

**OHIO TURNPIKE COMMISSION**

682 Prospect Street  
Berea, Ohio 44017

**REQUEST FOR PROPOSALS  
JANITORIAL SERVICES  
AT THE ERIE ISLANDS AND COMMODORE PERRY SERVICE PLAZAS**

ISSUE DATE:

June 8, 2010

INQUIRY END DATE:

5:00 p.m. (E.D.T.), June 22, 2010

OPENING DATE:

2:00 p.m. (E.D.T.), June 29, 2010

**ATTENTION OF RESPONDING CONTRACTORS IS DIRECTED TO:**

**ANSWERS TO ADDITIONAL QUESTIONS RECEIVED THROUGH END OF THE  
INQUIRY PERIOD**

**ANSWERS TO ADDITIONAL QUESTIONS RECEIVED THROUGH THE END OF  
THE INQUIRY PERIOD, 5:00 P.M. (E.D.T.), JUNE 22, 2010:**

Q#16 Should we attach the Proposal to the RFP? Or we can leave RFP and mail you the Proposal with all necessary documents attached to it?

***A#16 It is not required that you resubmit the RFP with your Proposal.***

Q#17 Please look through the list of documents that we are going to include in our Proposal below. Would you inform us if we are missing any please?

- A. Proposal (1 original and 3 copies);
- B. Price Proposal;
- C. Affidavit;
- D. Evidence of Insurance and employee bonding coverage;
- E. Proof of application in the "Drug Safety Program";
- F. Acknowledgement Form;
- G. Ohio Homeland Security Terrorism Forms;
- H. Certified check

***A#17 The Submission Instructions can be found in the RFP at PART 3, Section D.***

Q#18 Please send us a list of all possible documents you are going to require from the Selected Contractor before he starts to provide the service.

***A#18 Please read the RFP carefully. All documents required are listed therein.***

Q#19 Please send us a list of all possible documents you may require from the Selected Contractor during two-year period of services. (For example, will you require reporting any information about our company, our payroll, our expenses etc?)

***A#19 In accordance with PART 9, Section I of the RFP, the Selected Contractor shall maintain all pertinent financial and accounting records, and evidence pertaining to the Agreement in accordance with generally accepted accounting principles and other procedures specified by the State of Ohio. Financial and accounting records, for***

*purposes of review and/or audit, shall be made available upon request by the Executive Director of the Commission, his representative, or the Ohio Auditor of State's office at any time during the Agreement period or for two (2) years from the expiration date and final payment on the Agreement, whichever is later.*

Q#20 We already asked you if we can use subcontractors, and you said that it is possible, but needs to be approved by the Executive Director. We need to know now if it will be approved or not because our price depends on it; it will be more expensive for us to use employees. Therefore, we need to know this information now in order to propose you right price

*A#20 That is not possible. Subcontractors cannot be proposed or preapproved prior to the RFP response due date. In fact, the Commission cannot grant approval to proposed subcontractors until after the Agreement has been awarded and entered into between the Commission and the Selected Contractor.*

Q#21 Our company does not have any employees right now, so we do not have any information necessary to fill in Employment Data Sheet. Can we use information about our Subcontractors? Will our Proposal be considered complete and eligible for the bids without this schedule?

*A#21 You may provide this information for proposed subcontractors, however, you must clearly identify on the form that the information pertains to the subcontractor and not your firm. Again, Responding Contractors must complete all forms requested under the RFP in order for their responses to be considered complete. Be advised that the Commission is looking to retain an experienced, reputable janitorial services firm. Therefore, if your company does not have employees, it is quite possible that your Proposal will not receive favorable consideration.*

Q#22 When you are asking us to provide the evidence of insurance and employee bonding coverage, what exactly do you mean? For example, General Liability Insurance, Working Compensation, and Janitorial Service Bond in the amount of \$5,000.00 are enough or not?

*A#22 A certificate of insurance in coverage amounts greater than or equal to the amounts specified would be acceptable. For the performance bond, a letter from your insurance agent indicating that the bond will be obtainable from a surety authorized to conduct business in Ohio would be acceptable. Again, please read the instructions in the RFP at PART 3, Section D.*

Q#23 Should General Liability Insurance be on Ohio Turnpike Commission or it can be a sample without a customer's name?

*A#23 See response to Question No. 22.*

Q#24 There are general forms and conditions on pages 32-47 of the RFP. Should we attach it to the Proposal?

*A#24 Follow the requirements of PART 3, Section D.*

Q#25 We have a question about a recycling program. Is there anything at our cost, such as dumpsters, plastic bags, etc?

*A#25 Read PART 2, Section G; Paragraph v & vi of the RFP. "The Selected Contractor shall operate a Single Stream Recycling Program, including all equipment, supplies, labor and hauling for the common areas of responsibility covered under the Agreement. The cost of the recycling program shall be borne by the Selected Contractor." The Selected Contractor is required to provide carts and dumpsters for the collection and containment of waste materials, and to subcontract for their removal.*