PROPOSAL FORM

D. WITHDRAWAL OF BIDS

- 1. The City reserves the right to accept or reject any or all bids, to waive any informalities or irregularities in the bidding process and to enter into a contract with the bidder whom, in its opinion, offers the lowest and best bid.
- 2. Bids may be withdrawn personally or in writing provided that the City receives the withdrawal before the time and date fixed for the bid opening. Bids may not be withdrawn for a period of 60 days after the bid opening.

E. FAMILIARITY WITH LAWS, SITE CONDITIONS AND DOCUMENTS

- 1. Each bidder is required to be familiar with and to comply with the terms and conditions of the specifications and all other Contract Documents and with all Federal, State, and Local laws, ordinances and regulations that in any manner relate to the performance of the work in accordance with the Agreement.
- 2. Bidders shall visit the sites, examine the areas to which their services are to be supplied and thoroughly familiarize themselves with all conditions of the properties before preparing a bid. The submission of a bid shall constitute a representation that such examination has been made relying on that representation; the City will not recognize any claims for compensation for additional labor, equipment, or materials.

F. ALTERNATE PROPOSALS

- 1. Any deviations from or exceptions to the specifications will not be accepted and will cause the bid to be considered not responsive to the bid solicitation.

G. EQUAL OPPORTUNITY - AFFIRMATIVE ACTION

- 1. Contracts under \$10,000.00 are exempt from the provisions of Executive Order 11246, as amended, requiring affirmative action for equal employment opportunity. Contracts are still subject to the January 27, 1972, Equal Employment Opportunity Executive Order of the Governor of the State of Ohio. The signing of the proposal will be considered as a statement that the Contractor is an Equal Employment Opportunity Employer.

H. NON COLLUSIVE AFFIDAVIT

- 1. Each bidder shall complete the Non Collusive Affidavit which is included as part of this Invitation to Bid.

I. BID QUESTIONS

- 1. All questions pertaining to this BID must be made in written form. The City reserves the right to share such questions and its respective answers with all other BID participants without disclosing the questions' originator. Please direct all questions via email, no later than, November 15, 2016 at 10:00 AM to Brian Ashford, Facilities Manager, bashford@dublin.oh.us.

J. RIGHT OF REJECTION IN WHOLE OR IN PART; WAIVER OF DEFICIENCIES

1. The City reserves the right to reject or accept any or all bids in completely or in part; and to waive any non-material deficiencies in a bid if the City determines in its sole judgment that it is in the best interest of the City.

K. TAX EXEMPTION

1. The City of Dublin is exempt from Federal Excise Taxes and Ohio Sales and Use Taxes. Bidders shall avail themselves of these exemptions. The City will provide exemption certificates upon request.

L. W-9 FORM

1. The successful bidder must provide the City of Dublin with a completed W-9 form prior to beginning the service.

M. EVALUATION PROCESS AND SELECTION OF LOWEST AND BEST BIDDER

1. The City will award the bid to the bidder that the City in its sole discretion determines to be the lowest and best bidder. To determine the best bid, an Evaluation Team will evaluate bids in light of the standards set forth in this Invitation to Bid. This Evaluation Team shall consist of City of Dublin representatives.
2. The Evaluation Team will comparatively rate and rank the bids. The rankings and ratings will be based on the information provided within the bid, independent investigation of any information, prior experiences with the bidder by the City, existing public information, and evaluation information obtained from the owners of previous projects.
3. Based on the recommendations of the Evaluation Team, the City will short-list a maximum of three (3) bidders.
4. Short-listed bidders will be invited to an Interview. Shortlisted firms should plan on a 30-minute presentation and 30 minute question and answer period for the interview. Additional details about the interview will be provided to the short-listed firms.
5. Selection of the bidder will be based on scoring of bids and the Interview.
6. In determining the successful bidder, the City may consider, in addition to price, the quality of work, the availability of the bidder, the experience of the bidder, the sufficiency of the financial resources of the bidder and the reputation of the bidder for ability, integrity, judgment and performance, as well as the ability of the bidder to provide additional maintenance and service. The City may award the Contract to a bidder other than the bidder submitting the lowest dollar bid. The City also reserves the right to reject the bid of any bidder who has previously failed to perform properly, or to complete on time, contracts of a similar nature; who is not in a position to perform the contract; or who has habitually, and without just cause, neglected the payment of bills or otherwise disregarded his obligations to successful bidders, material suppliers or employees. In determining the lowest and best bidder, the following criteria will be evaluated and given such weight as indicated:
 - a. **Price** - As part of the requirement to establish the responsibility of the offer, the City may determine the reasonableness of the price(s) at which the services are offered. Prices which are significantly lower than the mean of all offers, and appear to be unreasonably low, may be determined to be evidence of non-responsibility, and cause the offer to be rejected.

30 POINTS

b. And whether the bidder:

i. **Ability and Capacity to Successfully Perform the Work** - Has on its payroll or is able to prove that it customarily employs supervisory personnel of the type qualified to oversee on a regular basis the kind of work called for in the Contract Documents. Shows or is able to demonstrate to the satisfaction of the City that it possesses the ability and capacity to successfully perform the work bid on through the satisfactory past performance of work of a similar size, scope and comparable dollar value to that of the work bid on. The bidder shall have maintained a high level of performances on such similar work continuously during the past three years. Is financially responsible to perform the work bid upon. Has an excellent record of accomplishment of past performance on State, and/or Municipal projects as concerns the quantity, quality, timeliness, cost, cooperation, and harmonious working relationship. **20 POINTS**

ii. **Reputation and Quality of the Bidder's Service** - Is able to furnish references from other public owners indicating that it has satisfactorily completed contract work of the nature bid upon and in a consistent manner. Has a record of harmonious relationship with other public owners on prior State, Municipal, or other projects. **20 POINTS**

iii. **Project Approach** **30 POINTS**

7. Bids must utilize the Bid Proposal Form, including Price Sheet, and follow the format outlined in the Bidder Qualifications Statement.
8. References. All bidders must furnish references of a minimum of three customers for whom contracted cleaning service of similar size and scope is currently being performed on a daily basis. These references are to be included with each bid prior to the bid opening time on the required form. Any bids not containing said information will be considered not responsive.
9. The City will not award the bid to any corporation, firm, or individual who:
 - a. Is in arrears or in default to the City with regard to any debt, contract, security, or any other obligation.
 - b. Is on any list of firms disqualified from bidding pursuant to Ohio law or any other State or Federal list.
 - c. Has been cited for three or more willful or serious violations of OSHA, or of any standard, order or regulation promulgated pursuant to such Act, during the three year period preceding the bid, which violations were cited in accordance with the provisions of any State Occupational Safety and Health Act or the Occupation Safety and Health Act of 1970 and which were not abated within the time fixed by the citation; which citation has not been set aside following appeal to the appropriate agency or court having jurisdiction.

N. AWARD AND EXECUTION OF AGREEMENT

1. If it awards the Contract, the City will issue a tentative NOTICE OF AWARD to the winning bidder. The award shall be subject to the execution by the bidder of an Agreement in the form contained in this Invitation to Bid. If the bidder does not execute the Agreement within five (5) business days of the NOTICE OF AWARD, the City may withdraw the NOTICE OF AWARD and enter into discussions with another bidder—in addition to and not limiting the City's other remedies.

III. CORPORATE AFFIDAVIT (TO BE COMPLETED IF THE CONTRACTOR IS A CORPORATION)

State of _____

County of _____ ss:

_____, being duly sworn, deposes and says that he or she is
(Name of Person Completing)

Secretary of _____, a Corporation organized and existing under
(Name of Corporation)

and by virtue of the laws of the State of _____, and having its principal office
(State of Incorporation)

at: _____ (Address), _____ (City),
_____ (County), _____ (State).

Affiant further says that he is familiar with the records, minute books and by laws
of _____
(Name of Corporation)

Affiant further says that _____, _____ of the Corporation is duly
(Name) (Title)

authorized to sign the Contract for the _____ for said Corporation
(Project Name)

by virtue of _____
(State whether a provision of by-laws or a resolution of the Board of Directors),

(If by resolution, give date of adoption.)

(Signature)

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

Notary Public

IV. DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT

State of _____

County of _____ ss:

I, _____ (Affiant), _____ (Title) of _____ (the "Bidder"), after being cautioned and sworn, represent to the City of Dublin, Ohio, the following: (check the appropriate statement)

At the time the Proposal was submitted, the Bidder was not charged with delinquent personal property taxes on the General Tax Lists of Personal Property of a county in which the City of Dublin, Ohio has territory (Franklin County).

OR

At the time the Proposal was submitted, the Bidder was charged with delinquent personal property taxes on the General Tax Lists of Personal Property of a county in which the City of Dublin, Ohio has territory (Franklin County) and that the amounts of such due and unpaid delinquent taxes, including due and unpaid penalties and interest, are set forth below:

Taxes:	Penalties and Interest:	Counties:
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____

(Signature of Affiant)

(Print Name)

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

Notary Public

V. BIDDER QUALIFICATION STATEMENT

Important Note: The City of Dublin plans to enter into a contract with the lowest and best bidder. While price is an important factor, the City desires quality cleaning services and recognizes that quality may not coincide with the lowest price. To assist in determining the lowest and best bidder, the City reserves the right to conduct interviews with the two or three best bidders to further discuss the responses to the qualifications listed below.

ON ANOTHER SHEET OF PAPER, ANSWER THE FOLLOWING REQUESTS. ENSURE THAT YOUR ANSWERS ARE CLEARLY MARKED TO CORRESPOND TO THE LETTER OF THE REQUEST YOU ARE ANSWERING.

A. Ability and Capacity to Successfully Perform Work

20 POINTS

- a. Describe your past experience and current performances with list of specific examples of other contracts you have worked which are at least 50% of the price of this Contract within the last 3 years and list contact references for each contract.
 - a) Experience with public entities preferred such as County, State, or Municipalities.
 - b) Describe and cite examples to demonstrate an excellent record of accomplishment of past performance on State, and/or Municipal projects as concerns the quantity, quality, timeliness, cost, cooperation, and harmonious working relationship.
- b. Provide founding date and any company name changes or changes in ownership during the past seven years. Include acquisitions, if any, during the past seven years.
- c. Submit audited financial statements for your company covering the last three years.
- d. List other contracts of a similar nature to this Contract where you failed to perform properly, or to complete on time.
- e. List all willful or serious violations of OSHA, or of any standard, order or regulation promulgated pursuant to such Act, during the three year period preceding the bid, which violations were cited in accordance with the provisions of any State Occupational Safety and Health Act or the Occupation Safety and Health Act of 1970 and which were not abated within the time fixed by the citation; which citation has not been set aside following appeal to the appropriate agency or court having jurisdiction.
- f. Have you habitually, and without just cause, neglected the payment of bills or otherwise disregarded your obligations to subcontractors, material suppliers, or employees?

B. Reputation and Quality of the Bidder's Service

20 POINTS

- a. Identify full client history for the last two (2) years, including any local Government Services excluding the City of Dublin. The bidder shall provide only three (3) references for which they have provided continuous similar services for at least the past two (2) years. The bidder shall provide the names and telephones numbers of the contract administrators for whom the work was performed. If you do not have three local Government contracts, then list Federal, State, or commercial contracts to complete this information.

C. Project Approach

30 POINTS

- a. Describe the management/supervisory structure you plan to implement to support optimum quality standards for the City.
 - i. Describe your methods for recruiting, training and retaining the best employees. How will the wage/benefit package proposed in this bid along with the bidder's management philosophy ensure that the custodial staff will be dedicated, well-trained, and dependable?
 - ii. Include an organizational chart of those individuals critical to the success of this potential agreement within your organization beginning with your Chairman and/or COO.
 - iii. Describe the hierarchy of management/supervisory support recommended to meet the goals and requirements of this bid.
 - iv. Include the relative background of the individuals and their responsibilities. Provide the identity and resume for each proposed Site Supervisor(s), Assistant Site Supervisor(s) you plan to assign to this project.
- b. Describe how you plan to maintain the quality standards required by the City.
- c. The recreation center has locker rooms that are very heavily used and it is crucial they are cleaned properly. Describe in detail your cleaning procedures and the equipment you plan to use for locker room cleaning.
- d. Describe the overall implementation strategy to transition the City to your services. Provide a detailed transition plan to implement your proposed transition strategy including a detailed timeline and responsibilities for each task (City, your company, etc.)

VI. BID PROPOSAL FORM

A. BIDDER CERTIFICATION

1. BIDDER _____
2. The undersigned declares that it has visited the facilities and thoroughly examined the Contract Documents for the proposed work and that, if its bid is accepted, it will enter into the Agreement with the City in the form included with the Contract Documents, and that it will take in full payment therefore for the duration of the Agreement period, the lump sum or unit price applicable to each item of the work as stated in the following schedule.

B. BASE BID

LABOR	Minimum Head Count	Head Count (BID)	Minimum Yearly Hours	Yearly Hours (BID)	Minimum Hourly Rate	Hourly Rate (BID)	Monthly Cost (BID)	Yearly Cost (BID)
Site Supervisor - Works Sunday, Monday, Tuesday, Wednesday and Thursday of each week; Off Days are Friday and Saturday of each week.	1		2,080		\$15.00	\$	\$	\$
Assistant Site Supervisor - Works Tuesday, Wednesday, Thursday, Friday and Saturday of each week; Off Days are Sunday and Monday of each week.	1		2,080		\$13.50	\$	\$	\$
DCRC Custodian 01: Works Tuesday, Wednesday, Thursday, Friday and Saturday of each week; Off Days are Sunday and Monday of each week.	1		2,080		\$12.00	\$	\$	\$
DCRC Custodian 02: Works Sunday, Monday, Tuesday, Wednesday and Thursday of each week; Off Days are Friday and Saturday of each week.	1		2,080		\$12.00	\$	\$	\$
DCRC Custodian 03: Scheduled Wednesday, Thursday, Friday & Saturday of each week. Off Days are Sunday, Monday & Tuesday of each week.	1		1,664		\$12.00	\$	\$	\$

DCRC Custodian 04: Scheduled Sunday & Monday of each week. Additional time available from absentee coverage of other positions.	1	832	\$12.00	\$	\$
DCRC Custodian 05: Scheduled Friday & Saturday of each week. Additional time available from absentee coverage of other positions.	1	832	\$12.00	\$	\$
TOTAL BASE LABOR BID					\$

Pre-Service Training - Chemical & Equipment Safety, PPE, HAZCOM, Area Assignments, Schedules & Work Plans	\$
Taxes and Insurance	\$
Vehicle available for Trash transport to dumpster - 7 days per week	\$
Sets of 3 Full Uniforms (trousers & shirts) for EACH employee	\$



Equipment provided by Client (DO NOT INCLUDE PRICING in this Bid)	\$
Chemicals provided by Client (DO NOT INCLUDE PRICING in this Bid)	\$
"Consumables" provided by Client (DO NOT INCLUDE PRICING in this Bid)	\$
Overhead Margin (computed as a percentage of Direct Labor Costs)	\$
Profit Margin (computed as a percentage of Direct Labor Costs)	\$

TOTAL BASE BID
\$

Each price given is the final to the City and includes all taxes, overhead, and profit of the bidder. By submission of this Bid, each bidder certifies, that this Bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid with any other bidder or with any competitor.

Monthly invoices may be required to identify each cost component as described in the Bid Proposal Form. Supporting documentation may be required to include labor hours from a viable timekeeping source.

NOTE: FOR THE CITY TO CONSIDER THIS A VALID BID, THE BID MUST BE SIGNED BY A PRINCIPAL OFFICER OR OWNER OF THE COMPANY WHO IS SUBMITTING THE BID. SUCH SIGNATURE WILL ATTEST TO THE FACT THAT ALL INSTRUCTIONS, GENERAL CONDITIONS, TECHNICAL SPECIFICATIONS AND OTHER CONTRACT DOCUMENTS HAVE BEEN READ, UNDERSTOOD AND ACCEPTED BY THE BIDDER.

BY _____ TITLE: _____
(PRINT NAME)

(SIGNATURE) _____ DATE: _____

We have reviewed the Contract Documents and submitted four (4) copies of our bid and included the City Specification sheet and do not take exception to any part of the Invitation to Bid or the Contract Documents.

(Legal Company Name)

(Signature of Authorized Representative)

(Title of Authorized Representative)

(Business Address)

(City, State, and Zip Code)

(Date)

The bidder is (circle one):

1. Corporation, licensed in the State of _____
2. Partnership
3. Individual or Sole Proprietor
4. Limited Liability Company, organized in the State of _____
5. Other, explain: _____

NOTE: If the bidder is a corporation or limited liability company, give below the names of its President or equivalent and its chief financial officer or equivalent, and general manager, if any; if a partnership give full names and residential addresses of all partners; and if an individual, give residential address if different from business address:

NOTE: IF THE BIDDER IS A CORPORATION, IT MUST COMPLETE THE CORPORATE AFFIDAVIT INCLUDED WITH THIS BID FORM. IF THE BIDDER IS ANY TYPE OF BUSINESS, OTHER THAN A SOLE PROPRIETORSHIP OR CORPORATION, THE BIDDER MUST SUBMIT EVIDENCE SUFFICIENT TO ESTABLISH THAT THE PERSON EXECUTING THE BID HAS THE REQUISITE AUTHORITY TO BIND THE BIDDING ENTITY UNDER OHIO LAW. FAILURE TO PRODUCE SUCH EVIDENCE WILL RESULT IN THE CITY DECLARING THE BID NOT RESPONSIVE.

VII. GENERAL CONDITIONS

A. DEFENSE AND INDEMNIFICATION

1. The successful bidder will be required, to the fullest extent permitted by law, to indemnify, defend, and hold harmless the City and its agents and employees from and against any and all liabilities, suits, judgments, proceedings, claims, damages, losses or expenses, including attorney's fees and costs, arising out of or relating, directly or indirectly, to its performance of the Agreement. The successful bidder will also be required to pay any and all attorney's fees incurred by the City, its agents, or its employees in enforcing any of the successful bidder's defense or indemnification obligations. In any and all claims against the City or any of its agents or employees by any employee of the successful bidder or anyone directly or indirectly employed by the successful bidder, or anyone for whose acts the successful bidder is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by the successful bidder under Workers' Compensation Acts, disability benefit acts, or other employee benefits acts.

B. COORDINATION WITH OTHERS

1. During the progress of the work, the City, or others may be engaged in performing work within the buildings. The successful bidder shall coordinate the work to be done under this Invitation to Bid with the work of others, in such a manner as the Facilities Manager shall approve or direct.

C. PUBLIC SAFEGUARDS

1. The successful bidder agrees to conduct the work at all times in such a manner that the general public shall not be inconvenienced needlessly nor shall it be wholly obstructed at any point.

D. OCCUPATIONAL SAFETY AND HEALTH ACT

1. The applicable sections of the Occupational Safety and Health Act of 1970 (Williams-Steiger Act) shall apply and be made a part of this Invitation to Bid.

E. PERMITS, LAWS, CODES, AND ORDINANCES

1. The successful bidder shall keep himself fully informed of all existing and current codes, ordinances, and regulations and Municipal, County, State, or National laws in any way limiting or controlling the actions or operations of those engaged in the services bid on or affecting the materials supplied to or by them.

F. WATER SUPPLY AND ELECTRICAL ENERGY

1. The successful bidder may use the City's facilities to obtain the electrical energy and water supply necessary for cleaning purposes.

G. INSURANCE REQUIREMENTS

1. The successful bidder shall, at its sole expense and cost, obtain and keep in force during the entire duration of the work that is the subject of this Invitation to Bid insurance coverage

covering the successful bidder and all of its agents, employees against claims for injuries or losses to persons or property that are alleged to have arisen, directly or indirectly, in connection with the successful bidder's performance of the work. The "City of Dublin, its employees and agents" shall be named as Additional Insureds on a primary and non-contributory basis to the successful bidder's Commercial General Liability and Automobile Liability policies. These requirements shall be clearly stated in the remarks section of the successful bidder's Certificate of Insurance. Insurance companies must be licensed by the State of Ohio; the City reserves the right to approve all carriers. Full disclosure of any nonstandard exclusion is required for all required coverages. Additionally, the successful bidder shall maintain at least:

- a) Broad form commercial general liability coverage naming the "City of Dublin" as additional insured, written on a "per occurrence" basis and with an aggregate cap no less than 3 times the required limit: \$1,000,000 Combined Single Limit (C.S.L.)
 - b) Automobile Liability coverage, including coverage for owned, hired, or borrowed autos: \$1,000,000 C.S.L.
 - c) Workers' Compensation Coverage (per Ohio law) at statutory limits OR "Certificate of Solvency" issued by Ohio Workers' Compensation Commission for self-insurers.
2. If any portion of the successful bidder's insurance coverage is underwritten on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the Agreement, and the Certificate of Insurance shall state that the coverage is claims-made and also the retroactive date, if any.

The successful bidder shall direct its insurance carrier to provide the City with a Certificate of Insurance PRIOR TO commencing work. The Certificate shall specifically state that the City shall receive thirty (30) days advance written notice of cancellation or non-renewal, via registered U.S. mail, addressed to Director of Finance, City of Dublin, 5200 Emerald Parkway, Dublin, Ohio 43017. The Certificate shall evidence all required coverage. These insurance requirements are the City's general requirements. The successful bidder's insurance requirements are subject to final negotiations.

VIII. TECHNICAL SPECIFICATIONS

1. Description

- 1.1. It is the intent of the City of Dublin, Division of Facilities Management (DFM), (herein also referred to as "City") to procure a Performance-Based Service Contract (PBSC) as described by International Sanitary Supply Association (ISSA) Cleaning Industry Management Standards (CIMS) - relevant documentation enclosed.
- 1.2. PBSCs are leveraged by accompanying Quality Control programs that assure contractor compliance with specifications, customer receipt of all agreed upon services and implementation of rules that award incentives when client expectations are exceeded or deductions where expectations are not met.

2. Scope

- 2.1. The successful bidder shall provide the custodial services outlined in this IFB at three locations: Dublin Recreation Center (DRC) and Weekend Service for the Dublin Justice Center (DJC) and the Kaltenbach Community Center (KCC). An overview of the facilities and required custodial services required are as follows:

Facility	Sq. Ft.	Hours of Operation	Custodial Services Required (See Work Plan in Appendix)
Community Recreation Center 5600 Post Rd.	113,000	Monday - Friday 5:30 am to 9:30 pm Sat and Sun 8:00 am - 8:00 pm	Full Cleaning Services after facility is closed
Justice Center 6565 Commerce Parkway	60,000	24 Hours, 7 days a week	One visit per day on Saturdays and Sundays only: Clean and Stock Restrooms, Locker Rooms and Break Rooms
Kaltenbach Community Center 5985 Cara Rd	4,000	Monday - Thursday 8:00 am to 9:30 pm Friday - Saturday 8:00 am to 11:00 pm Sunday 8:00 a.m. to 8:00 p.m.	One visit per day on Saturdays and Sundays only: Full Cleaning

- 2.2. Billing-hour pricing begins with the City-directed minimum project wage and above as determined by the contractor and varies according to the type of service being delivered.

- 2.2.1. WORKING Supervisory personnel (\$14.57 AVERAGE PER HOUR MINIMUM) plus a Markup that includes Payroll Taxes, Ohio Bureau of Worker’s Compensation (BWC) Insurance, General Liability (GLI) Insurance, Project Management and Oversight Costs, Overhead and Profit.

- 2.2.2. Custodial personnel (\$12.00 PER HOUR MINIMUM) plus a Markup that includes Payroll Taxes, Ohio Bureau of Worker’s Compensation (BWC) Insurance, General Liability (GLI) Insurance, Project Management and Oversight Costs, Overhead and Profit.

3. Performance-Based Service Contracting (PBSC)

- 3.1. This is a Performance-Based Service Contract (PBSC). Specifications for this type of contract have distinct features.
 - 3.1.1. Directions are straightforward and results oriented; e.g. Trash – Empty and Remove
 - 3.1.2. Directions don't specify how tasks are to be done which allows "Industry Best-Practices" for Products, Procedures and Personnel usage to stay in the forefront.
 - 3.1.3. Directions are accompanied by distinct frequencies which will generate the service quality required under the contract and accurately identify marginal and total costs.
 - 3.1.4. Directions are given by Facility, By Section and by Area Type as defined in Building Information Data Sheets.
 - 3.1.5. Specifications are standardized across the entire project.
 - 3.1.5.1. Specified Area types require the same tasks to be performed – regardless of jobsite.
 - 3.1.5.2. Specified Area types require the same procedures - regardless of jobsite.
 - 3.1.5.3. Specified Area types require the same chemicals, tools and equipment - regardless of jobsite.

4. Custodial Uniform Requirements

- 4.1. Uniforms are to be worn at all times while on duty by ALL assigned employees (including Backup Custodians)
- 4.2. Uniforms are purchased or rented per Vendor preference and policy
- 4.3. Uniforms must be approved by the City of Dublin prior to Contract Start
- 4.4. Aprons, Frocks and/or collarless shirts are not acceptable uniforms;
- 4.5. Shorts and/or sleeveless shirts are not acceptable uniforms.
- 4.6. Men's and Women's shirts are to be the same style and color
- 4.7. Men's and Women's trousers are to be the same style and color
- 4.8. Uniform shirts shall be worn tucked neatly into trousers.
- 4.9. Uniform trousers shall be worn at waist level and secured with a belt or suspenders.
- 4.10. The Contractor staff shall wear shoes that are enclosed while on duty. Sandals, slippers, or open shoes are prohibited.
- 4.11. Jewelry must be kept to a minimum.
- 4.12. No strong perfume or cologne may be worn.
- 4.13. Contractor personnel shall wear a clean uniform each day, be neatly groomed, free of body odor, and conform to acceptable standards of personal hygiene.
- 4.14. Distinctive Lettering shall be displayed on shirts to identify the name of the Vendor.
- 4.15. Uniforms may be laundered by a laundry service or by the employee per Vendor preference and policy
- 4.16. Employees reporting to work not in an approved uniform will not be allowed to work until they are wearing an approved uniform.
- 4.17. Time required while donning or obtaining proper work attire will be unpaid. Such time will be considered a break in attendance under paragraph 20 of this agreement.

5. Custodial Staffing & Scheduling – this Project

- 5.1. Staffing is the Equitable and Balanced distribution of a Workload into Jobs as defined by Organizational Policy and Labor agreements. Effective Staffing produces Jobs that show Who Goes where; To Do what; For How Long; and How Much it costs for them to be there.
- 5.2. Jobs specified as Supervisors or Custodians will be staffed by workers subject to hourly wages and payroll tax withholding.

- 5.3. Subcontractors, Janitorial Franchises or Staffing Agencies are not authorized to fill the seven (7) positions required for this project.
 - 5.4. Labor and Supervision hours per year required in this solicitation are divided (Headcount) according to scheduling and jobsite requirements as determined by the client and stated in the Bid Proposal Form.
 - 5.5. Hours for Sunday through Saturday Services are to be staffed as determined by the client and stated in the Bid Proposal Form. Scheduling and Labor Distribution – this Project
 - 5.6. The DFM provides a two-component, 7-Day per week Custodial Operations and Support schedule that correlates to the Operating Plans and Service schedules of the facilities.
- 6. Contracted Services Staffing & Scheduling:**
- 6.1. A Staffing and scheduling plan is provided for this project that maximizes efficiency and minimizes headcount:
 - 6.1.1. This Project requires a minimum of six (6) permanently assigned employees with at least three (3) scheduled to work on each of a 7-Day work week.
 - 6.1.2. Additional employees (up to 9) can be trained (Pre-Service Training) and qualified for assignment to this project at the City of Dublin’s expense.
 - 6.1.3. The Site Supervisor, Assistant Site Supervisor, Custodian 01 and Custodian 02 shall be Full-time (80 hour per bi-weekly pay period) employees – 4 Total. A Bi-Weekly Schedule showing requested Work Schedules is provided.
 - 6.1.4. Custodian 03, Custodian 04, and Custodian 5 shall be part-time (at least 32 hours per bi-weekly pay period) employees – 2 Total. A Bi-Weekly Schedule showing requested Work Schedules is provided.
 - 6.2. This Staffing and Scheduling Strategy maximizes productivity:
 - 6.2.1. This Staffing and Scheduling Strategy provides assurances that staffing the three priority positions on a 7-day per week basis is optimized.
 - 6.2.2. This Staffing and Scheduling Strategy provides seamless transitions and replacements for vacancies in any of the 4 full-time jobs.
 - 6.2.3. This Staffing and Scheduling Strategy provides the increased performance stemming from the same people performing the same jobs on a consistent basis.
 - 6.2.4. This Staffing and Scheduling Strategy assures that Work Plans requiring 3-8 hour shifts covered 7-days per week will be covered.
- 7. Required Skillsets – Dublin Recreation Center Supervisor**
- 7.1. Contractors are responsible for insuring that Supervisors are properly prepared to perform services requested in this PBSC, and that they are proficient in the English language. The following skillsets are required of the supervisor assigned to this job.
 - 7.1.1. Good Work Attendance
 - 7.1.2. Ability to work an alternating weekend off schedule
 - 7.1.3. Constant Standing and Walking
 - 7.1.4. Ability to Lift and Lower up to 50 pounds
 - 7.1.5. Capacity for frequent Stooping & Bending
 - 7.1.6. Read and adhere to Written Work Rules and Work Orders
 - 7.1.7. Read and adhere to Product Labeling and Hazardous Communications
 - 7.1.8. Ability to make staffing and/or scheduling adjustments as needed.
 - 7.1.9. Ability to monitor and supervise activities occurring in 3 different buildings
 - 7.1.10. Ability to supervise activities of several custodians and Project Workers
 - 7.1.11. Safe Operations and Cleaning – KaiVac (Kai Motion) Mop Gear

- 7.1.12. Safe Operations and Cleaning – KaiVac (KV1750) No-Touch Mach
- 7.1.13. Safe Operations and Cleaning – Auto Scrubber
- 7.1.14. Safe Operations and Cleaning – Carpet Machine
- 7.1.15. Safe Operations and Cleaning – 175 & 1500 RPM Floor Machines
- 7.1.16. Ability to perform ALL duties assigned as Site Supervision
- 7.1.17. Ability to perform ALL duties assigned to Custodians
- 7.1.18. Ability to perform ALL duties assigned as Project Work
- 7.1.19. Ability to perform Quality Control Inspection Corrections with Custodians
- 7.2. Supervisors lacking the aforementioned skillsets may cause the project to have difficulty meeting quality standards and expectations.
- 7.3. The presence of a Primary supervisor or an equally qualified backup supervisor is required on a nightly basis – 7 days per week including holidays.
- 7.4. The supervisor on duty has a full schedule of Supervisory and Custodial duties that includes weekends.
- 7.5. Supervisors **ARE NOT** to be used as substitutes for absent Custodians. Absenteeism is covered by Backup Personnel.

8. Required Skillsets – Dublin Recreation Center Custodians

- 8.1. Contractors are responsible for insuring that employees are properly prepared to perform services requested in this PBSC. The following skillsets are required for custodians to perform at quality levels required by this contract.
 - 8.1.1. Good Work Attendance
 - 8.1.2. Ability to work an alternating weekend off schedule
 - 8.1.3. Constant Standing and Walking
 - 8.1.4. Ability to Lift and Lower up to 35 pounds
 - 8.1.5. Capacity for frequent Stooping & Bending
 - 8.1.6. Read and adhere to Written Work Rules and Job Schedules
 - 8.1.7. Read and adhere to Product Labeling and Hazardous Communications
 - 8.1.8. Safe Operations and Cleaning – KaiVac (Kai Motion) Mop Gear
 - 8.1.9. Safe Operations and Cleaning – KaiVac (KV1750) No-Touch Mach
 - 8.1.10. Safe Operations and Cleaning – Auto Scrubber
 - 8.1.11. Safe Operations and Cleaning – Carpet Machine
 - 8.1.12. Safe Operations and Cleaning – 175 & 1500 RPM Floor Machines
 - 8.1.13. Trash Handling & Removal
 - 8.1.14. Recyclable Separation & Removal
 - 8.1.15. Washroom Tissue, Towel & Soap dispenser re-stocking
 - 8.1.16. Washroom Polishing of Fixtures, Mirrors & Glass
 - 8.1.17. Washroom Fixture and Surface Sanitizing
 - 8.1.18. Washroom Floor Care and Detail Cleaning
 - 8.1.19. Dust Mopping & Damp Mopping Floors
 - 8.1.20. Dusting Ceiling Vents & Lights
 - 8.1.21. Dusting Ledges & Surfaces
 - 8.1.22. Elevator Casework, Cabin Interiors,
 - 8.1.23. Conference and Meeting Room Cleaning
 - 8.1.24. Entranceway Cleaning
 - 8.1.25. Office & Work Station Cleaning
 - 8.1.26. Stairwell, Steps, Risers & Stair Landing Cleaning
 - 8.1.27. Scrub, Rinse & Flat Mop Recoating - VCT Floors

- 8.1.28. Strip, Rinse & Flat Mop Refinishing - VCT Floors
 - 8.1.29. Scrub, Rinse & Flat Mop Recoating - Rubber Floors
 - 8.1.30. Scrub, Rinse & Restore steps & landings – Rubber Stairwells
 - 8.1.31. Scrub, Rinse & Clean Grout Joints - Ceramic Tile Floors
 - 8.1.32. Scrub, Rinse & Clean Grout Joints - Quarry Tile Floors
 - 8.1.33. Scrub, Rinse & Clean Grout Joints - Restrooms & Showers
- 8.2. Custodians lacking the aforementioned skillsets may cause the project to have difficulty meeting quality standards and expectations.

9. Work Rules & Employee Conduct

- 9.1. Uniforms shall be worn by ALL contractor employees while working.
- 9.2. Cell Phones, I-PODs, MP3 Players, etc. are NOT to be used while working.
- 9.3. City Telephones are NOT to be used.
- 9.4. City Televisions are NOT to be used.
- 9.5. Eating while working is NOT tolerated.
- 9.6. Entry/Exit must be through designated doors only.
- 9.7. Headsets or “Ear Buds” are NOT to be worn while working.
- 9.8. Horseplay at work will NOT be tolerated.
- 9.9. ID Badges must be displayed at all times while at work.
- 9.10. Parking is permitted in designated areas only.
- 9.11. Coats and/or Purses are not allowed in work areas.
- 9.12. Daily Sign In and Sign Out are required of EACH Employee at EACH jobsite.
- 9.13. Daily Clock In and Clock Out are required of EACH Employee at EACH jobsite. This is accomplished either by City-issued ID Badges or designated Time Clocks.
- 9.14. Employees who violate these work rules may be subject to dismissal.

10. Contract Definitions, Terms and Expressions

- 10.1. The following terms and expressions used and referred to throughout this Solicitation, Performance Work Statement (PWS), Exhibits and attachments shall have the following meanings:
- 10.2. Blood borne Pathogens Standards. The Occupational Safety and Health Administration (OSHA) standard to eliminate or minimize occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other blood borne pathogens.
- 10.3. Carpet and Rug Institute (CRI). The CRI Seal of Approval program identifies effective carpet cleaning solutions and equipment that clean carpet right the first time and protect a facility’s carpet investment. Carpeted Floors. CPT – Carpet (sometimes referred to as “soft” flooring). There is more than 98,000 square feet of carpet located in the City of Dublin – FMD Custodial Project.
- 10.4. Cleaning is a process (scrubbing, washing,) in which debris is physically removed from surfaces or floors.
- 10.5. Diffusers. All parts of the heating and air conditioning return system. This includes the outside (that part accessible to cleaning without removal) of registers, diffusers, grills or covers and the inside of the return system that can be reached with a vacuum hose.
- 10.6. Disinfection Cleaning. Falls between the processes of physical cleaning and sterilization as the elimination of disease-producing microorganisms, but not spores, from inanimate objects via pasteurization or liquid chemicals. The goal is to create a clean, safe, attractive environment for staff, and visitors.

- 10.7. Environmentally Preferable - Products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, products and chemicals, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.
- 10.8. Environmental Protection Agency (EPA) – Regulatory agency enforcing environmental production laws, regulations and directives; Registers and determines efficacy of Disinfectants and pesticides; enforces janitorial product and equipment standards through Green Seal and design for the environment programs.
- 10.9. Floor Maintenance – Carpeted and Non Carpeted Floors
 - 10.9.1. Service is scheduled annually on the DFM Custodial Project.
 - 10.9.2. Carpets are serviced by a separate vendor.
 - 10.9.3. VCT (Vinyl Composition Tile) floors are serviced by stripping and refinishing
 - 10.9.4. Concrete Floors are serviced by Scrubbing and resealing.
 - 10.9.5. Rubber Tile Floors are serviced by Scrubbing and thoroughly rinsing to remove alkali residue.
 - 10.9.6. Quarry Tile Floors are serviced by Scrubbing and thoroughly rinsing to remove alkali residue.
 - 10.9.7. Carpet Extraction equipment is provided by the DFM. Rotary Floor Machines, Brushes, Pad Drivers and Pads are provided by the DFM.
 - 10.9.8. All required chemicals are provided by the DFM.
- 10.10. Facility Defects. Flaws in the physical building/facilities caused by age, breakdown, damage, or other causes. These may be cosmetic or may cause further damage to personnel. Defects will be identified and reported to building and contract managers as part of nightly reports.
- 10.11. Green Seal. Green Seal is an independent non-profit organization dedicated to safeguarding the environment and transforming the marketplace by promoting the manufacture, purchase, and use of environmentally responsible products and services.
- 10.12. Non-Carpeted Floors. Floor surfaces that require application or removal of floor finish or polishing (Vinyl Tile, Terrazzo or Quarry Tile), "Stone", or Concrete Floors (Several examples are located in the City of Dublin – DFM Custodial Project).
 - 10.12.1. CNC – Concrete (the most common non-resilient flooring).
 - 10.12.2. QRT – Quarry Tile (commonly found in Labs and/or Corridors).
 - 10.12.3. CRT – Ceramic Tile (common to washrooms)
- 10.13. Hospital Grade Disinfectant. A disinfectant that is registered with the Environmental Protection Agency (EPA) for use in hospital, clinics, dental offices, or any other facility. They have proven effectiveness minimally against Salmonella cholerasuis, Staphylococcus aureus and Pseudomonas aeruginosa.
- 10.14. Housekeeping Services. The cleaning contractor's primary function is to develop and maintain a sanitary, safe, and esthetically pleasing environment. Contractor management, tasks, and standards shall be developed to maintain an environment that is in strict compliance with state, federal, local, and DFM guidelines and regulations.
- 10.15. Policing. Refers to the repetitive checking and cleaning of heavily trafficked areas to ensure they are maintained and cleaned.
 - 10.15.1. Repetitive (multiple shifts) cleaning is scheduled for Entranceways, Break Areas, Dumpster Areas and Public Restrooms
 - 10.15.2. Heavily trafficked areas including corridors, elevators, waiting areas, reception desks and similar areas are also serviced multiple times per day.

- 10.16. Resilient Floors. Floor surfaces that require application or removal of floor finish or polishing.
- 10.17. RBT – Rubber Tile (common in stairwells, elevators and weight training areas)
- 10.18. VCT – Vinyl Composition Tile (the most common resilient flooring).
- 10.19. Scheduling Frequencies – Efficient scheduling achieves minimal resource use while limiting occupant exposure to risks and hazards associated with Cleaning Services.
 - 10.19.1. 365 days per year = 7 Days per Week
 - 10.19.2. 260 days per year = 5 Days per Week
 - 10.19.3. 156 days per year = 3 Days per Week (Mon, Wed & Fri)
 - 10.19.4. 104 days per year = 2 Days per Week (Tue & Thu) or (Sat & Sun)
 - 10.19.5. 52 days per year = 1 Day per Week
 - 10.19.6. 26 days per year = 1 Day (the same day) every 2 Weeks
 - 10.19.7. 13 days per year = 1 Day (the same day) every 4 Weeks
 - 10.19.8. 4 days per year = 1 Day (the same day) every 13 Weeks
 - 10.19.9. 2 days per year = 1 Day (the same day) every 26 Weeks
 - 10.19.10. 1 day per year = annually
- 10.20. Scheduling Routine Work – Workload Tasks scheduled one to seven times weekly (52 to 365 times per year) are considered routine tasks.
- 10.21. Scheduling Periodic Cleaning – Workload Tasks scheduled either 13 or 26 times per year are considered periodic cleaning tasks.
- 10.22. Scheduling Project Work – Workload Tasks scheduled less often than 13 times per year) are considered project tasks.

11. Custodial Quality Control Inspections (QCI) Standards

- 11.1. A Quality Control Inspection/Follow-up/Feedback Program for this project requires and includes several important participants.
 - 11.1.1. The Facilities Manager or designee, referred to as the Contract Administrator (CA), serves as the approving authority for Payments, Adjustments, Reconciliations, Improvement Plans and Non-Performance remedies when warranted.
 - 11.1.2. Site Supervisors Provide Attendance, Punctuality and Job Assignment information on a continuous basis.
 - 11.1.3. CA documents results for labor reconciliation and invoice preparation purposes.
 - 11.1.4. CA provides the Hands-On-Training, Coaching and Supervision as required to maintain performance standards.
 - 11.1.5. CA provides monthly Inspections, Follow up and Analytical services using the standards contained in this solicitation.
- 11.2. Area Type Inspection Items correlate to Area Type Specifications to create an “Inspect-what-you Expect” situation.
- 11.3. Inspection Items are put into Quality Control Inspection (QCI) Checklists where each item is graded as either Acceptable (A) or Unacceptable (U).
- 11.4. Scores are Tabulated and evaluated
 - 11.4.1. By Jobsite – The same standard is used for each jobsite
 - 11.4.2. By Area Type – Restroom Inspection Checklists contain the same criteria regardless of which of the 20+ Washrooms gets inspected.
 - 11.4.3. A percentage score for each area is calculated by dividing the total number of items inspected by the number of acceptable items in the area. For example, 8 acceptable items out of 10 items inspected would yield an 80% score on the inspection.

12. QCI Scoring

- 12.1. Dublin allows the contractor a 5% margin of error (scores of 95% to 99.9% for a given month) Quality Control Inspection (QCI) on results. If the contractor is performing all services to the absolute minimum requirements of the contract, the score total would be between 95 and 100 percent. Any score below 95 percent is considered substandard.
- 12.2. If the score falls below 95 percent or the contractor disputes the score, a re-inspection can be requested and will be conducted within one working day. City's representatives and the contractor will conduct the re-inspection on the day and at the time set, and the result will be submitted as final for that month.
 - 12.2.1. If the total score falls between 85 and 94.99 percent, the Successful Bidder's monthly bid price for that building will be reduced by 10 percent.
 - 12.2.2. If the total score falls between 70 and 84.99 percent, the Successful Bidder's monthly bid price for that building will be reduced by 20 percent.
 - 12.2.3. If the total score falls between 50 and 69.99 percent, the Successful Bidder's monthly bid price for that building will be reduced by 30 percent.
- 12.3. Consistent substandard performance and substandard ratings could result in termination of the contract. If three (3) consecutive inspections reveal the same repeating problem(s), it will be considered a Material Breach of Contract.
- 12.4. Dublin will reward the Contractor with a \$1.00 per hour premium for hours worked during a month with an average Quality Control Inspection (QCI) score of 95% or above.
- 12.5. Results are not considered cumulatively for the purpose of premium awards - each month is evaluated based on Quality Result averages for that month only.
 - 12.5.1. The first two months of the initial contract are startup months where time is given for personnel to get used to the QCI process.
 - 12.5.2. The contractor is eligible for the \$1.00 per hour premium for hours worked during each of the first two months with an average QCI score of 95% or above.
- 12.6. This QC Inspection cycle repeats at the beginning of every subsequent contract term.

13. Attendance

- 13.1. The expectation is that absences are covered with backup and part time staff.
- 13.2. The Customer rewards the Contractor with a \$0.75 per hour premium for hours worked during a month with perfect attendance according to the schedule covering every shift and every day of the month.
 - 13.2.1. Perfect Attendance has benefits and is considered to be:
 - 13.2.1.1. One (1) Supervisor for 8 hours per day and 7 days per week as scheduled.
 - 13.2.1.2. Two (2) Custodians hours per day and 7 days per week as scheduled.
 - 13.2.1.3. Three (3) Full-time employee positions totaling 24 X 7 = 168 hours per week as scheduled.
 - 13.2.1.4. Part time Custodians can be used to fill custodial position absences without affecting a contractor's perfect attendance status.
 - 13.2.1.5. Part time Custodians cannot be used to fill Supervisor position absences.
 - 13.2.2. Poor Attendance has immediate consequences.

- 13.2.2.1. Dublin will only pay for verified hours worked on this Jobsite up to the scheduled hours by job for any given monthly billing cycle.
- 13.2.2.2. Scheduled Routine Custodial hours that are missed in a given month due to absenteeism cannot be "made up" or carried over in the following or subsequent months.
- 13.2.2.3. Missing assigned tasks due to absenteeism negatively impacts service quality (QCI Scores).

14. Documentation

- 14.1. The Contractor provides proof of payment of wages as quoted in the contract via pay records (SSAN's redacted) showing employees by name.
- 14.2. The Contractor provides proof of attendance as required in the contract via Sign on Sheets showing daily work times and employees by name.
- 14.3. Hours worked are calculated from Daily Sign In/Sign Out sheets filled out daily by each employee upon arrival at work and again prior to departure at shift completion.
 - 14.3.1. Hours worked are confirmed by checking Daily Sign In sheets against computerized swipe cards and/or time cards.
 - 14.3.2. Hours worked are further confirmed by checking employee ID Badge pictures against time-tracked video images taken within the facility.
 - 14.3.3. Partial Sign In/Sign Out sheets that include Non-Routine Work status and staffing adjustments are faxed nightly to the Facility Manager's office by the Site Supervisor at the end of the Supervisor's shift.
 - 14.3.4. Completed Sign In/Sign Out sheets that include Non-Routine Work status and staffing adjustments, Maintenance Issues, Corrective Actions are picked up by the DFM Custodial Supervisor for use in follow up activities and next day planning.
- 14.4. The Contractor shall provide proof of continuous BWC Insurance as required in the contract via providing a current BWC Certificate on a Quarterly (every 3 Months) basis.
- 14.5. The Contractor shall provide proof of continuous GLI Insurance as required in the contract via providing a current Certificate of Insurance on a Quarterly (every 3 Months) basis.
- 14.6. Pay Requests containing discrepancies will not be processed until discrepancies are reconciled to the satisfaction of the City of Dublin.

15. Emergency Work and Recalls

- 15.1. The Contractor shall respond to emergency calls occurring during the contractor's regular work hours, including evenings, weekends, and holidays.
- 15.2. In the event of an emergency such as a snow and ice accumulation, floods (natural or plumbing related), fire, etc.
 - 15.2.1. The CA may request the Contractor to reassign regular scheduled employees, and when necessary, to retain them after their tour of duty or call in additional personnel to clean the damaged area(s).
 - 15.2.2. The Contractor shall inform Facilities Management of services not performed due to reassigning a regular scheduled employee(s) to an emergency work request.
- 15.3. The Contractor shall bill DFM separately for emergency work performed by call-in employee(s).
 - 15.3.1. Verified emergency work hours performed by "call-in" personnel AND outside of stated work schedules shall be paid for at 1.5 times the Contractor Billing Rate for custodians.

- 15.3.2. The contractor shall be paid a minimum of two (2) hours for each additional employee called in – even if less than 2 hours of work is required.
- 15.3.3. The statement must list the date the additional service was rendered, the number of hours worked by each employee, and the name of the Facilities Management's representative requesting the emergency work.

16. Conservation of Utilities:

- 16.1. The Contractor shall instruct his personnel in utility conservation practices, and shall require them to operate under conditions which shall include, but will not be limited to:
- 16.2. Use of lights only in areas where work is actually being performed.
- 16.3. Training personnel to conserve energy by turning off unneeded equipment and utilities, including water usage.
- 16.4. Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by contract personnel.

17. Damages Caused by the Contractor:

- 17.1. The Contractor shall be liable to the City of Dublin for any damages to City facilities, fixtures, furnishings, equipment, or grounds caused by the Contractor or its employees.
- 17.2. The Contractor shall be responsible for damages caused by the improper use of cleaning products.
- 17.3. The Contractor shall be responsible for damages caused by the improper use of cleaning equipment.
- 17.4. The City of Dublin will bill the Contractor for all lost keys and rekeying of locks resulting from Contractor's employees losing keys.

18. Cleaning Chemicals

- 18.1. Chemicals selected for use in this project are selected, purchased and provided by DFM. DFM reserves the right to replace, upgrade or discontinue products as the need arises.

Chemical Costs ARE NOT TO BE INCLUDED IN CONTRACTOR QUOTES.

- 18.2. Authorized Chemicals are outlined below. Complete Descriptions and Material Safety Sheets for each product is contained in the Custodial Operations Manual – one is available for reference at each jobsite.
 - 18.2.1. All Purpose Cleaner – Spartan Chemical Clean-by-Peroxy:
 - 18.2.2. Disinfectant Cleaner – Spartan Chemical Peroxy 4D™:
 - 18.2.3. Disinfectant Cleaner – Spartan Chemical Super HDQL10:
 - 18.2.4. Floor Cleaner - Spartan Chemical Tri-Base
 - 18.2.5. Floor Cleaner for Rubber Floors – Taski Profi from Diversey
 - 18.2.6. Floor Finish for Rubber Floors – Taski Wiwax from Diversey
 - 18.2.7. Floor Finish - Spartan I-Shine (current product)
 - 18.2.8. Floor Finish - Spartan Floor Front (future upgrade)
 - 18.2.9. Floor Stripper – Spartan Shine line Emulsifier Plus
 - 18.2.10. Glass Cleaner – Spartan Chemical Bio Renewables® Glass Cleaner:
 - 18.2.11. Graffiti Remover – Spartan Chemical Graffiti Remover
 - 18.2.12. KaiVac Restroom Cleaner – KaiBlooeey:
 - 18.2.13. KaiVac Surface Drying Agent – KaiDri:
 - 18.2.14. Restroom Cleaner & Disinfectant – Spartan Chemical NABC:

18.2.15. Stainless Steel & Chrome Polish – 3M Stainless Steel Polish

19. Chemical Safety Requirements

- 19.1. DFM will provide Janitorial chemicals to be used on this project
- 19.2. Use of additional or substitute chemicals is prohibited.
- 19.3. Use of chemicals for other than written intended use is prohibited.
- 19.4. Mixing chemicals together for use is prohibited
- 19.5. Employees caught using prohibited chemicals are subject to removal from this project.
- 19.6. Employees caught circumventing Chemical Dispensing systems are subject to removal from this project.
 - 19.6.1. Removing metering tips from containers circumvents the system.
 - 19.6.2. Pouring chemicals from containers instead of using pre-measuring dispensers circumvents the system.
 - 19.6.3. Using solutions at dilution rates other than label directions circumvents the system.
- 19.7. Violation of any of the aforementioned rules subjects the employee to immediate removal from this project.
- 19.8. Repeat violations of any of the aforementioned rules subjects the contractor to dismissal from this project.
- 19.9. ID Badges of dismissed employees will be immediately returned to Dublin FMD.

20. Custodial Supplies

- 20.1. The following supplies are purchased and provided by DFM for contractor use on this project: Dublin FMD reserves the right to replace, upgrade or discontinue products as the need arises.
 - 20.1.1. Washroom, Break room and Kitchenette Supplies (Hand Soap, Boxed Tissue, Paper Towels and Toilet Tissue).
 - 20.1.2. Waste Management Supplies (Small, Medium and Large Can Liners).
 - 20.1.3. Safety Supplies (Gloves, Safety Glasses and Bodily Fluid Cleanup Kits)

Supply Costs ARE NOT TO BE INCLUDED IN CONTRACTOR QUOTES.

21. Custodial Equipment

- 21.1. Equipment designated for use in this project has been selected, purchased and provided by DFM. DFM reserves the right to replace, upgrade or discontinue products as the need arises.
- 21.2. Equipment was selected based on a combination of Manufacturer's Reputation, Ergonomics, EPA and OSHA considerations, Useful life cycles, durability, associated training costs, parts and service availability, specific facility needs, compatibility with remaining inventory along with total ownership costs.
- 21.3. Major Equipment available for use on this project - DRC jobsite:
 - 21.3.1. Tomcat 30-inch cylindrical Automatic Scrubber – 1 Total
 - 21.3.2. Clarke-Alto 24" Orbital Scrubber – 1 Total
 - 21.3.3. 20" x 175 RPM Single-Disc Floor Machine
 - 21.3.4. KaiVac 500 PSI No-Touch Cleaning® System – 2 Total
 - 21.3.5. KaiVac Kai Motion II™ Microfiber Ergo Mop setups – 4 Total
 - 21.3.6. Unger Window Washing Kits

- 21.3.7. Adequate accessories and attachments for the aforementioned equipment
- 21.3.8. Washing Machines for Mop Laundering
- 21.3.9. Color-Coded Microfiber Cleaning Cloths and Mop Pads are provided
- 21.4. Major Equipment available for use on this project - DJC jobsite:
 - 21.4.1. KaiVac 500 PSI No-Touch Cleaning® System – 1 Total
 - 21.4.2. KaiVac Kai Motion II™ Microfiber Ergo Mop setups – 2 Total
 - 21.4.3. Color-Coded Microfiber Cleaning Cloths and Mop Pads are provided

Equipment Costs ARE NOT TO BE INCLUDED IN CONTRACTOR QUOTES.

22. Equipment Safety Requirements

- 22.1. DFM will provide the Electrical and Battery-Powered equipment to be used on this project.
 - 22.1.1. Equipment will not be left unattended in aisles or passageways.
 - 22.1.2. Electrical cords will not cross traffic lanes when equipment is used
 - 22.1.3. Damaged electrical cords will be replaced through Invoice deductions.
- 22.2. Vacuum cleaner bags must be replaced when HALF FULL. Vacuum motor failure resulting from overfilled vacuum bags will be paid for through invoice deductions.
- 22.3. QC Inspections (Acceptable – A or Unacceptable-U) apply to each applicable piece of equipment:
 - 22.3.1. Equipment Cleaning (includes Mop Gear)
 - 22.3.2. Equipment Storage (includes Mop Gear)
 - 22.3.3. Neatly wrapped electrical cords
 - 22.3.4. Neatly wrapped hoses
 - 22.3.5. Empty and Clean recovery tanks
 - 22.3.6. Empty and Clean Mop Buckets

23. Identification (ID) Badges

- 23.1. The successful bidder shall employ only honest and responsible employees. The successful bidder shall be responsible for all conduct of their employees. The successful bidder shall furnish the City of Dublin a list of names, addresses, and ages of employees working in the buildings in which services are requested. The City requires national police verification, sexual offender verification, and drug testing on each of the successful bidder's employees working on City property, ensuring the absence of any record reflecting moral, felony, drug, or other types of arrest that would be detrimental to the City or its residents using said buildings. Evidence of such check shall be delivered to the Facilities Manager and obtained at the Bidder's cost. The City reserves the right to conduct its own background check on prospective employees.
- 23.2. Contractor employees must be processed and issued ID Badges BEFORE being assigned to this project.
- 23.3. ID Badges issued by the City of Dublin will be worn at all times by assigned employees while working on this project.
- 23.4. ID Badges shall be displayed at or above the waist at all times while at work.
- 23.5. ID Badges will be used to gain building and area access for the badge holder only.
- 23.6. Multiple employees working in the same building will swipe cards individually to gain access.
- 23.7. Employees caught “piggy-backing” entry (not swiping their own ID Badge) to a building or secure areas are subject to dismissal from the project.

- 23.8. Use of another person’s ID Badge for any reason is prohibited.
- 23.9. Employees reporting to work without an ID Badge will not be allowed to work until their badge is secured or alternative authority to work is given.
- 23.10. Time missed while having to obtain misplaced or forgotten ID Badges will be unpaid. Such time will be considered a break in attendance under paragraph 20 of this agreement.
- 23.11. Lost ID Badges must be immediately reported to Dublin FMD.
- 23.12. Contractors may be charged for the replacement of lost ID Badges

24. Pay requests (Invoices)

- 24.1. The contractor shall submit monthly reports of work performed to contract. Said reports shall be submitted in duplicate and certified by the contractor or its designee certifying the adherence of the contractor to the performance of services and agreed-upon specifications. The monthly report will include, but not be limited to, the following:
 - 24.1.1. Any problems encountered during the past month. If the Successful Bidder finds problems based on the specifications of the contract, they should be addressed in the monthly report.
 - 24.1.2. Provide dates on which periodic work was completed for the previous month. A report should be included if any scheduled periodic work was not completed, stating the reason and when it will be completed.
 - 24.1.3. Schedule for the next month’s periodic work should be based on Annual Work Schedule plus any periodic work scheduled for the last month, which was not completed.
 - 24.1.4. Supervisor’s contacts at the work place and instructions given to employees regarding deficient conditions, including the date.
 - 24.1.5. Invoices listing corrected amounts due to premium awards or deductions for deficient conditions left uncorrected by re-inspection date, as follows:

Bid Amount	\$ _____
Plus Premium Awards or Less Deficient Condition Deductions	\$ _____
Invoice Amount	\$ _____

- 24.2. Pay requests (Invoices) for Custodial, Supervision or other requested hours that were not actually worked will not be processed.
- 24.3. Pay requests (Invoices) that include hours for Vacation, Holiday or other paid time off for employees will not be processed.
- 24.4. Pay requests (Invoices) that include hours not worked during the current Invoice Billing Cycle will not be processed.
- 24.5. Pay requests (Invoices) that include Project Hours for work not verified as completed and acceptable will not be processed.

25. Hourly Rate determinations

- 25.1. Hourly Rates may vary for each of the Budget Items requiring a Billing Rate entry. These rates should be determined as follows:
- 25.2. Custodian – Average hourly wage rates to be paid to employees performing as custodians serves as the basis for this Billing Rate.

- 25.2.1. A Markup component that includes costs for Federal, State and Local Payroll Taxes should be added.
- 25.2.2. A Markup component that includes costs for General Liability and Ohio Bureau of Worker's Compensation Insurance should be added.
- 25.2.3. A Markup component that includes costs for Uniforms, Absence and Vacancy coverage costs for both Startup and Replacement employees should be added.
- 25.2.4. A Markup component that includes costs for Orientation, Compliance Training, Material Selection, Use, Cleaning and Storage for replacement employees should be added.
- 25.2.5. A Markup component that includes contractor costs for Job Schedule performance training; Equipment & Cleaning, Product selection and use training, Chemical selection and use training; Corrective Training required for QCI Report deficiencies. This markup percentage should address current and future employees.
- 25.2.6. A Markup component that includes costs for Vacation, Sick Leave, Holidays and other paid time off according to contractor policy should be added.
- 25.2.7. A Markup component that includes costs for Contractor Overhead Expenses, Corporate Taxes and Profit should be added.
- 25.3. Supervision – Average hourly wage rates to be paid to employees performing as supervisors serves as the basis for this Billing Rate.
 - 25.3.1. The Site Supervisor is a working supervisor position with approximately 65% of this job assigned as custodial Work and 35% assigned to follow up Work Plan Completion Checklist – Performance requirements are contained in published Job Schedules.
 - 25.3.2. The Assistant Site Supervisor is also a working supervisor position with approximately 65% of this job assigned as custodial Work and 35% to oversight of 3rd Shift Non-Routine Cleaning activities on Nights when three (3) custodians are scheduled on the 9:30 PM to 6:00 AM shift.
 - 25.3.2.1. A Markup component that includes costs for Federal, State and Local Payroll Taxes should be added.
 - 25.3.2.2. A Markup component that includes costs for General Liability and Ohio Bureau of Worker's Compensation Insurance should be added.
 - 25.3.2.3. A Markup component that includes costs for Uniforms, Absence and Vacancy coverage costs for both Startup and Replacement employees should be added.
 - 25.3.2.4. A Markup component that includes costs for Vacation, Sick Leave, Holidays and other paid time off according to contractor policy should be added.
 - 25.3.2.5. A Markup component that includes costs for Contractor Overhead Expenses, Corporate Taxes and Profit should be added.
 - 25.3.2.6. A Markup component that includes costs for Contractor Management accompanying the 3rd Party Inspector conducting QC Inspections is welcome and should be added.
 - 25.3.2.7. A Markup component that includes costs for Contractor Management periodically attending daily 5:30 PM and/or 9:30 PM shift startup briefings is welcome and should be added.
 - 25.3.3. Costs for Project Management, Oversight and on-going QC Inspections are borne by the Client and should not be added as markup.
 - 25.3.4. Costs for Project Work loading, Staffing, Scheduling and Quality Assurance Planning are borne by the Client and should not be added as markup.

25.3.5. Equipment & Supplies must be uniform and consistent throughout all DFM facilities and are therefore provided by DFM in the DRC. These Costs are therefore excluded from the DRC Custodial Quite.

IX. SAMPLE AGREEMENT

The following sample agreement has been included to provide an understanding of the Agreement that will be signed by the successful bidder as required by the City of Dublin, Ohio for the Dublin Recreation Center Cleaning Services. Additionally, all information provided by the successful bidder will be included with the final Agreement.

SERVICES AGREEMENT

This Services Agreement ("Agreement") is made and entered into and effective on this ____ day of _____, 2016 ("Effective Date") by and between the City of Dublin, Ohio ("Dublin"), an Ohio Municipal Corporation, with offices located at 5200 Emerald Parkway, Dublin, Ohio 43017 and _____ ("Service Provider"), with an office and principal place of business located at _____.

Recitals

WHEREAS, Dublin desires to engage Service Provider to perform the services as more fully described in the attached Exhibit A (the "Services"); and

WHEREAS, Services Provider desires to perform the Services and desires to be so engaged.

NOW, THEREFORE, in consideration of the foregoing and of the covenants and agreements herein contained, the parties, intending to be legally bound, agree as follows:

Provisions

I. Performance of the Services. Provider shall:

- A. Perform the Services as set forth in Exhibit A.
- B. If Service Provider is an *individual*, complete, sign and return the Ohio Public Employees Retirement System ("OPERS") Independent Contractor Acknowledgement form. See Exhibit B.
- C. Give prompt notice to Dublin should the Service Provider observe or otherwise become aware of any fault or deficit in the project or any nonconformance with the Agreement.
- D. Remit to Dublin after the termination of this Agreement, all files and documents pertaining to the project that have been obtained or produced including, but not limited to, permits, licenses, applications, codes, drawings, site plans, photographs and similar materials. Provider shall be entitled to retain copies for Provider's files.

II. Obligations of Dublin. Dublin shall:

- A. Assist the Service Provider by placing at its disposal all available information pertinent to the Services for the project.
- B. Use its best efforts to secure release of other data applicable to the project held by others.
- C. Make all necessary provisions to enter upon public and private property as required to perform the Services.
- D. Give prompt notice to the Service Provider should Dublin observe or otherwise become aware of any fault or deficit in the project or any nonconformance with the Agreement.

III. Term and Termination. The Agreement shall commence on _____, 2016 and shall terminate on _____, or one year following the commencement of the Agreement, whichever is sooner. Dublin may terminate this Agreement at any time by giving Service Provider thirty (30)

days advance written notice. In the event this Agreement is terminated by Dublin prior to its natural expiration, Service Provider shall be paid the amounts for work actually performed in accordance with this Agreement to the date of this early termination.

IV. Payment.

Service Provider shall be compensated in a lump sum in an amount not to exceed _____.

- V. Relationship of the Parties.** The parties acknowledge and agree that Service Provider is an independent contractor and is not an agent or employee of Dublin. Nothing in this Agreement shall be construed to create a relationship between Service Provider and Dublin of a partnership, association, or joint venture. Further, the parties acknowledge that Service Provider is paid a fee, retainer or other payment as per Section IV of this Agreement; is not eligible for workers' compensation or unemployment compensation; is not eligible for employee fringe benefits such as vacation or sick leave; does not appear on Dublin's payroll; is required to provide his or her own supplies and equipment; and is not controlled or supervised by Dublin personnel as to the manner of work.

VI. Indemnification.

- A. **Professional Liability.** Relative to any and all claims, losses, damages, liability and cost, the Service Provider agrees to indemnify and save Dublin, its officers, officials, and employees harmless from and against any and all suits, actions or claims for property losses, damages or personal injury arising from the negligent acts, errors or omissions by the Service Provider or its employees.
- B. **Non-Professional Liability (General Liability).** To the fullest extent permitted by law, the Service Provider shall indemnify, defend and hold harmless Dublin, its officers, officials, employees or any combination thereof, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of the acts or omissions of the Service Provider, provided that such claim, damage, loss or expenses is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused by the negligent acts or omissions of the Service Provider, any subconsultant(s) of the Service Provider, its agents, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligations shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph.

VII. Insurance.

- A. The Service Provider shall secure and maintain, at his/her/its own expense, errors and omissions insurance in an amount not less than One Million Dollars (\$1,000,000.00) per claim/annual aggregate to protect himself from any claim arising out of the performance of professional services and caused by negligent acts, omissions or negligent acts for which the Service Provider may be legally negligent. The Service Provider shall maintain said coverage for the entire contract period and for a minimum of one year after completion of the work under the contract.
- B. In addition to errors and omissions insurance, the Service Provider shall also secure and maintain, at his/her own expense, insurance for protection from claims under Worker's Compensation acts, claims for damages because of bodily injury including personal injury,

sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom, and any other insurance prescribed by laws, rules, regulations, ordinances, codes or orders.

- C. The Service Provider shall secure and maintain, at his/her own expense, General Liability insurance in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence.
- D. The Service Provider shall secure and maintain, at his/her/its own expense, Property insurance for protection from claims or damages because of damage to or destruction of property including loss of use resulting therefrom in an amount not less than Five Hundred Thousand Dollars (\$500,000.00).
- E. Dublin shall be held harmless for any damage to the Service Provider's property and/or equipment during the course of performance under the Contract.
- F. The above referenced insurance shall be maintained in full force and effect during the life of this Contract and for one year beyond, where specified. Certificates showing that the Service Provider is carrying the above referenced insurance in at least the above specified minimum amounts shall be furnished to, and approved by, Dublin prior to the start of work on the project and before Dublin is obligated to make any payments to the Service Provider for the work performed under the provision of this contract. All such Certificates, with the exception of those for Worker's Compensation and Errors & Omissions coverage, shall clearly reflect that the City of Dublin is an "Additional Insured".

VIII. Employee Documentation

- A. Service Provider guarantees that the individuals employed by the Service working on this project are authorized to work in the United States. The Service Provider will upon demand provide Dublin with appropriate documentation (Form 1-9) for any Service Provider employee performing services for Dublin.
- B. The Service Provider agrees to indemnify Dublin in accordance with Section VI of the Agreement for any issue arising out of the Service Provider's hiring or retention of any individual who is not authorized to work in the United States.

IX. Taxes.

- A. Service Provider has the following identification number for income tax purposes:
_____.
- B. Service Provider is subject to and responsible for all applicable federal, state, and local taxes.
- C. Dublin represents that it is a tax-exempt entity and evidence of this tax-exempt status shall be provided to Service Provider upon written request. Service Provider hereby further agrees to withhold all municipal income taxes due or payable under the provisions of Chapter 35 and/or 38 of the Codified Ordinances of Dublin, Ohio, for wages, salaries and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such municipal income taxes due under such chapter for Services performed under this Agreement.

- D. The Service Provider shall receive Internal Revenue Service form 1099 from Dublin for income tax reporting purposes.
- X. Assignment.** Neither party may assign this Agreement without obtaining express, written consent from the other party prior to assignment.
- XI. Entire Agreement / Amendment.** This Agreement constitutes the entire understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior negotiations, discussions, undertakings and agreements between the parties. This Agreement may be amended or modified only by a writing executed by the duly authorized officers of the parties hereto. It is understood and agreed that this Agreement may not be changed, modified, or altered except by an instrument, in writing, signed by both parties in accordance with the laws of the State of Ohio.
- XII. Discrimination.**
- A. No discrimination for reason of race, color, national origin, religion, sex, genetic information, pregnancy, age, ancestry, military status, sexual orientation, gender identity, marital status, veteran's status, or disability shall be permitted or authorized by Dublin and/or Service Provider in connection with the Services.
 - B. Nothing in this Agreement shall require the commission of any act contrary to any law or any rules or regulations of any union, guild, or similar body having jurisdiction over the Services of Service Provider.
- XIII. Governing Law/Venue.** Any controversy or claim, whether based upon contract, statute, tort, fraud, misrepresentation or other legal theory, related directly or indirectly to this Agreement, whether between the parties, or of any of the parties' employees, agents or affiliated businesses, will be resolved under the laws of the State of Ohio, in any court of competent jurisdiction in Franklin County, Ohio.
- XIV. Severability.** If any provision of this Agreement is held invalid or unenforceable, such provision shall be deemed deleted from this Agreement and shall be replaced by a valid, mutually agreeable and enforceable provision which so far as possible achieves the same objectives as the severed provision was intended to achieve, and the remaining provisions of this Agreement shall continue in full force and effect.
- XV. Paragraph Headings.** Paragraph headings are inserted in this Agreement for convenience only and are not to be used in interpreting this Agreement.

[signatures appear on following page]

BY SIGNING THIS AGREEMENT, YOU HEREBY ACKNOWLEDGE THAT YOU HAVE BEEN INFORMED THAT THE CITY OF DUBLIN, OHIO HAS CLASSIFIED YOU AS AN INDEPENDENT CONTRACTOR AND THAT YOU HAVE BEEN ADVISED THAT CONTRIBUTIONS TO OPERS WILL NOT BE MADE ON YOUR BEHALF FOR THESE SERVICES.

FURTHER, BY SIGNING THIS AGREEMENT, YOU HEREBY ACKNOWLEDGE THAT THE CITY OF DUBLIN, OHIO HAS IN NO WAY LIMITED OR RESTRICTED YOUR RIGHT TO PROVIDE THE AGREED-TO SERVICES TO THE GENERAL PUBLIC AND THAT YOU REGULARLY PROVIDE SUCH SERVICES TO THE GENERAL PUBLIC.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the ____ day of _____, 2016.

CITY OF DUBLIN, OHIO

BY: _____
Dana L. McDaniel, City Manager

BY: _____
Department Director

SERVICE PROVIDER

BY: _____
ITS: _____

Approved as to Form:

Law Director

CERTIFICATION OF FUNDS

I hereby certify that the funds required to meet the City's obligation, payment, or expenditure under this Agreement have been lawfully appropriated or authorized for such purpose and are free from any obligation now outstanding.

Angel L. Mumma, Director of Finance

Date

APPENDIX A

Recommended Work Schedule

RECOMMENDED WORK SCHEDULE

Job Schedule	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Hours	Yearly Hours
Supervisor	6P-2:30A	6P-2:30A	9:30P-6:A	9:30P-6:A	9:30P-6:A	Off	Off	40.00	2,080
Ass't Supervisor	Off	Off	6P-2:30A	6P-2:30A	6P-2:30A	6P-2:30A	6P-2:30A	40.00	2,080
Custodian 01	Off	Off	9:30P-6:A	9:30P-6:A	9:30P-6:A	9:30P-6:A	9:30P-6:A	40.00	2,080
Custodian 02	9:30P-6:A	9:30P-6:A	9:30P-6:A	9:30P-6:A	9:30P-6:A	Off	Off	40.00	2,080
Custodian 03	Off	Off	Off	9:30P-6:A	9:30P-6:A	9:30P-6:A	9:30P-6:A	32.00	1,664
Custodian 04	9:30P-6:A	9:30P-6:A	Off	Off	Off	Off	Off	16.00	832
Custodian 05	Off	Off	Off	Off	Off	9:30P-6:A	9:30P-6:A	16.00	832
Hours*	24	24	32	32	32	32	32	224.00	11,648.00
Headcount	3	3	4	4	4	4	4	26	

* These numbers represent the minimum dairly hours required.

APPENDIX B

Routine Work Orders

Routine Work Order - Saturday
DRC00A Bidder, Supervisor
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ Date: _____

Facility: Dublin Recreation Center
Section: DCRC Contract

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
Trash Transport to Dumpster Area		DCRC - Trash Transport to remote dumpster
	<input type="checkbox"/> DCRC Trash - Wear Safety Glasses and Gloves	
	<input type="checkbox"/> DCRC Trash - Wear Reflective Safety Vests (after dark)	
	<input type="checkbox"/> DCRC Trash - Collect "Bagged" trash at DCRC staging area	
	<input type="checkbox"/> DCRC Trash - Transfer Bags to Transport Vehicle	
	<input type="checkbox"/> DCRC Trash - Pick Up Litter & Debris (Staging Area)	
	<input type="checkbox"/> DCRC Trash - Transport Trash to Dumpster	
	<input type="checkbox"/> DCRC Trash - Transfer Bags from Vehicle to Dumpster	
	<input type="checkbox"/> DCRC Trash - Pick Up Litter & Debris (Dumpster Area)	
	<input type="checkbox"/> DCRC Trash - Repeat processes until ALL trash is transported	

Routine Work Order - Saturday
DRC00C Bidder, Supv-S&S
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ Date: _____

Facility: Dublin Recreation Center
Section: North Side - 1st Floor

Area **Tasks - check box when done** **Area Type**
Main Floor Commons/WE Corridors & Public Areas-2Day/CRT

- Routine Cleaning - Corridors & Public Areas
- Floor Care - Auto-Scrub Ceramic Tile Areas
- Flat Mop Areas not reached by Machines

Main Floor Janitor Closet/WE Janitor Closets-2Day

- Janitor Closet - Neatly Store Supplies & Equipment
- Janitor Closet - Clean Walls & Splatter Areas
- Janitor Closet - Clean & Rinse Sink
- Janitor Closet - Clean Floors

Phase 2 Elevator/WE Elevator/CPT-2Day

- Routine Cleaning - Elevators
- Carpet Care - Vacuum Carpeted Floors

Phase 2 Janitor's Closet - Downstairs/WE Janitor Closets-2Day

- Janitor Closet - Neatly Store Supplies & Equipment
- Janitor Closet - Clean Walls & Splatter Areas
- Janitor Closet - Clean & Rinse Sink
- Janitor Closet - Clean Floors

Phase 2 Stairwells - East&West/WE Stairs & Landings-2Day/RBT

- Routine Cleaning - Stairs & Landings
- Stairs - Sweep Steps & Landings

Senior Lounge/WE Office & Meeting Areas-2Day/Carpet

- Empty Trash/Pick Up Litter/Straighten Furniture
- Carpet Care - Vacuum Carpeted Floors

Staff Break Room & Kitchenette/WE Break & Dining Areas-2Day/VCT

- Routine Cleaning - Kitchen & Dining Areas
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Routine Work Order - Saturday

DRC00C

Bidder, Supv-S&S

Systems by Rich Consulting, LLC

DCRC Custodial Services - 2017

Additional Employees:

Signature: _____

Date: _____

Teen Lounge/WE

Child, Juvenile & Senior Care-2Day

- Routine Cleaning - Child & Juvenile Care
- Carpet Care - Vacuum Carpeted Floors
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Section: Restrooms, Showers & Lockers

Area

Tasks - check box when done

Area Type

Abbey Theater RR - 2/WE

Restroom Areas-2Day/KaiVac

- Empty Trash/Pick Up Litter/Re Stock Dispensers
- KaiVac: Setup/Breakdown/Transport
- Routine Cleaning - Restroom Areas/KaiVac
- Wipe Down "Over Spray" areas by Hand
- Wipe Down "Touch Point" areas by Hand

Phase 2 Downstairs RR - Men/WE

Restroom Areas-2Day/KaiVac

- Empty Trash/Pick Up Litter/Re Stock Dispensers
- KaiVac: Setup/Breakdown/Transport
- Routine Cleaning - Restroom Areas/KaiVac
- Wipe Down "Over Spray" areas by Hand
- Wipe Down "Touch Point" areas by Hand

Phase 2 Downstairs RR - Women/WE

Restroom Areas-2Day/KaiVac

- Empty Trash/Pick Up Litter/Re Stock Dispensers
- KaiVac: Setup/Breakdown/Transport
- Routine Cleaning - Restroom Areas/KaiVac
- Wipe Down "Over Spray" areas by Hand
- Wipe Down "Touch Point" areas by Hand

Phase 2 Upstairs RR - Men/WE

Restroom Areas-2Day/KaiVac

- Empty Trash/Pick Up Litter/Re Stock Dispensers
- KaiVac: Setup/Breakdown/Transport
- Routine Cleaning - Restroom Areas/KaiVac
- Wipe Down "Over Spray" areas by Hand
- Wipe Down "Touch Point" areas by Hand

Routine Work Order - Saturday
DRC00C Bidder, Supv-S&S
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ **Date:** _____

Phase 2 Upstairs RR - Women/WE

Restroom Areas-2Day/KaiVac

- Empty Trash/Pick Up Litter/Re Stock Dispensers
- KaiVac: Setup/Breakdown/Transport
- Routine Cleaning - Restroom Areas/KaiVac
- Wipe Down "Over Spray" areas by Hand
- Wipe Down "Touch Point" areas by Hand

Wee Folks RR/WE

Restroom Areas-2Day/Conventional

- Routine Cleaning - Restroom Areas
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Section: South Side - Aquatics

Area

Tasks - check box when done

Area Type

DRC Custodial Store Room/WE

Janitor Closets-2Day

- Janitor Closet - Neatly Store Supplies & Equipment
- Janitor Closet - Clean Walls & Splatter Areas
- Janitor Closet - Clean & Rinse Sink
- Janitor Closet - Clean Floors

Routine Work Order - Saturday
DRC00B Bidder, Ass't Supv
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ **Date:** _____

Facility: Dublin Justice Center
Section: Global

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
Weekend Svc - Call Center Break Rm	<input type="checkbox"/> Routine Cleaning - Kitchen & Dining Areas <input type="checkbox"/> Floor Care - Damp Mop Floors w/Ergonomic Mop Gear	Break & Dining Areas-2Day/VCT
Weekend Svc - Call Center Dispatch Area	<input type="checkbox"/> Empty Trash/Pick Up Litter/Straighten Furniture <input type="checkbox"/> Carpet Care - Vacuum Carpeted Floors	Office & Meeting Areas-2Day/Carpet
Weekend Svc - Call Center Restroom	<input type="checkbox"/> Routine Cleaning - Restroom Areas <input type="checkbox"/> Floor Care - Damp Mop Floors w/Ergonomic Mop Gear	Restroom Areas-2Day/Conventional
Weekend Svc - Entranceways/3	<input type="checkbox"/> Routine Cleaning - Entranceway Areas <input type="checkbox"/> Entranceways - Damp Mop Floors and/or Vacuum Carpet	Entranceways-2Day
Weekend Svc - Janitor's Closet	<input type="checkbox"/> Janitor Closet - Neatly Store Supplies & Equipment <input type="checkbox"/> Janitor Closet - Clean Walls & Splatter Areas <input type="checkbox"/> Janitor Closet - Clean & Rinse Sink <input type="checkbox"/> Janitor Closet - Clean Floors	Janitor Closets-2Day
Weekend Svc - M&W Locker Rooms	<input type="checkbox"/> Routine Cleaning - Restroom Areas <input type="checkbox"/> Floor Care - Damp Mop Floors w/Ergonomic Mop Gear	Restroom Areas-2Day/Conventional
Weekend Svc - Officer's Break Room	<input type="checkbox"/> Routine Cleaning - Kitchen & Dining Areas <input type="checkbox"/> Floor Care - Damp Mop Floors w/Ergonomic Mop Gear	Break & Dining Areas-2Day/VCT

Routine Work Order - Saturday

DRC00B

Bidder, Ass't Supv

Systems by Rich Consulting, LLC

DCRC Custodial Services - 2017

Additional Employees:

Signature: _____ **Date:** _____

Weekend Svc - Public Restrooms/2

Restroom Areas-2Day/Conventional

- Routine Cleaning - Restroom Areas
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Weekend Svc - Staff Restrooms/2

Restroom Areas-2Day/Conventional

- Routine Cleaning - Restroom Areas
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Routine Work Order - Saturday
DRC00B Bidder, Ass't Supv
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ Date: _____

Facility: Dublin Recreation Center
Section: Global

Area DRC Supervisor - Weekends **Tasks - check box when done** **Area Type** DCRC Contract Supervision-2Day

- Check with Facility Supervisor upon arrival
- Respond to Spills & Mishaps
- Common Areas - Empty Trash/Pick Up Litter & Debris
- Restrooms - Empty Trash/Pickup Litter/Refill Dispensers
- Empty LARGE Recycling Bins/transport to staging area
- Empty LARGE Trash Containers/Transport to Dumpster
- Work with Staff to complete schedules

Entranceway - Abbey Theater/WE Entranceways-2Day

- Routine Cleaning - Entranceway Areas
- Entranceways - Damp Mop Floors and/or Vacuum Carpet

Entranceway - DRC Main/WE Entranceways-2Day

- Routine Cleaning - Entranceway Areas
- Entranceways - Damp Mop Floors and/or Vacuum Carpet

Entranceway - Phase2 North-2/WE Entranceways-2Day

- Routine Cleaning - Entranceway Areas
- Entranceways - Damp Mop Floors and/or Vacuum Carpet

Entranceway - Senior Lounge/WE Entranceways-2Day

- Routine Cleaning - Entranceway Areas
- Entranceways - Damp Mop Floors and/or Vacuum Carpet

Section: North Side - 1st Floor

Area Classrooms A & B/WE **Tasks - check box when done** **Area Type** Classroom-2Day/VCT

- Routine Cleaning - Classroom Areas
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Routine Work Order - Saturday
DRC00B Bidder, Ass't Supv
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ **Date:** _____

Computer Center/WE Office & Meeting Areas-2Day/Carpet

- Empty Trash/Pick Up Litter/Straighten Furniture
- Carpet Care - Vacuum Carpeted Floors

Wee Folks Child Care & Kitchen/WE Child, Juvenile & Senior Care-2Day

- Routine Cleaning - Child & Juvenile Care
- Carpet Care - Vacuum Carpeted Floors
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Welcome Desk & Office - Weekends Lobby & Reception-2Day/CPT

- Routine Cleaning - Lobbies & Waiting Areas
- Carpet Care - Vacuum Carpeted Floors

Section: North Side - 2nd Floor

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
Arts & Crafts Classroom/WE		Classroom-2Day/CRT

- Routine Cleaning - Classroom Areas
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Ceramics Classroom/WE		Classroom-2Day/CRT
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- Routine Cleaning - Classroom Areas
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Janitor's Closet/WE		Janitor Closets-2Day
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- Janitor Closet - Neatly Store Supplies & Equipment
- Janitor Closet - Clean Walls & Splatter Areas
- Janitor Closet - Clean & Rinse Sink
- Janitor Closet - Clean Floors

Phase 2 - Art Gallery & Staircase/WE		Corridors & Public Areas-2Day/CPT
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- Routine Cleaning - Corridors & Public Areas
- Carpet Care - Vacuum Carpeted Floors

Section: South Side - Fitness

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
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Routine Work Order - Saturday

DRC00B

Bidder, Ass't Supv

Systems by Rich Consulting, LLC

DCRC Custodial Services - 2017

Additional Employees:

Signature: _____

Date: _____

Check In Desk & Lounge Area/WE

Lobby & Reception-2Day/CPT

- Routine Cleaning - Lobbies & Waiting Areas
 - Carpet Care - Vacuum Carpeted Floors
-

Routine Work Order - Saturday
DRC00B Bidder, Ass't Supv
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ Date: _____

Facility: Kallenbach Community Center
Section: Global

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
Weekend Service (BEFORE DARK)		Kallenbach_Week End Service
	<input type="checkbox"/> Notify DRC Management BEFORE Leaving the Building	
	<input type="checkbox"/> Entranceways - Empty and Remove Trash	
	<input type="checkbox"/> Entranceways - Pick up Litter and Debris	
	<input type="checkbox"/> Entranceways - Clean Doors & Glass	
	<input type="checkbox"/> Entranceways - Vacuum & Straighten Mats	
	<input type="checkbox"/> Routine Cleaning - Restroom Areas	
	<input type="checkbox"/> Routine Cleaning - Lobbies & Waiting Areas	
	<input type="checkbox"/> Routine Cleaning - Kitchen & Dining Areas	
	<input type="checkbox"/> Routine Cleaning - Corridors & Public Areas	
	<input type="checkbox"/> Trash/Transport and Place in Dumpster	
	<input type="checkbox"/> Respond to Custodial Service Requests	
	<input type="checkbox"/> Notify DRC Management upon returning to the Building	

Routine Work Order - Saturday
DRC004 Bidder, DRC-Cov
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ **Date:** _____

Facility: Dublin Recreation Center
Section: North Side - 1st Floor

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
Abbey Theater/WE		Auditorium/Theater-2Day
	<input type="checkbox"/> Routine Cleaning - Auditorium/Theater Areas	

Community Hall-2Day (Talla 1,2&3)		Office & Meeting Areas-2Day/Carpet
	<input type="checkbox"/> Empty Trash/Pick Up Litter/Straighten Furniture	
	<input type="checkbox"/> Carpet Care - Vacuum Carpeted Floors	
	<input type="checkbox"/> Talla Breakdown/Cleanup & Reset	

Community Kitchen - Weekends		Kitchen Areas-2Day/Rubber
	<input type="checkbox"/> Empty Trash/Pick Up Litter/Re Stock Dispensers	
	<input type="checkbox"/> Floor Care - Microfiber Mop Non-Carpeted Floors	

Section: Restrooms, Showers & Lockers

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
Family Restrooms - 4/WE		Restroom Areas-2Day/KaiVac
	<input type="checkbox"/> Empty Trash/Pick Up Litter/Re Stock Dispensers	
	<input type="checkbox"/> KaiVac: Setup/Breakdown/Transport	
	<input type="checkbox"/> Routine Cleaning - Restroom Areas/KaiVac	
	<input type="checkbox"/> Wipe Down "Over Spray" areas by Hand	
	<input type="checkbox"/> Wipe Down "Touch Point" areas by Hand	

Locker Room Complex - Men/WE		Locker Room-2Day/KV
	<input type="checkbox"/> Empty Trash/Pick Up Litter/Re Stock Dispensers	
	<input type="checkbox"/> KaiVac: Setup/Breakdown/Transport	
	<input type="checkbox"/> Routine Cleaning - Restroom Areas/KaiVac	
	<input type="checkbox"/> Wipe Down "Touch Point" areas by Hand	
	<input type="checkbox"/> Wipe Down "Over Spray" areas by Hand	

Locker Room Complex - Women/WE		Locker Room-2Day/KV
	<input type="checkbox"/> Empty Trash/Pick Up Litter/Re Stock Dispensers	
	<input type="checkbox"/> KaiVac: Setup/Breakdown/Transport	
	<input type="checkbox"/> Routine Cleaning - Restroom Areas/KaiVac	
	<input type="checkbox"/> Wipe Down "Touch Point" areas by Hand	
	<input type="checkbox"/> Wipe Down "Over Spray" areas by Hand	

Routine Work Order - Saturday

DRC004

Bidder, DRC-Cov

Systems by Rich Consulting, LLC

DCRC Custodial Services - 2017

Additional Employees:

Signature: _____

Date: _____

Main Lobby RR - Men/WE

Restroom Areas-2Day/KaiVac

- Empty Trash/Pick Up Litter/Re Stock Dispensers
- KaiVac: Setup/Breakdown/Transport
- Routine Cleaning - Restroom Areas/KaiVac
- Wipe Down "Over Spray" areas by Hand
- Wipe Down "Touch Point" areas by Hand

Main Lobby RR - Women/WE

Restroom Areas-2Day/KaiVac

- Empty Trash/Pick Up Litter/Re Stock Dispensers
- KaiVac: Setup/Breakdown/Transport
- Routine Cleaning - Restroom Areas/KaiVac
- Wipe Down "Over Spray" areas by Hand
- Wipe Down "Touch Point" areas by Hand

Section: South Side - Fitness

Area

Tasks - check box when done

Area Type

Exercise Areas - CPT/WE

Fitness & Exercise-2Day/CPT

- Routine Cleaning - Fitness & Exercise Areas
- Carpet Care - Vacuum Carpeted Floors

Exercise Areas - HDW/WE

Fitness & Exercise-2Day/HDW

- Routine Cleaning - Fitness & Exercise Areas
- Floor Care - Damp Mop Hardwood Floors (where Present)

Exercise Areas - RBT/WE

Fitness & Exercise-2Day/RBT

- Routine Cleaning - Fitness & Exercise Areas
- Floor Care - Damp Mop Ceramic Tile Floors (where Present)
- Floor Care - Damp Mop Hardwood Floors (where Present)
- Floor Care - Damp Mop Rubber Tile Floors (where Present)
- Floor Care - Vacuum Carpeted Floors (where Present)

Fitness Center - Back Staircase/WE

Stairs & Landings-2Day/CPT

- Routine Cleaning - Stairs & Landings
- Stairs - Vacuum Steps & Landings

Fitness Center - Elevator/WE

Elevator/CPT-2Day

- Routine Cleaning - Elevators
- Carpet Care - Vacuum Carpeted Floors

Routine Work Order - Saturday

DRC005

Bidder, DRC-Cov

Systems by Rich Consulting, LLC

DCRC Custodial Services - 2017

Additional Employees:

Signature: _____

Date: _____

Fitness Center - Exercise Areas/WE

Fitness & Exercise-2Day/RBT

- Routine Cleaning - Fitness & Exercise Areas
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Fitness Center - Front Staircase/WE

Stairs & Landings-2Day/CPT

- Routine Cleaning - Stairs & Landings
- Stairs - Vacuum Steps & Landings

Gymnasium/WE

Gymnasium-2Day

- Empty Trash/Pickup Litter & Debris
- Hardwood: Dust Floors w/Treated Mops
- Gymnasium - Pick Up Litter/AutoScrub Floors
- Flat Mop Areas not reached by Machines
- Flat Mop Beneath Benches & Seats

Jogging Track/WE

Jogging/Walking Track-2Day

- Empty Trash/Pickup Litter & Debris
- Clean & Polish Drinking Fountains
- Floor Care - Auto-Scrub w/Tomcat & White Brushes
- Floor Care - Damp Mop areas not scrubbed by Machines
- Jogging Track: Clean Exercise Stations

Routine Work Order - Tuesday
DFM008 Bidder, DRC Contract
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ Date: _____

Facility: Dublin Recreation Center
Section: Global

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
Contract Oversight	<input type="checkbox"/> Service Delivery according to Specifications	DCRC - Contract Service Delivery
Service Quality - Non Routine Work	<input type="checkbox"/> Overall Quality: Non-Routine Work	DCRC - Non Routine Cleaning Quality
Service Quality - Routine Work	<input type="checkbox"/> Overall Quality: Routine Work	DCRC - Routine Cleaning Quality

Routine Work Order - Tuesday
DRC00A Bidder, Supervisor
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ Date: _____

Facility: Dublin Recreation Center
Section: DCRC Contract

Area	Tasks - check box when done	Area Type
Supervision - 5/Day		DCRC Contract Supervision-5Day
	<input type="checkbox"/> Check with Facility Supervisor upon arrival	
	<input type="checkbox"/> Respond to Spills & Mishaps	
	<input type="checkbox"/> Common Areas - Empty Trash/Pick Up Litter & Debris	
	<input type="checkbox"/> Restrooms - Empty Trash/Pickup Litter/Refill Dispensers	
	<input type="checkbox"/> Empty LARGE Recycling Bins/transport to staging area	
	<input type="checkbox"/> Empty LARGE Trash Containers/Transport to Dumpster	
	<input type="checkbox"/> Work with Staff to complete schedules	

Trash Transport to Dumpster Area DCRC - Trash Transport to remote dumpster

- DCRC Trash - Wear Safety Glasses and Gloves
- DCRC Trash - Wear Reflective Safety Vests (after dark)
- DCRC Trash - Collect "Bagged" trash at DCRC staging area
- DCRC Trash - Transfer Bags to Transport Vehicle
- DCRC Trash - Pick Up Litter & Debris (Staging Area)
- DCRC Trash - Transport Trash to Dumpster
- DCRC Trash - Transfer Bags from Vehicle to Dumpster
- DCRC Trash - Pick Up Litter & Debris (Dumpster Area)
- DCRC Trash - Repeat processes until ALL trash is transported

Section: Global

Area	Tasks - check box when done	Area Type
DRC Supervisor - Weekdays		DCRC Contract Supervision-5Day
	<input type="checkbox"/> Check with Facility Supervisor upon arrival	
	<input type="checkbox"/> Respond to Spills & Mishaps	
	<input type="checkbox"/> Common Areas - Empty Trash/Pick Up Litter & Debris	
	<input type="checkbox"/> Restrooms - Empty Trash/Pickup Litter/Refill Dispensers	
	<input type="checkbox"/> Empty LARGE Recycling Bins/transport to staging area	
	<input type="checkbox"/> Empty LARGE Trash Containers/Transport to Dumpster	
	<input type="checkbox"/> Work with Staff to complete schedules	

Section: North Side - 1st Floor

Area	Tasks - check box when done	Area Type
Community Hall-5Day (Talla 1,2&3)Help		Office & Meeting Areas-5Day/Carpet
	<input type="checkbox"/> Empty Trash/Pick Up Litter/Straighten Furniture	
	<input type="checkbox"/> Carpet Care - Vacuum Carpeted Floors	

Routine Work Order - Tuesday
DRC00A Bidder, Supervisor
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ **Date:** _____

Section: South Side - Aquatics

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
DRC Custodial Store Room-Re-Stock		Janitor's Closet Re-Stock
	<input type="checkbox"/> Janitor Closet - Exchange Soiled Mops & Empty Bottles	
	<input type="checkbox"/> Janitor Closet - Restock Janitorial & Restroom Supplies	

Section: South Side - Fitness

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
Aerobics/Dance - 2 Studios		Aerobics & Dance-5Day/HDW
	<input type="checkbox"/> Routine Cleaning - Fitness & Exercise Areas	
	<input type="checkbox"/> Floor Care - Auto-Scrub w/Tomcat & White Brushes	

Check In Desk & Lounge Area		Lobby & Reception-5Day/CRT
	<input type="checkbox"/> Routine Cleaning - Lobbies & Waiting Areas	
	<input type="checkbox"/> Floor Care - Damp Mop Floors w/Ergonomic Mop Gear	

Exercise Areas - CPT		Fitness & Exercise-5Day/CPT
	<input type="checkbox"/> Routine Cleaning - Fitness & Exercise Areas	
	<input type="checkbox"/> Floor Care - Damp Mop Ceramic Tile Floors (where Present)	
	<input type="checkbox"/> Floor Care - Damp Mop Hardwood Floors (where Present)	
	<input type="checkbox"/> Floor Care - Damp Mop Rubber Tile Floors (where Present)	
	<input type="checkbox"/> Floor Care - Vacuum Carpeted Floors (where Present)	

Exercise Areas - HDW		Fitness & Exercise-5Day/HDW
	<input type="checkbox"/> Routine Cleaning - Fitness & Exercise Areas	
	<input type="checkbox"/> Floor Care - Damp Mop Hardwood Floors (where Present)	

Exercise Areas - RBT		Fitness & Exercise-5Day/RBT
	<input type="checkbox"/> Routine Cleaning - Fitness & Exercise Areas	
	<input type="checkbox"/> Floor Care - Damp Mop Ceramic Tile Floors (where Present)	
	<input type="checkbox"/> Floor Care - Damp Mop Hardwood Floors (where Present)	
	<input type="checkbox"/> Floor Care - Damp Mop Rubber Tile Floors (where Present)	
	<input type="checkbox"/> Floor Care - Vacuum Carpeted Floors (where Present)	

Fitness Center - Back Staircase		Stairs & Landings-5Day/CPT
	<input type="checkbox"/> Routine Cleaning - Stairs & Landings	
	<input type="checkbox"/> Stairs - Vacuum Steps & Landings	

Routine Work Order - Tuesday
DRC00A Bidder, Supervisor
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ **Date:** _____

Fitness Center - Elevator

Elevator/CPT-5Day

- Routine Cleaning - Elevators
- Carpet Care - Vacuum Carpeted Floors

Fitness Center - Front Staircase

Stairs & Landings-5Day/CPT

- Routine Cleaning - Stairs & Landings
- Stairs - Vacuum Steps & Landings

Jogging Track

Jogging/Walking Track-5Day

- Empty Trash/Pickup Litter & Debris
- Clean & Polish Drinking Fountains
- Floor Care - Auto-Scrub w/Tomcat & White Brushes
- Floor Care - Damp Mop areas not scrubbed by Machines
- Jogging Track: Clean Exercise Stations

Routine Work Order - Tuesday
DRC00B Bidder, Ass't Supv
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ Date: _____

Facility: Dublin Recreation Center
Section: North Side - 1st Floor

Area	Tasks - check box when done	Area Type
Abbey Theater	<input type="checkbox"/> Routine Cleaning - Auditorium/Theater Areas <input type="checkbox"/> Floor Care - Microfiber Mop Non-Carpeted Floors <input type="checkbox"/> Carpet Care - Vacuum Carpeted Floors	Auditorium/Theater-5Day
Classrooms A & B	<input type="checkbox"/> Routine Cleaning - Classroom Areas <input type="checkbox"/> Floor Care - Damp Mop Floors w/Ergonomic Mop Gear	Classroom-5Day/VCT
Community Kitchen	<input type="checkbox"/> Routine Cleaning - Kitchen & Dining Areas <input type="checkbox"/> Floor Care - Microfiber Mop Non-Carpeted Floors	Kitchen Areas-5Day/Rubber
Computer Center	<input type="checkbox"/> Routine Cleaning - Office, Meeting & Work Areas <input type="checkbox"/> Carpet Care - Vacuum Carpeted Floors	Office & Meeting Areas-5Day/Carpet
Main Floor Commons	<input type="checkbox"/> Routine Cleaning - Corridors & Public Areas <input type="checkbox"/> Floor Care - Auto Scrub Ceramic Tile Floors <input type="checkbox"/> Floor Care - Damp Mop areas not scrubbed by Machines	Corridors & Public Areas-5Day/CRT
Main Floor Janitor Closet	<input type="checkbox"/> Janitor Closet - Neatly Store Supplies & Equipment <input type="checkbox"/> Janitor Closet - Clean Walls & Splatter Areas <input type="checkbox"/> Janitor Closet - Clean & Rinse Sink <input type="checkbox"/> Janitor Closet - Clean Floors	Janitor Closets-5Day
Phase 1 - Staff Conf Rm & Offices	<input type="checkbox"/> Routine Cleaning - Office, Meeting & Work Areas <input type="checkbox"/> Carpet Care - Vacuum Carpeted Floors	Office & Meeting Areas-5Day/Carpet

Routine Work Order - Tuesday
DRC00B Bidder, Ass't Supv
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ **Date:** _____

Phase 1- 1st Floor Admin Offices Office & Meeting Areas-5Day/Carpet

- Routine Cleaning - Office, Meeting & Work Areas
- Carpet Care - Vacuum Carpeted Floors

Phase 2 Elevator Elevator/CPT-5Day

- Routine Cleaning - Elevators
- Carpet Care - Vacuum Carpeted Floors

Phase 2 Janitor's Closet - Downstairs Janitor Closets-5Day

- Janitor Closet - Neatly Store Supplies & Equipment
- Janitor Closet - Clean Walls & Splatter Areas
- Janitor Closet - Clean & Rinse Sink
- Janitor Closet - Clean Floors

Phase 2 Stairwells - East&West Stairs & Landings-5Day/RBT

- Routine Cleaning - Stairs & Landings
- Stairs - Sweep Steps & Landings

Senior Lounge Child, Juvenile & Senior Care-5Day

- Routine Cleaning - Child & Juvenile Care
- Carpet Care - Vacuum Carpeted Floors
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Staff Break Room & Kitchenette Break & Dining Areas-5Day/VCT

- Routine Cleaning - Kitchen & Dining Areas
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Svc Corridors-5Day (Talla 1,2&3) Corridors & Public Areas-5Day/VCT

- Routine Cleaning - Corridors & Public Areas
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Teen Lounge Child, Juvenile & Senior Care-5Day

- Routine Cleaning - Child & Juvenile Care
- Carpet Care - Vacuum Carpeted Floors
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Routine Work Order - Tuesday
DRC00B Bidder, Ass't Supv
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ **Date:** _____

Wee Folks Child Care & Kitchen

Child, Juvenile & Senior Care-5Day

- Routine Cleaning - Child & Juvenile Care
- Carpet Care - Vacuum Carpeted Floors
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Welcome Desk & Office

Office & Meeting Areas-5Day/Carpet

- Routine Cleaning - Office, Meeting & Work Areas
- Carpet Care - Vacuum Carpeted Floors

Section: North Side - 2nd Floor

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
Arts & Crafts Classroom		Classroom-5Day/CNC
	<input type="checkbox"/> Routine Cleaning - Classroom Areas <input type="checkbox"/> Sweep Concrete Floors - w/Broom <input type="checkbox"/> Floor Care - Damp Mop Floors w/Ergonomic Mop Gear	
Ceramics Classroom		Classroom-5Day/CNC
	<input type="checkbox"/> Routine Cleaning - Classroom Areas <input type="checkbox"/> Sweep Concrete Floors - w/Broom <input type="checkbox"/> Floor Care - Damp Mop Floors w/Ergonomic Mop Gear	
Janitor's Closet		Janitor Closets-5Day
	<input type="checkbox"/> Janitor Closet - Neatly Store Supplies & Equipment <input type="checkbox"/> Janitor Closet - Clean Walls & Splatter Areas <input type="checkbox"/> Janitor Closet - Clean & Rinse Sink <input type="checkbox"/> Janitor Closet - Clean Floors	
Phase 2 - 2nd Floor Admin		Office & Meeting Areas-5Day/Carpet
	<input type="checkbox"/> Routine Cleaning - Office, Meeting & Work Areas <input type="checkbox"/> Carpet Care - Vacuum Carpeted Floors	
Phase 2 - Art Gallery & Staircase		Corridors & Public Areas-5Day/CPT
	<input type="checkbox"/> Routine Cleaning - Corridors & Public Areas <input type="checkbox"/> Carpet Care - Vacuum Carpeted Floors	

Routine Work Order - Tuesday

DRC00B

Bidder, Ass't Supv

Systems by Rich Consulting, LLC

DCRC Custodial Services - 2017

Additional Employees:

Signature: _____

Date: _____

Phase 2 - Meeting Rooms (2 Total)

Office & Meeting Areas-5Day/Carpet

- Routine Cleaning - Office, Meeting & Work Areas
- Carpet Care - Vacuum Carpeted Floors

Section: Restrooms, Showers & Lockers

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
Abbey Theater RR - 2		Restroom Areas-5Day/KaiVac
	<input type="checkbox"/> Empty Trash/Pick Up Litter/Re Stock Dispensers <input type="checkbox"/> KaiVac: Setup/Breakdown/Transport <input type="checkbox"/> Routine Cleaning - Restroom Areas/KaiVac <input type="checkbox"/> Wipe Down "Touch Point" areas by Hand <input type="checkbox"/> Wipe Down "Over Spray" areas by Hand	

Phase 2 Downstairs RR - Men

Restroom Areas-5Day/KaiVac

- Empty Trash/Pick Up Litter/Re Stock Dispensers
- KaiVac: Setup/Breakdown/Transport
- Routine Cleaning - Restroom Areas/KaiVac
- Wipe Down "Touch Point" areas by Hand
- Wipe Down "Over Spray" areas by Hand

Phase 2 Downstairs RR - Women

Restroom Areas-5Day/KaiVac

- Empty Trash/Pick Up Litter/Re Stock Dispensers
- KaiVac: Setup/Breakdown/Transport
- Routine Cleaning - Restroom Areas/KaiVac
- Wipe Down "Touch Point" areas by Hand
- Wipe Down "Over Spray" areas by Hand

Phase 2 Upstairs RR - Men

Restroom Areas-5Day/KaiVac

- Empty Trash/Pick Up Litter/Re Stock Dispensers
- KaiVac: Setup/Breakdown/Transport
- Routine Cleaning - Restroom Areas/KaiVac
- Wipe Down "Touch Point" areas by Hand
- Wipe Down "Over Spray" areas by Hand

Phase 2 Upstairs RR - Women

Restroom Areas-5Day/KaiVac

- Empty Trash/Pick Up Litter/Re Stock Dispensers
- KaiVac: Setup/Breakdown/Transport
- Routine Cleaning - Restroom Areas/KaiVac
- Wipe Down "Touch Point" areas by Hand
- Wipe Down "Over Spray" areas by Hand

Routine Work Order - Tuesday
DRC00B Bidder, Ass't Supv
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ **Date:** _____

Wee Folks RR

Restroom Areas-5Day/Conventional

- Routine Cleaning - Restroom Areas
 - Floor Care - Damp Mop Floors w/Ergonomic Mop Gear
-

Routine Work Order - Tuesday
DRC001 Bidder, DRC-01
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ Date: _____

Facility: Dublin Recreation Center
Section: North Side - 1st Floor

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
Community Hall-5Day (Talla 1,2&3)		Office & Meeting Areas-5Day/Carpet
	<input type="checkbox"/> Routine Cleaning - Office, Meeting & Work Areas	
	<input type="checkbox"/> Carpet Care - Vacuum Carpeted Floors	
	<input type="checkbox"/> Talla Breakdown/Cleanup & Reset	

Section: Restrooms, Showers & Lockers

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
Family Restrooms - 4		Restroom Areas-5Day/KaiVac
	<input type="checkbox"/> Empty Trash/Pick Up Litter/Re Stock Dispensers	
	<input type="checkbox"/> KaiVac: Setup/Breakdown/Transport	
	<input type="checkbox"/> Routine Cleaning - Restroom Areas/KaiVac	
	<input type="checkbox"/> Wipe Down "Touch Point" areas by Hand	
	<input type="checkbox"/> Wipe Down "Over Spray" areas by Hand	

Locker Room Complex - Men

Locker Room-5Day/KV

- Empty Trash/Pick Up Litter/Re Stock Dispensers
- KaiVac: Setup/Breakdown/Transport
- Routine Cleaning - Restroom Areas/KaiVac
- Wipe Down "Touch Point" areas by Hand
- Wipe Down "Over Spray" areas by Hand

Locker Room Complex - Women

Locker Room-5Day/KV

- Empty Trash/Pick Up Litter/Re Stock Dispensers
- KaiVac: Setup/Breakdown/Transport
- Routine Cleaning - Restroom Areas/KaiVac
- Wipe Down "Touch Point" areas by Hand
- Wipe Down "Over Spray" areas by Hand

Main Lobby RR - Men

Restroom Areas-5Day/KaiVac

- Empty Trash/Pick Up Litter/Re Stock Dispensers
- KaiVac: Setup/Breakdown/Transport
- Routine Cleaning - Restroom Areas/KaiVac
- Wipe Down "Touch Point" areas by Hand
- Wipe Down "Over Spray" areas by Hand

Routine Work Order - Tuesday

DRC001

Bidder, DRC-01

Systems by Rich Consulting, LLC

DCRC Custodial Services - 2017

Additional Employees:

Signature: _____

Date: _____

Main Lobby RR - Women

Restroom Areas-5Day/KaiVac

- Empty Trash/Pick Up Litter/Re Stock Dispensers
 - KaiVac: Setup/Breakdown/Transport
 - Routine Cleaning - Restroom Areas/KaiVac
 - Wipe Down "Touch Point" areas by Hand
 - Wipe Down "Over Spray" areas by Hand
-

Routine Work Order - Tuesday
DRC002 Bidder, DRC-02
Additional Employees:

Systems by Rich Consulting, LLC
DCRC Custodial Services - 2017

Signature: _____ Date: _____

Facility: Dublin Recreation Center
Section: South Side - Aquatics

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
-------------	------------------------------------	------------------

Classroom C

Classroom-5Day/RBT

- Routine Cleaning - Classroom Areas
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

DRC Custodial Store Room

Janitor Closets-5Day

- Janitor Closet - Neatly Store Supplies & Equipment
- Janitor Closet - Clean Walls & Splatter Areas
- Janitor Closet - Clean & Rinse Sink
- Janitor Closet - Clean Floors

Fitness Lounge & Pool Area Hallway

Fitness & Exercise-5Day/CRT

- Routine Cleaning - Fitness & Exercise Areas
- Floor Care - Damp Mop Floors w/Ergonomic Mop Gear

Leisure Pool Area

Aquatic Areas-5Day/CRT

- Routine Cleaning - Aquatic Areas
- Floor Care - Auto-Scrub Ceramic Tile Areas
- Floor Care - Damp Mop areas not scrubbed by Machines

Multi-Purpose Pool Area

Aquatic Areas-5Day/CRT

- Routine Cleaning - Aquatic Areas
- Floor Care - Auto-Scrub Ceramic Tile Areas
- Floor Care - Damp Mop areas not scrubbed by Machines

Section: South Side - Fitness

<u>Area</u>	<u>Tasks - check box when done</u>	<u>Area Type</u>
-------------	------------------------------------	------------------

Gymnasium

Gymnasium-5Day

- Empty Trash/Pickup Litter & Debris
- Hardwood: Dust Floors w/Treated Mops
- Floor Care - Auto-Scrub w/Tomcat & White Brushes
- Flat Mop Areas not reached by Machines
- Flat Mop Beneath Benches & Seats

Routine Work Order - Tuesday

DRC002

Bidder, DRC-02

Systems by Rich Consulting, LLC

DCRC Custodial Services - 2017

Additional Employees:

Signature: _____

Date: _____

Management Staff Office Complex

Office & Meeting Areas-5Day/Carpet

- Routine Cleaning - Office, Meeting & Work Areas
 - Carpet Care - Vacuum Carpeted Floors
-

APPENDIX C

Custodial Supply Form

CUSTODIAL SUPPLY ORDER FORM RECREATION CENTER

QT **SKU #** **Item Description**

DATE: _____

PAPER

	672164	KC HARDWOUND ROLL TOWEL 8X60
	365379	TISSUE TOILET JUMBO 2PLY 12/CT
	852191	SPARKLE PS PERF PAPER TOWEL 30/CT
	808298	KLEENEX FACIAL TISSUE 2PLY

SOAP/SANITIZER

	5263-02	SOAP HAIR/BODY FOAM 2/CT (green) 2,000ML
	372365	PURELL ADX-12 FOAM HAND SANITIZER, 1,200 ML 3/CT
	PL-PM101	CRANBERRY UNDERCOUNTER FOAM SOAP 2/CS
	SP-CLF7003-1	SPARTAN CLOTHESLINE FRESH LAUNDRY SOAP (LIQD) 3/CS
	814604	DYNAMO LAUNDRY DETERGENT 5 GAL PAIL

CHEMICALS

	KV-KAIBLOOEY	KAIVAC KAIBLOOEY SHOWER/RESTROOM 4 GAL/CS
	KV-KDRICS12	KAIVAC® KAIDRI RINSE AID - QT. 12/CS
	SP-PEROXY-2	SPARTAN PEROXY 2LT 4/CS
	SP-TRIBASE-2	SPARTAN TRIBASE 2LT 4/CS
	SP-SPRHDQ-2	SPARTAN SUPER HDQL10 2LT 4/CS
	SP-BIOGL-2	SPARTAN BIORENEWABLES GLASS CLEANER 2LT 4/CS
	920341	BRIGHTON PRO.™ ENZYME PLUS™ DEODERIZER, 1 Gal, 4/Ct
	480502	PEROXY 4D, 1 GAL, 4/CT

CUSTODIAL SUPPLY ORDER FORM RECREATION CENTER

<u>QT</u>	<u>SKU #</u>	<u>Item Description</u>
CAN LINERS		
□	814895	LINER 39X57 1.7MIL 50CT SILVER
□	814867	LINER 40X48 22MIC 150CT BLK
□	847252	LINER 24X33 8MIC 1000CT NAT
□	814860	LINER 38X58, 1MIL, CLEAR, 100/Ct
HYGIENE		
□	806051	ROCHESTER LINER WAXED FLOOR DISPOSAL 500/CT
□	812918	ROCHESTER TAMPON/NAPKIN CONVENIENCE PACK, 100/CT
□	812935	TAMPON NATURELLE BIODEGRABABLE 500/CT
□	072218	TOILET SEAT COVERS 5,000/CT
GLOVES		
□	902008	AMBTEX NITRITE POWDER FREE GLOVES MED 10 BX
□	902007	AMBTEX NITRITE POWDER FREE GLOVES LARGE 10 BX
□	889762	AMBTEX NITRITE POWDER FREE GLOVES EX. LARGE 10 BX
CLEANING SUPPLIES		
□	069439	MR CLEAN MAGIC EARASER 30/PK
□	421778	SWIFFER DUSTER WANDS & EXTESNION WANDS
□	599096	SWIFFER DUSTER REFILLS 10/PK
□	RCPQ90088YW	RUBBERMAID PRESS WRING MICRO FIBER BUCKET
□	595558	DAWN DISHWASHING LIQUID 38 OZ
□	323329	DIVERSY WIWAX EMULSION, 1 GAL, 4/CT
MISCELLANEOUS		
□	071076	BRIGHTON PROFESSIONAL URINAL SCREEN 12PK
□	488716	AJAX CLEANER
□	286506	MISTY EDF -3 DEFOAMER

CUSTODIAL SUPPLY ORDER FORM RECREATION CENTER

<u>QT</u>	<u>SKU #</u>	<u>Item Description</u>
------------------	---------------------	--------------------------------

SPILLS/ PADS

	437990	Sorbent Fine Fiber, Light Weight, Universal Pad, Gray, 200/Bx
	437874	Sorbent Heavy Weight, Fine Fiber, Universal Pad, Gray, 100/Bx
	849213	GREENSORB ECO FRIENDLY ABSORBANT, 25LB BUCKET

TOWELS

	810788	CLOTH TERRY MICROFIBER 16X16 YELLOW
	805954	Microfiber Glass Cloths, Blue Suede, 16"L x 16"W, 12/Pk
	805842	Microfiber Cloths, Pink Terry, 16"L x 16"W, 12/Pk
	805840	Microfiber Cloths, Green Terry, 16"L x 16"W, 12/Pk

SQUEEGES

	848795	Unger Pro Stainless Steel Window Squeegee, 14" Wide
	812898	Unger Pro Stainless Steel Window Squeegee, 16" Wide
	848924	UNGER SANITARY BRUSH SQUEEGEE 22IN WIDE

OTHER

APPENDIX D

Holiday Work Schedule

HOLIDAY WORK SCHEDULE

Holiday	City Government	Recreation Center	Contract Cleaners Needed?
Martin Luther King, Jr. Day	Closed	Open	Yes
President's Day	Closed	Open	Yes
Memorial Day	Closed	Open 8:00 a.m. to Noon	Yes
Independence Day	Closed	Closed	No
Labor Day	Closed	Closed	No
Columbus Day	Open	Open	Yes
Veteran's Day	Closed	Open	Yes
Thanksgiving Day	Closed	Open 8:00 a.m. to Noon	Yes
Christmas Eve	Open	Open 8:00 a.m. to 4:00 p.m.	Yes
Christmas Day	Closed	Closed	No
New Year's Eve	Open	Open 8:00 a.m. to 4:00 p.m.	Yes
New Year's Day	Closed	Open 8:00 a.m. to Noon	Yes

Notes:

- 1 Annual Dublin Recreation Center Shutdown:** Each year, the Recreation Center shuts down for approximately ten days starting the last week of August and reopening the day after Labor Day. Contractor works schedules can change during this period when the focus will be on intensive detail cleaning. All cleaning staff must be available during Shutdown.
- 2** There will be nights, particularly on weekends, when parties or other events will extend beyond the normal hours of operation. The areas affected will generally be the three large meeting rooms, the Theater, the gymnasium or the pools. The cleaners will have to work around these areas until they become available.
- 3** The Dublin Irish Festival occurs during the first weekend in August. Contract cleaning schedules may be adjusted to report earlier than normal.

APPENDIX E

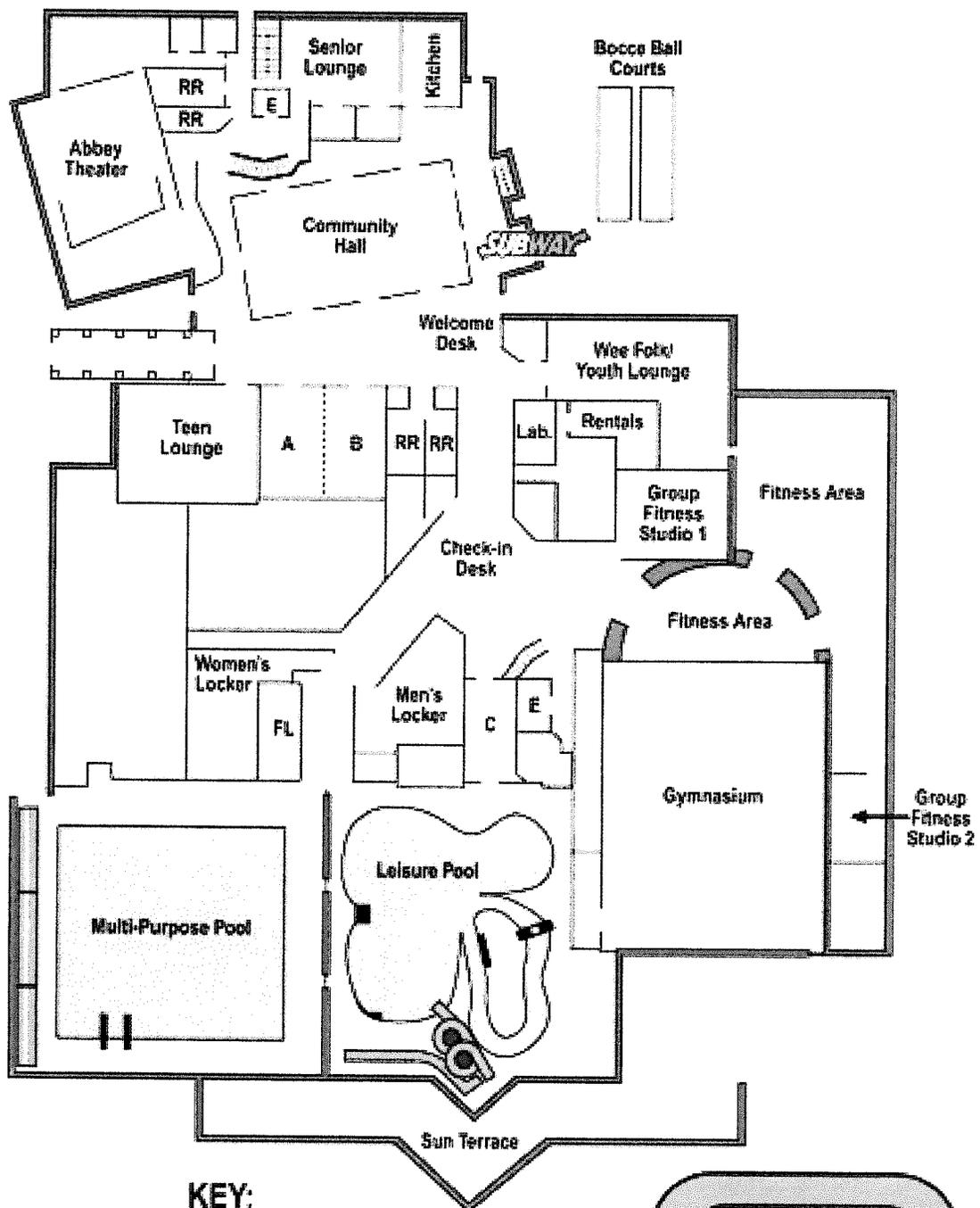
Equipment List

EQUIPMENT USED AT THE RECREATION CENTER

- 1 TOMCAT AUTO SCRUBBER
- 1 KAI VAC Cleaning Machine – RESTROOMS AND LOCKER ROOMS
(ALSO USED TO EXTRACT STEPS AND CARPET, DUST BLOW DOWN)
- 3 VACUUMS
- 1 BUFFER – WHEN NEEDED
- 1 POWER WASHER AND BRUSH (MUST BE TRAINED AND UNDER SUPERVISION)
- 1 SMALLER FLOOR SCRUBBER FOR CERTAIN AREAS IN POOLS

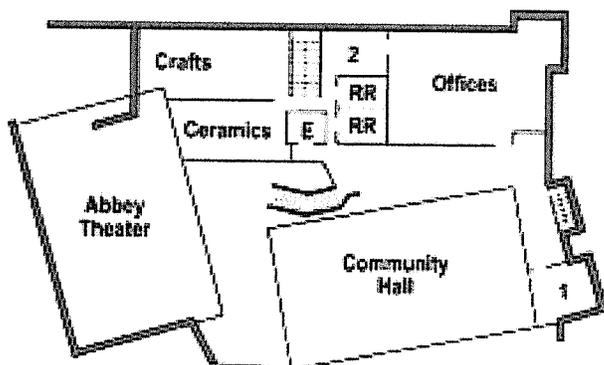
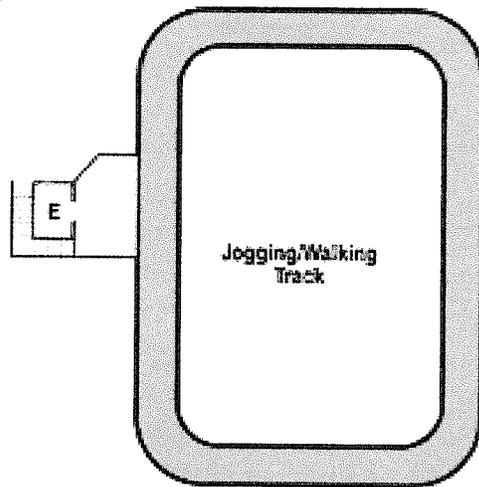
APPENDIX F

Building Layout

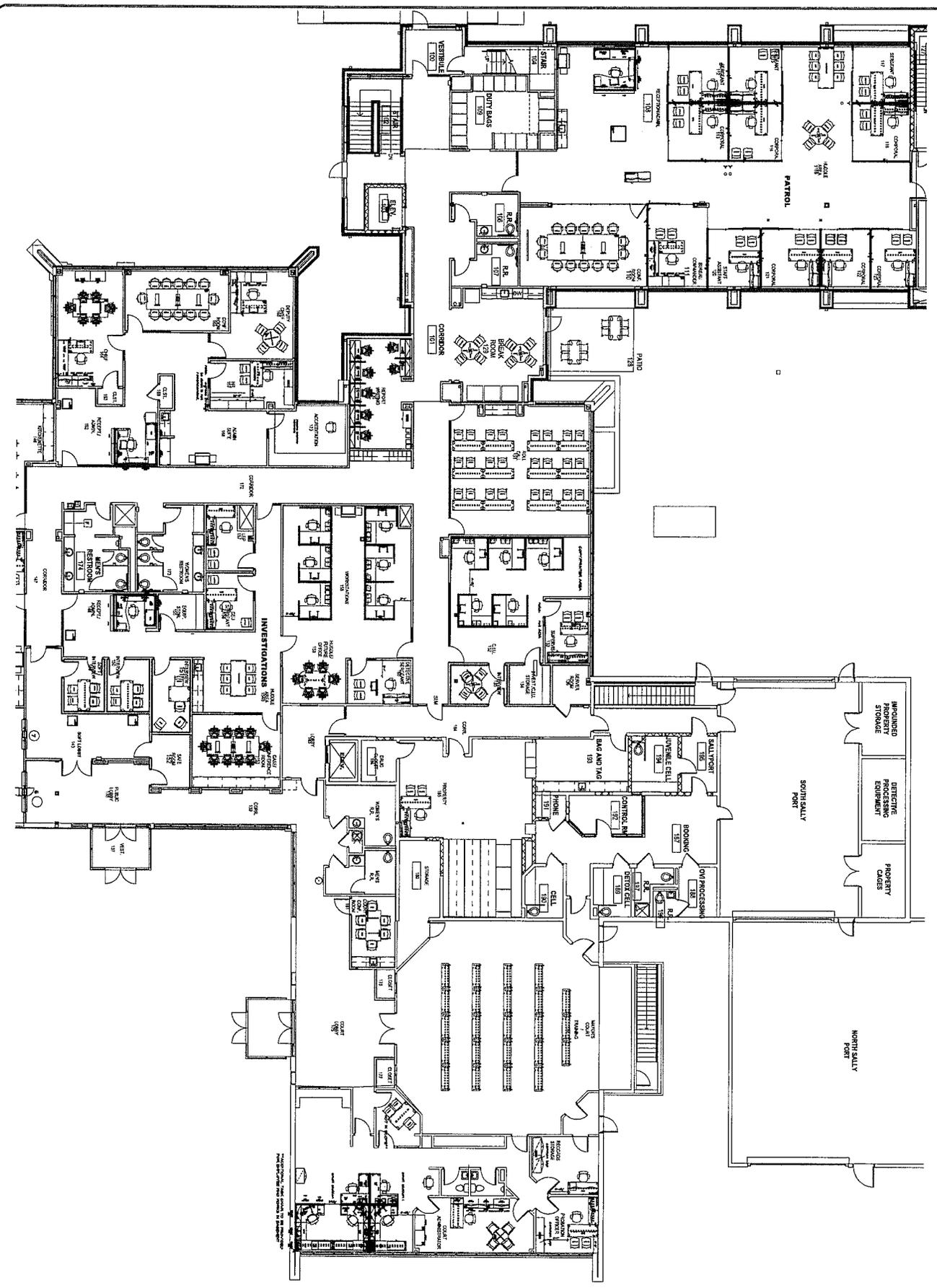


KEY:

- A/B/C Classrooms
- E Elevator
- 1/2 Meeting Rooms
- RR Restrooms
- FL Family Locker Rooms
- Lab. Computer Lab.
- Tahku Tea Company



SECOND FLOOR



CONTINENTAL
OFFICE ENVIRONMENTS
100 BARRACKS ROAD
DUBLIN 4
01 454 4444

CITY OF DUBLIN

PROJECT
JUSTICE CENTRE

ADDRESS
1000 City Centre Parkway
Dublin 1 (City Centre)

MEMORANDUM OF COR. DRAW

- 1.
- 2.

AUTHOR

DATE

REVISION

NO.

PROJECT MANAGER

NO.

DRAWING NAME

201404 City of Dublin Justice Centre

NO.

SCALE

1/4" = 1'-0"

DATE

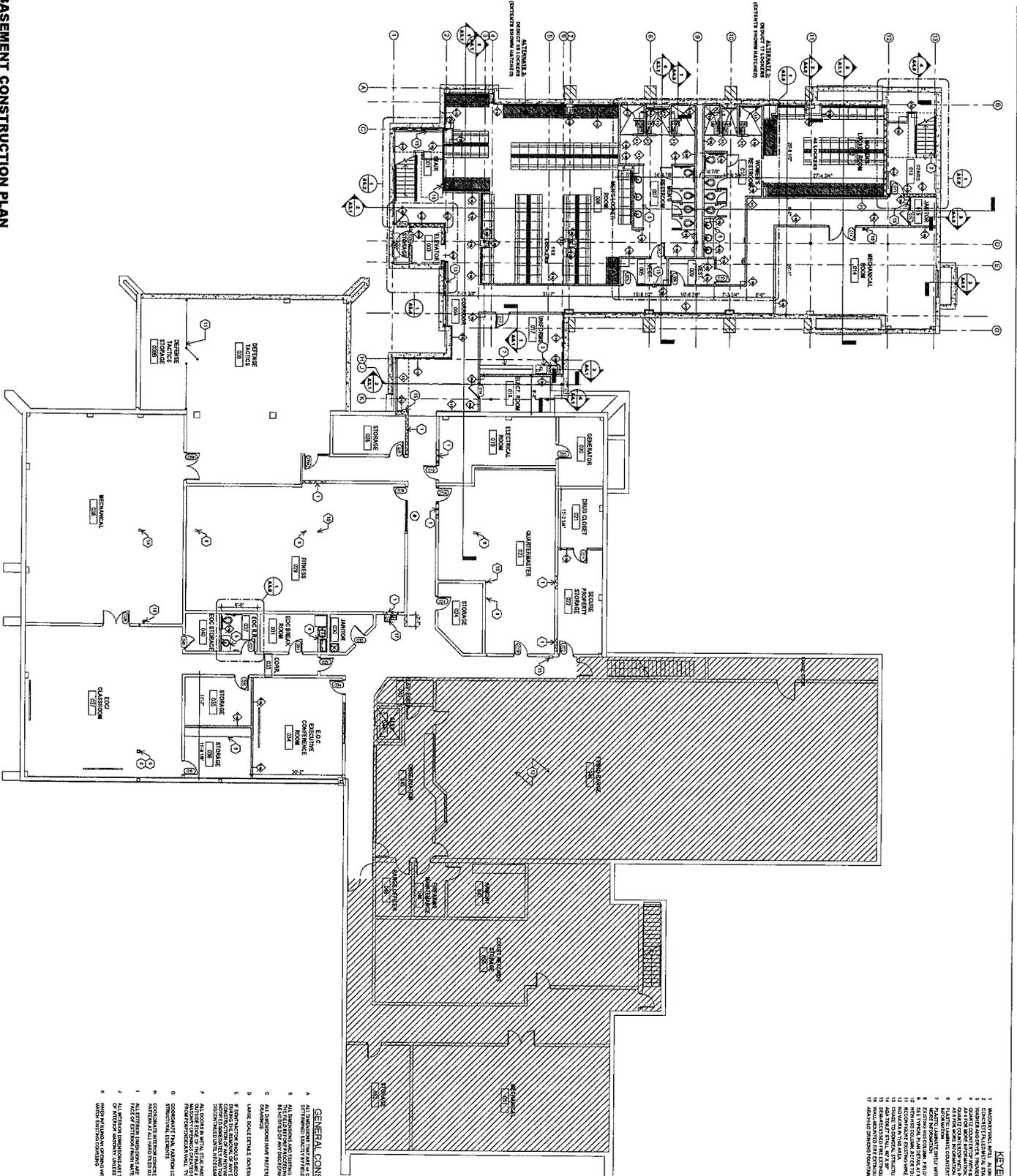
2/1/12

NO.

SCALE

1/4" = 1'-0"

BASEMENT CONSTRUCTION PLAN



- KEYNOTES**
1. MASONRY WALL WITH REINFORCED CONCRETE
 2. CONCRETE ON EXISTING SLAB WITH REINFORCED STEEL WALLS
 3. CONCRETE ON EXISTING SLAB WITH REINFORCED STEEL WALLS
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 15. CONCRETE ON EXISTING SLAB WITH REINFORCED STEEL WALLS
 16. CONCRETE ON EXISTING SLAB WITH REINFORCED STEEL WALLS
 17. CONCRETE ON EXISTING SLAB WITH REINFORCED STEEL WALLS

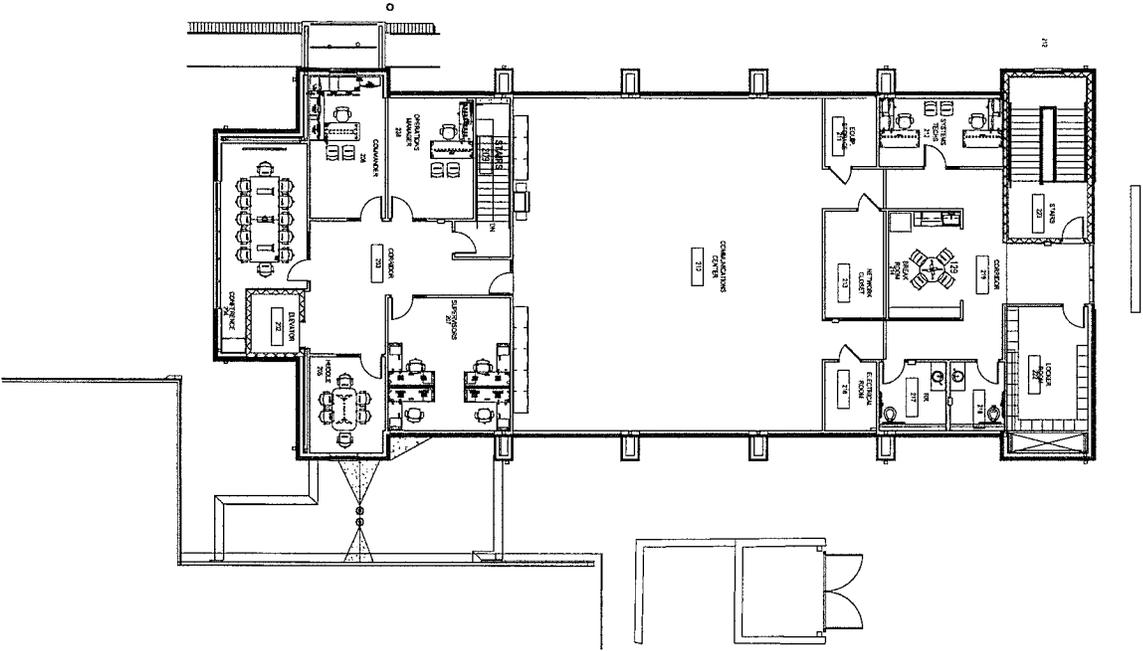
- GENERAL CONST. PLAN NOTES**
1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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 22. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 23. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

NO.	DATE	REVISION
1	02/12/15	ISSUED
2	02/12/15	REVISED
3	02/12/15	REVISED
4	02/12/15	REVISED
5	02/12/15	REVISED
6	02/12/15	REVISED
7	02/12/15	REVISED
8	02/12/15	REVISED
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18	02/12/15	REVISED
19	02/12/15	REVISED
20	02/12/15	REVISED
21	02/12/15	REVISED
22	02/12/15	REVISED
23	02/12/15	REVISED

Dublin Justice Center - Renov/ Addition
 City of Dublin
 6565 Commerce Parkway
 Dublin, OH 43017

MSA ARCHITECTS
 11111 N. RAINBOW BLVD.
 SUITE 100
 DUBLIN, OH 43017
 TEL: 614.233.1111
 WWW.MSAArch.com

A2.0
 BASMENT CONSTRUCTION PLAN



CITY OF DUBLIN

PROJECT
2400 GARDEN DRIVE

ADDRESS
6555 Commercial Parkway

- PROVISIONS (BY DATE)
- 1.
 - 2.
 - 3.

DATE

DESIGNER

SR

PROJECT MANAGER

HR

DRAWING NAME

2015.02.25 City of Dublin Justice Center

CORE NUMBER

11512

SCALE

1/8" = 1'-0"

PAGE

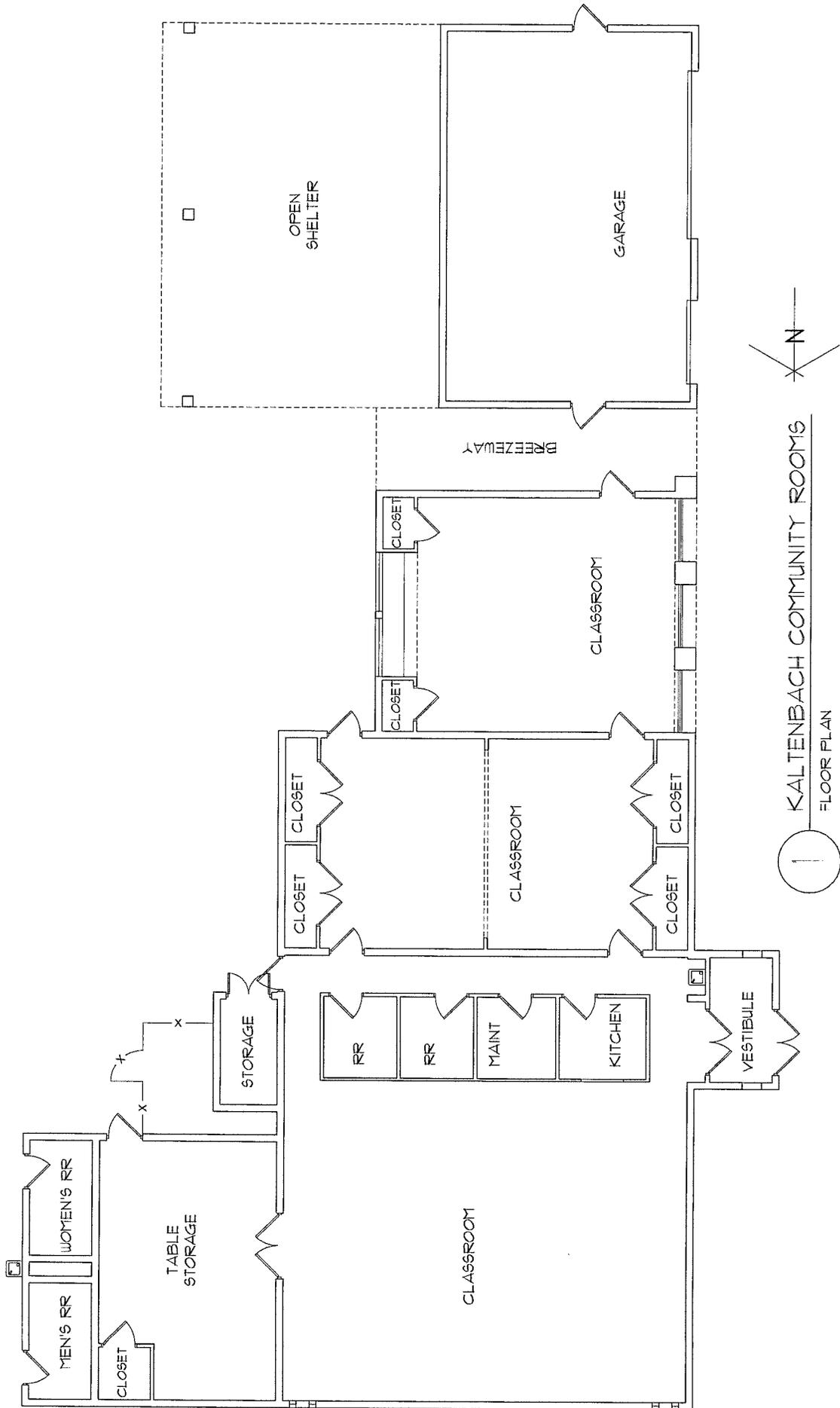
X OF X

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CLIENT APPROVAL

DATE

ORDER BY: MANDIYVY



1 KALTENBACH COMMUNITY ROOMS
FLOOR PLAN

APPENDIX G

Dublin Recreation Trash and Recycling Dumpster Location



Recreation Center
Service Door

Entire Distance
Approximately 1500 ft

Recycling and
Trash Dumpsters