INVITATION TO BID

Bids are invited by the Board of Library Trustees of the Cleveland Heights-University Heights Public Library for DAILY CLEANING SERVICE at all buildings starting April 1, 2020.

Copies of the specifications and bid forms may be obtained from the Administration Office located in the Lee Road Branch, 2345 Lee Road, Cleveland Heights, during business hours. There will be mandatory building walk-throughs at each building at 9 a.m. on the following dates: Monday, February 10, Lee Road Branch; Tuesday, February 11, Coventry Branch; Wednesday, February 12, University Heights Branch; Thursday, February 13, Noble Branch. Attendance at a walk-through is mandatory for anyone considering submitting a bid for any or all buildings. Sealed bids will be received at the Administrative Office at the above address until 1 p.m. on Friday, February 28, when they will be publicly opened and read aloud in the Brody-Nelson Meeting Room. All interested parties are invited to attend.

The Board welcomes bids from locally owned, minority owned businesses. The Board reserves the right to reject any bids and waive any informalities in the bids received. No bid may be withdrawn for thirty days from bid date.

The Cleveland Heights-University Heights Public Library is an equal opportunity employer.

Deborah Herrmann
Fiscal Officer

Advertise: Plain Dealer Friday, January 31
Sun Press Thursday, February 6
SPECIFICATIONS FOR
DAILY CLEANING SERVICES
AT ALL LIBRARY BUILDINGS

Cleveland Heights-University Heights Public Library

Lee Road: 2345 Lee Road, Cleveland Heights
Coventry: 1925 Coventry Road, Cleveland Heights
Noble: 2800 Noble Road, Cleveland Heights
University Heights: 13866 Cedar Road, University Heights
SUMMARY

These specifications describe the extent of routine cleaning services to be provided on a contract basis. The desired services to be done seven days a week are: vacuum, floor debris pick-up, lavatory cleaning, wastebasket care, wiping tables in the meeting rooms, cleaning kitchens and sinks in public and staff areas, and some glass cleaning.

All proposals must include:

1. Quote of monthly cost for the cleaning services by building.

2. A list of (3) organizations (including names of contact persons) for which the bidder has performed cleaning services must be included on the quote form.

3. The following should be submitted as part of the bid:
   a. The number of workers assigned to the job per building per shift and their hourly wage.
   b. A list of equipment to be supplied by the Contractor, including upright vacuum cleaners or canister vacuums.
   c. A list of projected cleaning supplies and chemicals to be supplied by the Contractor.

4. All bidders must attend the scheduled walk-through of the building(s) that they will submit a bid on. If a contractor does not attend a walk-through of a building on which they bid, the bid will be disqualified.

Building walk throughs are scheduled:

February 10  9 a.m.  Lee Road
February 11  9 a.m.  Coventry Branch
February 12  9 a.m.  University Heights Branch
February 13  9 a.m.  Noble Branch

5. Bids must be addressed to the Administrative Office, Cleveland Hts. – University Hts. Public Library, 2345 Lee Road, Cleveland Heights, Ohio 44118 and be received by 1p.m. February 28.

Schedule of Janitorial Services

The specific tasks listed are to be performed by the Contractor daily, seven days a week, with the exception of days when the building is closed to the public for regularly scheduled holidays or for emergency closing. Regularly scheduled holidays are: New Years Day, Martin Luther King Jr. Day, Memorial Day, Easter, Independence Day, Labor Day, Staff Day (a Friday in the fall), Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. Emergency closings are rare and the Contractor will be notified by telephone.

Normal Lee Road Branch open hours are:
Sunday 1:00 p.m. - 5:00 p.m.
Monday - Friday 9:00 a.m. – 9:00 p.m.
Saturday 9:00 a.m. – 5:30 p.m.

**Coventry, Noble, and University Heights open hours are:**

- Sunday 1:00 p.m. – 5:00 p.m.
- Monday 1:00 p.m. – 9:00 p.m.
- Tuesday 1:00 p.m. – 9:00 p.m.
- Wednesday 9:00 a.m. – 5:30 p.m.
- Thursday 1:00 p.m. – 9:00 p.m.
- Friday 9:00 a.m. – 5:30 p.m.
- Saturday 9:00 a.m. – 5:30 p.m.

Please note that:

1. Times for cleaning all buildings are Monday through Sunday, within 6-10 a.m. and the Lee Road branch will have an additional daily shift within 4-7 p.m. for restroom cleaning, litter pick-up and other requests as needed.

2. Library employees arrive at least 30-60 minutes prior to the scheduled opening time to the public and normally leave within one-half hour of closing. Library maintenance employees are on site from 6 a.m. to 9 p.m., Monday through Friday, at the Lee Road branch.

3. The security system must be activated by Contractor’s personnel when leaving the building every night if leaving after the library is closed. A list of telephone numbers to be contacted in case of emergency will be provided by the Library. All doors and windows must be checked and the building secured. The cleaning service shall be responsible for insuring that theft of Library property does not take place. If necessary arming and disarming alarm system will be the responsibility of cleaning crew and false alarms may be billed to cleaning contractor.

Specific tasks in all buildings are outlined in pages after the summary.

Hazardous Communications- Material Safety Data Sheets must meet O.S.H.A. standards and must be on site. All cleaning supplies must be labeled according to O.S.H.A. standards. The successful bidder must have an informational safety orientation with the Library’s Facility Manager.

Employees of the cleaning firm must be easily identifiable to the Library staff and public, either with badges, lanyards, or shirts identifying the firm.

The Library will be the judge of adequacy of the work performed. Any deficiencies will be described in writing and the Contractor will be given a reasonable time to correct them. Continued dissatisfaction will be considered reason for termination of the Agreement at the Library’s discretion. All personnel working for the Contractor must be bonded.

Work specifically not required includes: anything outside of the building, dish washing, furniture waxing, cleaning staff offices, and plant care or cleaning, which will be done by Library personnel.

The work must be performed in a safe and healthy manner. Contractor, Library employees and the public must be protected at all times.
MISCELLANEOUS

Successful bidder will be required to pay a deposit of $10 per key and $20 for prox tags. Deposit will be returned when keys/tags are returned.

Sufficient Workers’ Compensation, automobile liability, employee dishonesty, and general liability insurance must be carried by the Contractor.

Certificates of insurance, of a minimum $1,000,000 for liability, must be provided to the Library in the bid. Adequacy of coverage will be determined by the Library at its discretion and final limits will be determined at the time of awarding contracts.

In case the Contractor should, for any reason, fail to perform the work (strikes, national emergency, oversight) the Library reserves the right to perform the work and deduct a reasonable portion of the Agreement fee to cover expenses. Repeated failures will be considered reason to cancel the Agreement, at the Library’s discretion.

The Contractor must comply with all equal opportunity and non-discrimination laws.

Either party may cancel the Agreement upon 30 days written notice.

The official agent of the Cleveland Heights – University Heights Public Library, for purposes of this Agreement, will be:

Deborah Herrmann
Fiscal Officer
Cleveland Heights-University Heights Public Library
2345 Lee Road
Cleveland Heights, Ohio 44118-3493
(216) 932-3600, ext. #1238

The contact for questions regarding services should be directed to:

Tim Pasbrig
Facilities Manager
Cleveland Heights-University Heights Public Library
2345 Lee Road
Cleveland Heights, Ohio 44118-3493
(216) 932-3600, ext. #1270
Schedule of Janitorial Services- Lee Road Branch & HKIC 2nd Floor

Daily Tasks
1. Empty wastebaskets throughout the building: replace can liners furnished by Contractor at least once a week or more often when needed. This includes trash cans in the public areas, staff offices and meeting rooms. Trash will be placed neatly in dumpster. Aluminum recycling containers must be emptied as needed and bags placed by dumpster.
2. Paper recycling containers should be emptied in containers provided by Library. Empty boxes will be stored in a designated area.
3. Clean and restock all bathrooms: remove graffiti, wipe down walls, clean and disinfect sinks, urinals and toilets, clean and polish mirrors. Dust top of dividers, mirrors, hand dryer. The Library will provide paper towels, toilet paper, hand soap, and urinal blocks.
4. Vacuum: carpeted areas; main stairway, walkway, elevator cabs, meeting rooms, computer center, children’s program room. Contractor will provide its own vacuums. One canister vacuum will be included for steps and under furniture.
5. Sweep: entrance tile; staff room, 2nd floor hallways, shipping hallway, all public and staff bathrooms.
6. Clean entry door glass (front and rear, both buildings), entrance glass to Administration, entrance glass to Art Gallery, and other selected glass throughout the buildings.
7. Sweep the floor of the Friends Bookshop (second floor).
8. Mop all tile entrance floors and bathroom floors.

As Needed Tasks
1. Scrub entrance tile area.
2. Scrub bathroom floors, walls and fixtures. Mop: all bathrooms and entrance tile areas. Remove wet walk-off mats to dry as needed.
3. Clean elevator walls and carpet (Lee Road and HKIC).
4. Mop shipping hallway, emergency stairs, hallways and staff room.
5. Canister vacuum under tables, next to furniture and walls, in tight spaces.
6. Clean walkway (bridge) glass, and stairway glass in both buildings.
7. Schedule Contractor and Library meeting to review cleaning performance issues.
West Wing of Lee Road –Dobama Theater specific cleaning (1st Floor & Basement)

On Scheduled basis:  (Not to interfere with Dobama activities.)

1. Clean/vacuum steps to basement and basement lobby.
2. Dust ledge of atrium window and under glass dividers in stairwell.
3. Empty basement lobby trash.
4. Clean and restock all bathrooms, remove graffiti, wipe down walls, clean and disinfect sinks, urinals and toilets, clean and polish mirrors. Dust top of dividers, mirrors, hand dryer. The Library will provide paper towels, toilet paper, hand soap, and urinal blocks.
5. Sweep floors.
6. Clean sinks, toilets and urinal, mirrors, tile walls and dividers in both basement public restrooms.
7. Mop tile entrance floors and bathroom floors.

As Needed Tasks
1. Scrub entrance tile area.
2. Scrub bathroom floors, walls and fixtures.

Art Galley & Little Heights (First Floor HKIC)

1. Empty Trash
2. Sweep Floor
3. Mop floors as needed

SBDC (Second Floor HKIC)

1. Empty Trash
2. Sweep Floor
3. Mop floors as needed
Schedule of Janitorial Services – All Branches
(Coventry, Noble and University Heights)

Daily Duties
1. Entry steps swept.
2. Clean door window glass and window sills.
3. All trash emptied.
4. Remove all debris on floors.
5. Vacuum all carpeted areas (public and staff.)
6. Lobbys/halls swept (first floor and basement)
7. Clean and restock all bathrooms, remove graffiti, wipe down walls, clean and disinfect sinks, urinals and toilets, clean and polish mirrors. Empty trash and sweep floors. Dust top of dividers, mirrors, hand dryer. The Library will provide paper towels, toilet paper, hand soap, and urinal blocks.
8. Clean/polish water fountains.
10. Meeting room(s) tables wiped, counters and sinks cleaned in kitchens.
11. Mop tile entrance floors and bathroom floors.

As Needed Duties
1. Bathroom walls and floor scrubbed.
2. Basement lobby and main entrance steps scrubbed.
3. Dust furniture, door, and window sills throughout Library.
4. Canister vacuum under tables and desks next to walls, in all hard to reach areas.
5. Clean floor inside elevators.
Bid Form for Cleaning Services

Cleveland Hts. - University Hts. Public Library
2020 -2023

Firm Bidding: ________________________________

Having carefully examined the quoting requirements and specification of work to be performed, we propose to furnish cleaning services for the buildings listed below 30 days after a contract is signed. The Library wishes to know the hourly wage of the Contractor's staff working in the buildings.

Lee Road (includes HKIC) Proposal:

Number of Hours Per Day: ________________

Staff per Day:

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<th>Position</th>
<th>Hourly Rate</th>
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Coventry Branch Proposal:

Number of Hours Per Day: ________________

Staff per Day:

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Bid Form for Cleaning Services

Cleveland Hts. - University Hts. Public Library  
2020 - 2023

Firm Bidding:  

Noble Branch Proposal:

Number of Hours Per Day:  

Staff per Day:  

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University Hts. Branch Proposal:

Number of Hours Per Day:  

Staff per Day:  

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Bid Form for Cleaning Services

Cleveland Hts. - University Hts. Public Library
2020 -2023

Firm Bidding: ____________________________________________________________

Total Annual Cost by Building (Including supervisors & administration):
If you do not wish to bid on any building please write DECLINE

Lee Road & HKIC

Coventry Branch

Noble Branch

University Hts. Branch

Total Monthly Cost All Buildings Bid _______________________________________

Authorized Signature

Name

Title

Telephone

Company Name

Address

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________
Janitorial Services Agreement

This Agreement is entered into by and between ____________________________________________ (hereinafter “Contractor” and CLEVELAND HEIGHTS – UNIVERSITY HEIGHTS PUBLIC LIBRARY, with principal offices at 2345 Lee Road, Cleveland Heights, Ohio 44118-3493 (hereinafter “Customer”).

In consideration of the mutual promises set forth herein, the parties agree as follows:

I. SCOPE OF AGREEMENT

A. In accordance with the terms and conditions contained herein, Contractor shall provide janitorial services and furnish all the necessary supervision, labor, tools, equipment, vehicles, and materials for services of the type and in the frequencies set forth in the Bid Specifications, which are attached hereto and made a part hereof.

B. Such services shall be for the Cleveland Heights-University Heights Public Library at 2345 Lee Road, Cleveland Heights, Ohio 44118-3493, and at its three branches.

II. TERM OF AGREEMENT

This Agreement shall become effective as of thirty days after approval and unless terminated by either party by giving thirty (30) days’ prior written notice, shall continue in effect, automatically renewing each January 2nd.

Any discussion of a rate increase shall take place no more than 90 days, and no less than 60 days, prior to that date each year.

The Library reserves the right to terminate the Agreement within the first 90 days, if it is felt that an appropriate result or effort is not being made to meet the Library needs. The Library also reserves the right to contract with the next highest bidder without additional advertising in this situation.

III. PAYMENT AND INVOICES

A. Contractor shall submit invoices monthly to the Customer for performance of the services as described in the Bid Specifications. Cleaning services will be performed initially for the monthly fee of $__________________.

B. Invoices shall be payable net thirty (30) days from receipt of invoice and shall be directed to the attention of the Contractor’s representative signing this Agreement.

IV. NOTICES

Notices that alter this Agreement, including termination by either party, shall be in writing and delivered personally or sent by express delivery service or by certified mail,
return receipt requested, addressed to the parties’ representatives as mutually agreed. Notice will be deemed received as of the earlier of the date of actual receipt or, in the case of U.S. Mail, three (3) days after mailing.

V. COMPLIANCE WITH LAWS AND REGULATIONS

A. Contractor shall obtain and pay for all necessary licenses, permits and certificates, municipal or otherwise, arising out of ownership and operation of the type of services provided by Contractor.

B. Contractor shall comply, to the extent applicable, with all Nondiscrimination Provisions.

C. This Agreement shall be governed by and construed under the laws of the State of Ohio.

VI. INDEPENDENT CONTRACTOR

Contractor hereby declares that it is engaged in an independent business and will perform its obligations under this Agreement as an independent contractor and not as the agent or employee of the Customer; that all persons performing services furnished by Contractor shall be considered solely its employees or agents; and that it shall be responsible for payment of all applicable unemployment, Social Security and other payroll taxes, including contributions from them when required by law.

VII. ENTIRE AGREEMENT

The provisions of the Agreement shall constitute the entire agreement between the parties, superseding all prior oral and written quotations, communications, agreements and understanding of the parties in respect to the subject matter herein.

For the Contractor: For the Cleveland Heights – University Heights Public Library:

__________________________________________ ______________________________
Signature

__________________________________________ ______________________________
Title

__________________________________________ ______________________________
Date

Firm Bidding:
Authorized Signature

Name

Title

Telephone

Company Name

Address

References: Cleaning services have been performed for the following organizations:

1. Organization

Address

Telephone

Contact Person

2. Organization

Address

Telephone

Contact Person
3. Organization

Address

Telephone

Contact Person