

**City of Columbus, Department of Technology
Janitorial Services**

1.0 SCOPE AND CLASSIFICATION

- 1.1 **Scope:** It is the intent of the City of Columbus, Department of Technology to obtain bids to establish a contract for daily Custodial Services (M-F) at the Data Center facility at 1601 Arlingate Lane, Columbus, OH 43228, along with additional/specialty cleaning on as “as needed” basis. The estimated dollar amount to be spent on this agreement is \$30,000.00 annually.
- 1.2 **Classification:** The contract resulting from this bid proposal will provide for daily, weekly and “as needed” custodial services.
- 1.2.1 **Bidder Experience:** The Offeror must submit an outline of its experience and work history in these types of service for the past five years.
- 1.2.2 **Bidder References:** The Offeror shall have documented proven successful contracts from at least four customers that the Offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.
- 1.3 **Specification Questions:** Questions regarding this bid must be submitted on the Vendor Services portal by xxxxxx. Responses will be posted on the RFQ on Vendor Services no later than xxxxx.
- 1.4 **Pre-Bid Facility Walk-Through:** Will be scheduled for Wednesday, xxxx at 10:00 A.M. Attendance is not mandatory but is strongly encouraged, as this will be the only opportunity to participate in a walk-through of this secure facility. All current protocol for Covid-19 will be observed and only 2 person per company will be allowed for the walk-through.
- 1.5 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this Case ID, xxxxx

2.0 APPLICABLE PUBLICATIONS AND STANDARDS

- 2.1 Must meet or exceed all City, State, Federal safety guidelines and standards.
- 2.2 Must meet or exceed all EPA, and OHEPA regulations for the handling, storage, and disposal of hazardous materials.
- 2.3 All OSHA applicable guidelines and standards.
- 2.4 Must meet or exceed requirements as stated in City Code 329.18 (c) as they pertain to businesses, specifically subsections 8, 9 & 10.

**City of Columbus, Department of Technology
Janitorial Services**

3.0 REQUIREMENTS

3.1 General Information:

3.1.1 **Term:** The contract awarded as a result of this proposal is for one year janitorial services contract for a 24,000 square foot facility. The agreement is not automatically renewable, however, upon mutual agreement the services may be continued for two additional one-year terms.

3.1.2 **Pricing:** Bidders are to bid firm or fixed prices, based on hourly rates for daily, weekly and “as-needed” janitorial services. Specific requirements are listed in the addendum.

3.1.3 **Quality Standards:** The City intends to purchase new, unused and the most current model. The specifications describe a minimum acceptable requirement which a bidder has to meet. However, the bidder is allowed to exceed a minimum requirement where the excess enhances the function of the unit and which the City can accept. It is not acceptable for a bidder to exceed a maximum desired limit.

3.2 **Bidder Requirements:** The City will use the requirements of this section to determine if each bidder meets the minimum standards to be considered a responsible bidder. **Please print, complete and attach** Reference pages and attach any supplemental pages as may be necessary to meet these requirements. **For instructions on how to attach a document to your bid, go to page 15 of the Vendor Services User Guide.**

[http://vendors.columbus.gov/ layouts/ep/custom/other/VendorUserGuide.pdf](http://vendors.columbus.gov/layouts/ep/custom/other/VendorUserGuide.pdf)

3.2.1 **Experience Required:** Documentation shall include (at a minimum) information meeting the following criteria.

3.2.1.1 **Equipment and Warranty Capabilities:** Offerors must document, and submit in a letter attached to the bid, their capability of providing the equipment and warranty service specified herein.

3.2.1.2 **Manufacturer Relationship:** The Offeror shall provide the history of their relationship with manufacturer(s) that will potentially be providing these types of equipment/parts and warranty service for the past five years, including but not limited to the following:

- a) Length of the relationship
- b) Level of the relationship
- c) A brief history of the relationship

3.2.2 **References:** The Offeror shall have documented proven successful contracts from at least four customers that the Offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.

3.2.2.1 **Contact Information Required:** The reference contact information shall include the customer name, customer e-mail address, street address, telephone number, fax number, contact name and equipment purchase date.

**City of Columbus, Department of Technology
Janitorial Services**

- 3.2.3 **Subcontractor Information Required:** If subcontractor(s) are to be used, please list names, addresses, telephone numbers and a contact person for each subcontractor. All subcontracts must have valid contract compliance certification on file with the Office of Diversity and Inclusion.
- 3.2.3.1 **Subcontractor Contact:** Should the Offeror use subcontractors, the City shall use the Offeror as the primary contact point.
- 3.2.4 **Specification Questions:** Questions regarding this bid including any exceptions and/or suggested changes to the requirements must be submitted on the vendor services portal by **xxxxx**. Responses and any necessary addenda will be posted as an amendment to this RFQ on the City's Vendor Services portal no later **xxxxx**. The City strongly encourages bidders to submit exceptions and/or changes during this stage of the process. Bidders submitting exceptions and/or changes before this date will greatly reduce the likelihood of their bid being rejected as non-responsive to the specifications. Bidders who have not registered and created a new user on the City's portal <http://vendors.columbus.gov/sites/public> are strongly encouraged to do so. Notice of any pre-bid notes and addenda will only be sent to Bidders who have registered at the site.
- 3.2.4.1 For further instructions on how to submit "Vendor Questions" through the Vendor Portal, please see Section "Add Vendor Questions" provided on page 16 of the City of Columbus Vendor Services User Guide.
- 3.2.4.2 The City has instructional videos to assist bidders at the portal. Tutorial videos are available to be viewed through YouTube or by clicking the following link:
https://www.youtube.com/channel/UCTIkKGNM7GHIITzoqQVNJIA/videos?shelf_id=0&view=0&sort=dd
- 3.2.5 **Pre-bid Site Visit:** N/A
- 3.3 **Product Requirement Specifications:**
- 3.3.1 (1) Formax AutoSeal FD 1506Plus Pressure Sealer; must have one (1) year onsite maintenance services provided with the option of an additional two (2) years onsite maintenance, and at least a three (3) months or ninety (90) days warranty.
- 3.3.1.1 **Alternates:** Shall not be considered
- 3.3.2 Installation Specifications: Installation by supplier; hours 8:AM – 4 PM, Monday – Fridays.
- 3.3.2.1 Bidder is solely responsible for the proper disposal of all materials removed from the premises during the installation .
- 3.3.3 Material Handling and Disposal: Bidder shall package, label, transport and ship all hazardous materials, items containing hazardous materials, and any other regulated materials, in accordance with all applicable federal, state, and local laws, rules, ordinances and regulations, and shall furnish any appropriate documentation indicating compliance with such regulations. Prior to each shipment of any hazardous

**City of Columbus, Department of Technology
Janitorial Services**

or regulated materials, Bidder shall notify Buyer of the nature of such shipment in writing, as will allow for the proper preparation for acceptance of the delivery. All shipping documents, for delivery or disposal, of materials shall comply with regulations identifying the same on all packaging. Bidder shall be solely responsible for notifying carriers, and other handlers of any risks inherent in any such shipments.

4.0 SAMPLING, INSPECTION AND TEST PROCEDURES

- 4.1 **Inspection:** All parts shall be thoroughly, physically inspected upon delivery by an authorized representative of the Division/Department of Technology for verification of conformance to the specifications. Any damaged, defective, or substandard item shall be promptly removed by the supplier, and replaced at no cost to the City of Columbus. The supplier will be responsible for all shipping costs.

5.0 ORDERING, DELIVERY and INVOICING

- 5.1 **Ordering Procedure:** A written purchase order will be established by the Department of Technology and confirmed by the Columbus City Auditor's Office. The Purchase Order will have the delivery information and invoice information.
- 5.2 **Delivery days after Order:** Bidder shall insert in the "Discount" tab of the bid the Lead Time expressed as the number of calendar days after receipt of order that delivery will be made. Vendors shall state actual delivery time in calendar days in the space provided under Delivery/Payment Terms. Delivery time may be a factor in determining award of bid. Failure to deliver in the days proposed may lead the City to consider the contract holder in partial or full breach of the contract. In the case of such breach, the City reserves the right to pursue all remedies and actions available under this contract and relevant law.
- 5.2.1 **Delivery Location:** The equipment will be delivered FOB Destination Freight Prepaid and Allowed to: 1601 Arlingate Lane, Columbus, OH 43228. A lift-gate truck will be required for delivery. There is no loading dock at this facility.
- 5.2.2 The City of Columbus requires no less than twenty-four (24) hours advance notice before the actual delivery. Delivery can be made Monday through Friday 7:00 AM – 2:30 PM (local time), except on a City of Columbus recognized holiday. City of Columbus personnel will uncrate any carton packaging. The contact information and delivery location will be included on the Purchase Order.
- 5.3 **Packaging:** All items must be packaged in the minimum standard packing material designed to protect against damage during shipment. Note the use of Environmentally Friendly materials is encouraged.
- 5.4 **Invoicing:** Each invoice shall show the City Purchase Order number, a brief description identifying the item, the unit price, and the total amount. The invoice amount must exactly match the purchase order amount in accordance with the bid proposal. All Invoices should be mailed to the following address to ensure proper payment: City of Columbus, Department of Technology, Accounts Payable, P. O. Box 2949, Columbus, OH 43216-2949

**City of Columbus, Department of Technology
Janitorial Services**

6.0 NOTES

6.1 Online Bidding Instructions: Bidders are requested to quote firm or fixed prices on the corresponding line item(s) only. Within the "Comment" section of each line bidders are requested to provide the make, model and manufactured year of the unit quoted. It is understood that all parts that may not be specifically mentioned must be included to make the unit operational and complete.

6.1.1 Attachments: For instruction on attaching documents to online quotes, please see page 15 of the "City of Columbus Vendor Services User Guide", made available through the Vendor Portal.
http://vendors.columbus.gov/_layouts/ep/custom/other/VendorUserGuide.pdf

6.2 Warranty: The equipment specified herein shall be covered by the manufacturer's warranty at no additional charge. Bidders shall submit warranty on a separate sheet attached to the bid proposal.

6.2.1 Warranty Period: The warranty period shall be a minimum of 12 months at no additional charge. Bidders shall submit copies of the warranty as an attachment with the bid proposal.

6.3 Insurance Requirements and Workers Compensation: Successful Bidder is required to provide the following before final execution of the contract:

6.3.1 Liability Insurance: The contractor shall take out and maintain during the life of the contract, such Public Liability (bodily injury and property damage) Insurance as shall protect him from claims from damages for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under the contract, whether such operation be by himself or any subcontractor or by anyone directly or indirectly employed by either of them. Such insurance policy shall include the city as named insured. The Contractor shall maintain coverage of the types and in the amounts specified below. Submitting a certificate of insurance shall evidence proof of such insurance coverage. A contractor's "umbrella" type policy with limits specified below may be submitted for this requirement, with the City as named insured.

The amount of such insurance shall be as follows:

Bodily Injury Liability

Each Person\$ 1,000,000.00

Each Accident\$ 1,000,000.00

Property Damage Liability

Each Person\$ 1,000,000.00

Each Accident\$ 1,000,000.00

Such insurance shall remain in full force and effect during the life of the contract. Insurance may not be changed or cancelled unless the insured and the City are notified in writing not less than thirty days prior to such change or cancellation. If any part of the contract is sublet, the Contractor is responsible for the part sublet being adequately covered by insurance herein above described.

**City of Columbus, Department of Technology
Janitorial Services**

Contractor assumes all risk of loss and damage to the equipment provided unless loss or damage occurs at the time the operator and equipment are being operated for the purpose designated by the city and such loss or damages is caused by an act of the city or its employee which constitutes gross negligence or wanton misconduct.

- 6.5.2 **Workers Compensation:** The successful contractor obtain and maintain during the life of this contract, adequate worker's compensation insurance for all his employees employed at the site of the project and, in case any work is sublet, the contractor shall require the subcontractor similarly to provide worker's compensation insurance for the latter's employees, unless such employees are covered by the protection afforded by the contractor. The successful contractor shall furnish one (1) copy of the worker's compensation certificate showing that the contractor has paid his industrial insurance premium.
- 6.6 **Correspondences:** During the bidding and evaluation process Offerors are strictly prohibited from communicating with any City employees or officers regarding the solicitation. Any communication from the vendor to the City should be limited to only the contact(s) listed in the RFQ or below. A violation of this section on the part of the Offeror may lead to disqualification. All correspondences regarding this bid should be sent via email to kahaytas@columbus.gov .

**City of Columbus, Department of Technology
Janitorial Services**

REFERENCES

The bidder must briefly document its capabilities and submit an outline of its experience and work history in Commercial Fitness Equipment and warranty service for the past five (5) years by submitting the contact information of references from four (4) separate equipment sales. References should consist of projects of a similar scope, complexity, and cost.

Business Name: _____ Tel # _____

Address: _____

E-mail Address: _____ Fax #. _____

Contact: _____ Equipment purchase date: _____

Equipment Provided/ Warranty Service Performed: _____

Business Name: _____ Tel # _____

Address: _____

E-mail Address: _____ Fax # _____

Contact: _____ Equipment purchase date: _____

Equipment Provided/ Warranty Service Performed: _____

**City of Columbus, Department of Technology
Janitorial Services**

Business Name: _____ Tel #. _____

Address: _____

E-mail Address: _____ Fax # _____

Contact: _____ Equipment purchase date: _____

Equipment Provided/ Warranty Service Performed: _____

Business Name: _____ Tel # _____

Address: _____

E-mail Address: _____ Fax # _____

Contact: _____ Equipment purchase date: _____

Equipment Provided/ Warranty Service Performed: _____

**City of Columbus, Department of Technology
Janitorial Services**

SUBCONTRACTORS INFORMATION (IF APPLICABLE)

Business Name: _____ Tel # _____

Address: _____

E-mail Address: _____ Fax # _____

Contact: _____

Business Name: _____ Tel # _____

Address: _____

E-mail Address: _____ Fax # _____

Contact: _____

Business Name: _____ Tel # _____

Address: _____

E-mail Address: _____ Fax # _____

Contact: _____

Business Name: _____ Tel # _____

Address: _____

E-mail Address: _____ Fax # _____

Contact: _____