



**OHIO TURNPIKE AND  
INFRASTRUCTURE COMMISSION**

**ADDENDUM NO. 1**  
**ISSUED NOVEMBER 27, 2020**  
**to**  
**BID INVITATION NO. 4378**

**JANITORIAL SERVICES AT SIX (6) OHIO TURNPIKE AND INFRASTRUCTURE  
COMMISSION MAINTENANCE BUILDINGS**

**OPENING DATE: 2:00 P.M. (EASTERN TIME), DECEMBER 1, 2020**

**ATTENTION OF BIDDERS IS DIRECTED TO:**

- **ANSWERS TO QUESTIONS RECEIVED THROUGH 12:00 P.M. ON NOVEMBER 27, 2020**
  
- **THE COMMISSION HAS ADDED TWO (2) MAINTENANCE BUILDINGS, KUNKLE AND SWANTON, TO GROUP A.**  
**THE FOLLOWING REVISED DOCUMENTS ARE ATTACHED TO THIS ADDENDUM NO. 1:**
  - **REVISED BID FORM INSTRUCTIONS AND SPECIFICATIONS AND SPECIAL PROVISIONS**
  - **REVISED BID FORM**
  - **REVISED BID SCHEDULE**

Issued by the Ohio Turnpike and Infrastructure Commission through Jennifer L. Stueber, Esq., General Counsel.

Jennifer L. Stueber, Esq.,  
General Counsel

November 27, 2020  
Date

**ANSWERS TO QUESTIONS RECEIVED THROUGH 12:00 P.M. ON NOVEMBER 27, 2020:**

**Q#1 When will the bid call be held?**

*A#1 If 'bid call' refers to a pre-bid meeting, there is no formal pre-bid meeting scheduled for this Bid Invitation. However, in accordance with Page 7c, inspection of facilities is encouraged and arrangements can be made by contacting Bryan Emery, Maintenance Operations Engineer at (440) 971-2022. Those inspecting the facilities will be required to follow ODH and CDC guidelines for COVID-19, including health assessments, social distancing, and proper PPE (masks, etc.).*

**Q#2 Do you have the specs on the maintenance buildings?**

*A#2 This service contract requires specific areas of responsibility, and not necessarily the entire facility. As such, square footages are not indicative of the cleaning required. Inspection of facilities is encouraged and arrangements can be made in accordance with Page 7c.*

**Q#3 Do you have floor plans of each facility and what is the square footage of cleanable space?**

*A#3 Please see the example floor plans provided in response to Q#2. Various cleaning responsibilities are required in different areas, so square footage of cleanable areas is not indicative of the areas to be cleaned and responsibilities*

**Q#4 Could you tell me about the requirements and process of documenting payroll reports?**

*A#4 Contractors must submit weekly pay reports for subcontractors by the end of each work week through the Commission's website.*

**Q#5 At what point should we provide a list of subcontractors for pre-approval?**

*A#5 Any bidder planning to use subcontractors to perform the required services must include a proposed list of subcontractors with its bid.*

**Q#6 Is it a requirement to provide the Ohio preference form?**

*A#6 Yes.*

**END OF ADDENDUM NO. 1**

## **BID FORM INSTRUCTIONS**

Bids are solicited herein, for the furnishing of janitorial services at ~~six (6)~~ **eight (8)** maintenance buildings located on the Ohio Turnpike in strict compliance with the requirements of the Specifications and the other Contract Documents.

The Bid Form contains two (2) Groups: Group A (Castalia, Elmore, **Kunkle and Swanton** Maintenance Buildings), and Group B (Boston, Canfield, Hiram, and Amherst Maintenance Buildings). Prospective Bidders may submit a Bid in response to one (1) or both Groups. Bidders must submit pricing on all Items within a Group, failure to quote a price on all Items will automatically disqualify the Bid.

The Commission reserves the right to award separate Contracts for each Group to the Bidder determined to be the lowest responsive and responsible therefor. If the Bidder is determined to have submitted the lowest responsive and responsible Bid for both Groups, the Contract will encompass both Groups in a single Contract.

The Commission reserves the right to reject all Bids and to waive minor technical defects or irregularities.

Bidders are to complete all of the following forms attached hereto and submit them with their Bids.

- 1) Bid Form.
- 2) Bid Schedule of prices.
- 3) Signed and notarized Bidders Non-Collusion Affidavit.
- 4) Proof of Insurance coverage required under the Special Provisions.
- 5) Combination Bid/Guaranty Performance Bond or certified check, cashier's check or letter of credit as bid security (if specified on the Notice to Bidders).
- 6) Small Business Enterprise Participation Certification and Plan Utilization. (Page 11a and 11b - Complete regardless whether goal is waived or estimated).
- 7) Good Faith Efforts Demonstration (only if SBE Certification and Plan fail to document commitment to achieve goal identified on the Notice to Bidders; if goal is waived, Bidders do not need to complete these forms, Page 11d and 11e).
- 8) Completed and signed Certificate for Domestic and Ohio Preference Form. (If furnishing goods, materials or other supplies to the Commission).

In determining whether a Bidder is responsible, factors to be considered include without limitation:

- Preferences required by law, where applicable;

## **BID FORM INSTRUCTIONS**

- The experience of the Bidder, including without limitation experience in timely providing quality services, materials and/or goods within Contract price and schedule and change order, claim, dispute resolution and litigation experience;
- The financial condition of the Bidder;
- The conduct and performance of the Bidder on previous Contracts with the Commission and other Persons, which shall include without limitation compliance with federal, state and local criminal and civil laws and regulations, particularly debarment and suspension processes, Equal Employment Opportunity, applicable Administrative Rules, OSHA regulations and Prevailing Wage Laws, capacity to resolve issues in a timely, businesslike and cost-effective manner and the provision of qualified personnel until completion of the Contract;
- The facilities of the Bidder;
- The management skills of the Bidder including without limitation quality of supervision of employees, Subcontractors and relations with Material Suppliers, and other similar persons;
- The ability of the Bidder to execute the Contract properly including without, limitation, the particular tasks involved;
- The effort made to comply with the Commission's desire to transact business with minority and other disadvantaged businesses; and
- The commitment or Good Faith Efforts to achieve the SBE goal identified on the Notice to Bidders.

**BID FORM**

**INVITATION NO. 4378**

**TO THE OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION:**

The undersigned Bidder, having full knowledge of the matter contained in the Contract Documents, proposes to furnish to the Ohio Turnpike and Infrastructure Commission (“Commission”) in strict compliance with the Specifications and all other Contract Documents, the articles identified in the following Bid Schedule at the price offered and as set forth therein. The undersigned Bidder agrees to accept and fulfill a Purchase Order as the Contract between the Contractor and the Commission, incorporating the Contract Documents as defined in the Commission’s Bid Invitation.

The undersigned signatory for the Bidder represents and warrants having full and complete authority to submit this Bid to the Commission and to enter into a Contract if the Bid is accepted.

The Bidder is a \* \_\_\_\_\_

organized under the laws of the State of \_\_\_\_\_.

\*Indicate whether an individual, a partnership, or a corporation, and, if latter, the state of incorporation

**Federal Tax ID #** \_\_\_\_\_

**Date:** \_\_\_\_\_, 20\_\_\_\_

**BIDS ARE VALID THROUGH SIXTY (60)  
CALENDAR DAYS AFTER BID OPENING**

\_\_\_\_\_  
**(Name of Bidder)**

\_\_\_\_\_  
**(Signature and Title)**

\_\_\_\_\_  
**(Print Name and Title)**

\_\_\_\_\_  
**(Post Office Address of Bidder)**

**BID SCHEDULE**

**MAINTENANCE BUILDING JANITORIAL SERVICES**

The service is comprised of ~~six (6)~~ **eight (8)** maintenance buildings (see attached strip map for geographical locations). Bidders must quote on all Items within a Group to be considered for Award.

**Cost per Visit/  
per Location**

**GROUP A**

**Item 1: Section Maintenance Building**  
(Castalia)

\$ \_\_\_\_\_

**Item 2: Division/Section Maintenance Building**  
(Elmore)

\$ \_\_\_\_\_

**Item 3: Section Maintenance Building**  
(Kunkle)

\$ \_\_\_\_\_

**Item 4: Section Maintenance Building**  
(Swanton)

\$ \_\_\_\_\_

**TOTAL GROUP A:**

\$ \_\_\_\_\_

**GROUP B**

**Item 1: Section Maintenance Building**  
(Boston)

\$ \_\_\_\_\_

**Item 2: Section Maintenance Building**  
(Canfield)

\$ \_\_\_\_\_

**Item 3: Division/Section Maintenance Building**  
(Hiram)

\$ \_\_\_\_\_

**Item 4: Sign Shop/Section Maintenance Building**  
(Amherst)

\$ \_\_\_\_\_

**TOTAL GROUP B:**

\$ \_\_\_\_\_

**TOTAL BID GROUPS A & B:**

\$ \_\_\_\_\_

\* Bids shall contain only firm, net prices void of escalator or other contingent clauses, and shall not include any state and/or federal taxes.

Above prices shall be net thirty (30) days after delivery and acceptance of the services covered by the Contract and receipt of invoice for the same. Any term discount for payment within twenty (20) days after delivery and acceptance of the vehicle covered by the Contract and receipt of invoice shall be as follows: \_\_\_\_\_% of bid price. (See "Discount Terms" in the Additional Terms.)

# SPECIFICATIONS

## MAINTENANCE BUILDING JANITORIAL SERVICES

The Commission has eight (8) *Section Maintenance Buildings*, geographically located along the turnpike approximately thirty (30) miles apart. Two of these buildings also house the *Division Maintenance Offices*, one for the turnpike Western Division, and one for the Eastern Division (Elmore and Hiram, respectively). Additionally, one building (Amherst) houses the Sign Shop office and work area.

It is the intent of this Specification to describe a service agreement (“Agreement”) for cleaning of the ~~six (6)~~ **eight (8)** Ohio Turnpike and Infrastructure Commission (“Commission”) Maintenance Buildings specified below. Services to be provided by the Bidder to whom an Award is made (“Contractor”), shall include all labor, equipment, cleaning materials and supplies at the Contractor’s cost. All services are to be performed at the frequency as detailed ~~in Items 1 and 2~~ below.

Cleaning services are to be performed at each of the ~~six (6)~~ **eight (8)** specified Maintenance Buildings every weekday (Monday through Friday), except Commission-recognized holidays.

The Contractor’s cleaning personnel are expected to be dressed appropriately and professionally, including leather work shoes and long pants. Additionally, all standard safety practices shall be followed.

The Commission requires a minimum two (2) hour work assignment as a guideline to accomplish the service requirements during each visit. The services that are to be performed on a weekly and monthly basis are anticipated to require additional time. Any additional cost that are attributed to the weekly and monthly services are to be included into the Bidder’s daily visit rate. Service personnel must report arrival and departure to the supervisor on duty at each location. A building access log must be completed at each visit, which includes arrival and departure times of all cleaning service personnel. A routine and regular time-of-day schedule must be established and maintained. Unless otherwise agreed upon, services must be performed between the hours of 7:00 a.m. and 3:00 p.m. (Maintenance Department spring and summer hours schedule), and 8:00 a.m. and 4:00 p.m. (Maintenance Department fall and winter hours schedule).

### GROUP A, Item 1, **3 and 4** and GROUP B, Items 1 and **3-2**

#### SECTION MAINTENANCE BUILDINGS (Castalia, **Kunkle, Swanton, Boston and Canfield**)

General Areas of Responsibility: Section Offices, Lunchrooms, Bathrooms, and Locker Rooms

##### A. Services to be performed each weekday visit (typically five days per week):

1. Empty all wastebaskets- insert liners as required, spot clean and sanitize container. (liners provided by the Commission)
2. Dispose of trash on site in an area as directed by the Commission supervisor.
3. Dust all furniture- desks, chairs, tables, etc.
4. Clean office chair mats.
5. Dust all exposed filing cabinets, bookcases and shelves.
6. Low dust all horizontal surfaces to hand height (70") including sills, ledges molding, shelves, picture frames, ducts, radiators, etc.
7. Clean and sanitize drinking fountains, water dispensers and eye wash stations; refill cups at water dispensers if applicable. (These items are also located in the garage high bay and mechanics bays)

## **SPECIFICATIONS**

8. Clean exterior of ice machine(s).
9. Sweep and dust mop and wash all floor surfaces.
10. Damp mop all resilient and hard floors.
11. Vacuum runners.
12. Clean all glass partitions, door glass and vending machine glass.
13. Clean and sanitize all lunchroom tables, sinks and counter tops. (sinks are also located in located in the Garage High Bay and Mechanics' Bays)
14. Spot clean doors, frames, light switches, kick and push plates, handles, walls, lockers, refrigerator and interior glass. Spot clean spills and stains on resilient floors and runners included
15. Clean and sanitize restrooms, including mirrors, sinks, counters, toilets, floors and partitions.
16. Clean kitchen/lunchroom, including floors, refrigerator (outside) and microwave ovens (inside and outside).
17. Check and refill dispensers such as paper towels, soaps, etc. (refill supplies provided by the Commission)

### **B. Services to be performed monthly, unless indicated otherwise:**

1. Wash restroom walls, two (2) times per year.
2. Wash shower area weekly.
3. High dust all horizontal surfaces.
4. Vacuum all furniture.
5. Spot clean all furniture.
6. Damp clean furniture pedestals or legs.
7. Clean and sanitize all telephones.
8. Remove dust and cobwebs from ceiling areas.
9. Dust and clean light fixtures (removal of bugs included).
10. Clean all windows inside and outside (during same service visit).
11. Dust venetian blinds, two (2) times per month.
12. Clean all windows, inside and outside.

**Note:** Monthly category cleaning services must be completed by the end of each month to prevent adjustment credits.

### **GROUP A, Item 2 and Group B, Item 3**

#### **DIVISION/SECTION MAINTENANCE BUILDINGS (Elmore & Hiram)**

General Areas of Responsibility: Division Superintendents' Office areas, Division Trades Office area, Section Offices, Stockroom Office area, Lunchrooms, Bathrooms, all Locker Rooms

1. Clean all Division maintenance offices to the same standards and frequency as the Section maintenance offices as described in Item 1.
2. Includes all the services listed above for Item 1, Section Maintenance Buildings, for weekday, monthly and yearly services.

**Note:** Sinks, water fountains/water dispensers and eyewash stations are also located in the Division Trades Shop, Division Mechanics' Bays, and Vehicle and Equipment Services areas.



## **SPECIFICATIONS**

### **GROUP B, Item 4**

#### **SIGN SHOP/SECTION MAINTENANCE BUILDING (Amherst)**

General Areas of Responsibility: Sign Shop Office areas, Section Offices, Stockroom Office area, Lunchrooms (including Sign Shop Lunchroom), Bathrooms (including Sign Shop Fabrication Building), and Locker Rooms.

1. Clean all Sign Shop offices to the same standards and frequency as the Section maintenance offices as described in Item 1.
2. Includes all the services listed above for Item 1, Section Maintenance Buildings, for weekday, monthly and yearly services.

Note: Sinks, water fountains/water dispensers, and eyewash stations may also be located in the Sign Shop areas, along with additional office wastebaskets and trash drums.

#### **ADDITIONAL SERVICES**

Additional cleaning services beyond the scope of services outlined in these Specifications and Special Provisions shall be at a fee to be agreed upon by the parties prior to performance of the work. Additional service costs must be itemized and submitted with monthly expense invoice.

Said additional cleaning services must have prior approval of the Maintenance Operations Engineer or a designate.

#### **COMMISSION OPTIONS FOR ADDITIONAL MAINTENANCE BUILDINGS**

Throughout the term of this Contract, the Commission shall have options to assign to the Contractor, additional Maintenance Buildings to perform Janitorial Services.

The Commission will give thirty (30) days prior notice that the Commission is exercising an option to assign any given additional Maintenance Buildings to the Contractor. Upon thirty (30) days notice of the Commission's election to exercise an option to assign additional Maintenance Buildings to the Contractor, the Contractor shall commence to perform the Janitorial Services at the additional Maintenance Buildings and apply the appropriate initial rate bid for a Section Maintenance Building as compensation to perform the additional services. Payment will be made on the additional service performed for the exercised option(s) using the original bid price for a Section Maintenance Building as compensation to perform the additional services.

Submission of a bid warrants that the Bidder has the capacity to provide a sufficient amount of equipment and operators to perform the services at multiple Maintenance Buildings within the specified hours, upon the Commission's exercise of the options.

#### **INSPECTION OF FACILITIES:**

In order to submit a responsive bid, each Bidder is advised to inspect a typical Section Maintenance Building and Division Maintenance Building prior to submitting a Bid to be assured as to the magnitude of the Agreement. Bidders may make arrangements to inspect facilities by contacting Bryan Emery, Maintenance Operations Engineer at (440) 971-2022.

## **SPECIFICATIONS**

### **SUBLETTING OR ASSIGNING OF CONTRACT:**

The Contractor shall not sublet, sell, or assign any portion of the Agreement or of the work without written consent of the Executive Director, and the granting of any such consent shall not relieve the Contractor of any responsibility under the Agreement.

### **FACILITIES CHART:**

As a convenience to the Bidder, when compiling a Bid, in determining the exact location of each of the buildings requiring cleaning service, a "Facilities of the Ohio Turnpike" chart is attached for reference purposes.

### **SCHEDULING OF WORK:**

The Contractor shall perform the cleaning services at a time mutually agreeable with the Commission. The Commission assumes no obligation or responsibility to the Contractor with regard to the use of rear access delivery routes. It is the responsibility of the Contractor to keep informed at all times during the period of the Agreement of the availability of rear access routing.

If in the event it is necessary to use the Turnpike to complete services, the Contractor shall be required to pay the regular toll fee.

### **FAILURE TO PERFORM DUTIES:**

The failure to clean a facility on the scheduled date or the failure to perform all assigned duties will result in an adjustment in the quoted rate for said facility. The adjustment shall be a percentage of the quoted rate for each failure to clean and/or failure to perform assigned duties. The second failure to clean a facility on the scheduled date or failure to perform all assigned duties during the Agreement period shall include a minimum fifty dollar (\$50.00) penalty for each additional occurrence.

### **DATA TO BE FURNISHED BY CONTRACTOR:**

The Contractor shall be required to furnish a list, by location, of personnel assigned cleaning duties along the Ohio Turnpike. Such list shall be updated and kept current to reflect any personnel changes, additions and/or deletions, throughout the term of the Agreement. The list shall contain the name and address of each individual assigned and the location or locations at which they are assigned to work.

## **SPECIAL PROVISIONS**

### **MAINTENANCE BUILDING JANITORIAL SERVICES**

The Proposal, costs per visit, and location availability will be used as a basis for the evaluation of bids. However, the Agreement shall be drawn to cover the Commission's actual requirements for a period of 12 months or upon depletion of the established dollar amount.

A Bidder must submit a bid for all Items within a Group. An Award will be made, if any Award be made, to the most reasonable and responsive Bidder for each Group. If a Bidder is the most reasonable and responsive for both Groups, an Award will be made to encompass both Groups in a single Award.

The Bidder shall provide any and all necessary material, equipment, and labor to complete the required service.

The Contractor shall provide the Maintenance Operations Engineer with a complete listing of contact names, telephone numbers, emergency telephone numbers, and base locations for each Maintenance Building location.

#### **Method of Payment:**

For payment purposes, the Contractor shall prepare and submit to the Commission's Accounts Payable, 682 Prospect Street, Berea, Ohio 44017, an original copy of invoice for services at each individual location. Invoices consolidating items contained on two (2) or more locations are unacceptable and cannot be honored for payment. Invoices may be submitted electronically to the following e-mail address: [apinvoicing@ohioturnpike.org](mailto:apinvoicing@ohioturnpike.org)

#### **Insurance:**

Immediately upon the execution of the Contract, the Selected Contractor shall forward to the Commission certificates of insurance which show that the Selected Contractor is insured by an insurance company or companies rated A- or better by A.M. Best and approved by the Commission. Said insurance shall be maintained in full force and effect until the Contract has been fully and completely performed. It shall protect the Selected Contractor and the Commission from liability and claims for damages for bodily injury, including wrongful death, personal and advertising liability and for damages to property caused by an accident arising from the Selected Contractor's performance of the Contract. Said insurance shall provide that in the event of cancellation or expiration of the policy, a thirty (30) day advance notice thereof will be given to the Ohio Turnpike and Infrastructure Commission.

The Selected Contractor shall purchase and maintain Commercial General Liability Insurance, for liability and claims for damages for bodily injury, including wrongful death, personal and advertising liability and for damages to property caused by an accident, including employer's liability, in an amount not less than \$1,000,000 per occurrence, \$1,000,000 general aggregate. Coverage shall be on an occurrence form and include contractual liability.

The Selected Contractor shall, at its own expense, also purchase and maintain Commercial Automobile Liability Insurance covering liability arising out of the ownership, maintenance or use of all owned, non-owned, and hired automobiles including mobile equipment in an amount of not less than a Combined Single Limit of \$1,000,000 for Bodily Injury and Property Damage.

## **SPECIAL PROVISIONS**

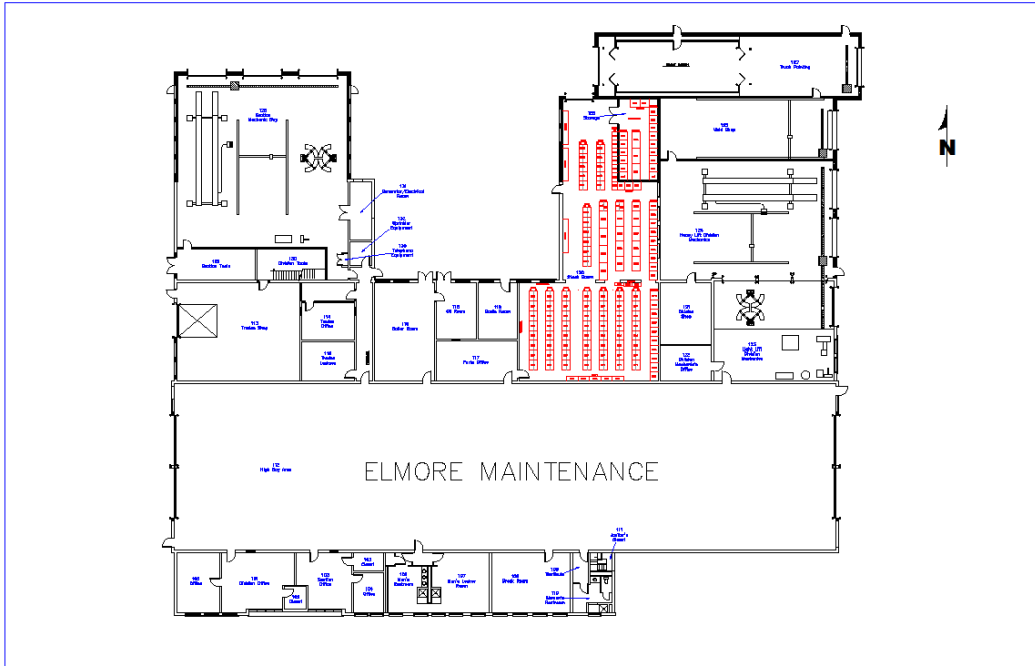
The Ohio Turnpike and Infrastructure Commission shall be endorsed as an additional insured on the Commercial General Liability and Commercial Automobile Liability policy or policies. The insurance policy or policies shall be primary and non-contributory. The above-described certificates of insurance shall be delivered to and remain in the custody of the Commission and each shall be in form and words satisfactory to the Commission.

The Selected Contractor shall also procure and maintain until the Contract has been fully and completely performed, Ohio Worker's Compensation Insurance covering all employees who engage in any work in connection with the performance of the Contract except employees hired in a state other than Ohio who will not engage in any work in the State of Ohio.

The Commission may, at any time, require the Selected Contractor to obtain any additional or other insurance. In each such case, the Commission shall reimburse the Selected Contractor for the net premium cost thereof which reimbursement shall be made at the time of final payment.

# Maintenance Buildings - Floor Plan Examples

## Elmore Maintenance Building



## Boston Floor Plan

