

**FIVE RIVERS METROPARKS
REQUEST FOR QUOTES
2022 JANITORIAL SERVICES**



**FIVE RIVERS METROPARKS
409 E. Monument Ave., Third Floor
Dayton, Ohio 45402
(937)275-7275**

Section 1 – General Information

- I. Project: 2022 Janitorial Services at the five (5) Five Rivers MetroPark (FRMP) facilities listed in section two below
- II. Response to Request for Quotes shall be submitted as follows:
 - a. Please provide company name, itemized pricing, and signature on appendix II which has been provided below on pages 14 and 15.
 - b. Quotes are due no later than 4:00 PM March 28,2022. Quotes received after this time and date will not be considered.
 - c. Quotes may be mailed or hand-delivered to the address listed directly below,

**Five Rivers MetroParks
Attn: Richard V. Alder
409 E. Monument Ave., Third Floor
Dayton, Ohio 45402**

- III. The deadline for questions to be submitted is end of day March 24, 2022. Questions directly relating to any material contained in the Request for Quotes shall be directed to Richard V. Alder, Manager of Facilities and Equipment, at Cell: (937) 877-0851, Office: 937-275-7275, or Richard.alder@metroparks.org. Any questions received will be answered and provided to all contractors participating in the bidding process by end of day March 25,2022.
- IV. It is the responsibility of each contractor to review scope of work and visit each facility to clarify expectations prior to bidding. Contact information and site addresses for each location is provided in section 2 below. Mandatory pre-bid site visits have been scheduled for each location. Bids will not be accepted from contractors that are not represented at the pre-bid meetings. Schedule for pre-bid meetings are as follows:
 - a. FRMP Main Office – March 21,2022-10:00 AM
 - b. Carriage Hill MetroPark- March 21,2022-1:00 PM
 - c. Wegerzyn Gardens MetroPark – March 21,2022-3:00 PM
 - d. Adventure Central at Wesleyan MetroPark– March 22,2022- 10:00 AM
 - e. Cox Arboretum MetroPark – March 22,2022-1:00 PM
- V. The Contractor shall take out and maintain during the life of this agreement, Workers' Compensation Insurance for its employees and shall furnish a certificate of Workers' Compensation for its employees before the execution of this agreement. No contract between FRMP and the Contractor shall be created hereby or otherwise exist until a fully executed copy thereof has been serviced upon FRMP.

- VI. The selected bidder shall furnish its' own support staff and neither the contractor nor its personnel shall, at any time or for any purpose, be considered as employees or agents of FRMP for whose benefit, either directly or indirectly, the work hereunder is being performed. The successful bidder must provide documentation to FRMP that their staff is bonded and have been cleared to pass a drug screening and background check before work can proceed.

- VII. Five Rivers MetroParks has a projected start date of May 1, 2022, and a target end date of December 31, 2022, for this project with the option for contract renewal for an additional three years by mutual agreement.

Section 2 – Project Background and Purpose

Five Rivers MetroParks is a park district (section 1545 O.R.C.) located in Montgomery County, Ohio. MetroParks desires to contract janitorial services for five of our major public indoor facilities in 2022. Facilities covered in this RFQ include:

- a. FRMP Main Office
 - o Address: 409 E. Monument Avenue, Third Floor. Dayton, Ohio 45402
 - o Site contact: Richard V. Alder – (937) 877-0851
- b. Carriage Hill MetroPark Visitor Center
 - o Address: 7800 E. Shull Rd. Dayton, Ohio 45424
 - o Site contact: Michael Pitts – (937) 654-0405
- c. Wegerzyn Gardens MetroPark Visitor Center
 - o Address: 1301 E. Siebenthaler Ave. Dayton, Ohio 45414
 - o Site contact: David Gibbs – (937) 545-1637
- d. Adventure Central at Wesleyan MetroPark
 - o Address: 222 N. James H McGee Blvd. Dayton, Ohio 45417
 - o Site contact: James Mynes – (937) 520-2719
- e. Cox Arboretum MetroPark- Zorniger Center, Resource Center, Learning Lab
 - o Address: 6733 Springboro Pike Dayton, Ohio 45449
 - o Site contact: Brandon Thompson – (937) 781-6923

Section 3 – Contract Requirements

- I. Cleaning and sanitization of facilities to FRMP standards per scope of work provided.
- II. Completion of services in accordance with scheduled proposed for each facility.
- III. For daily services, cleaning chemicals and paper products will be provided at each location, however vacuum and any required specialty equipment to be provided by contractor.
- IV. For quarterly ,biannual and yearly services, the contractor must supply all supplies and equipment, and/or hire qualified subcontractors working under supervision of said contractor, with like qualifications, bonding and insurance requirements. This includes

window cleaning equipment, floor machines, floor products for stripping and waxing floors. Steam cleaners for carpet cleaning, and any other specialty equipment identified.

V. Communications and record keeping:

- a. Contractor must contact the site contact listed for each site to communicate any required adjustments to the agreed upon schedule. Contacts for each location will be provided for this purpose upon contractor selection and contract execution.
- b. Contractor will be required to communicate any additional issues observed while on site at any of the FRMP facilities. These observations are to include any safety and security issues, vandalism, or facility maintenance concerns. As noted above, contacts will be provided for all facility Managers. Contacts for the FRMP Ranger Division will also be provided in case of emergency.
- c. A Five Rivers MetroParks Facility Cleaning Log must be filled out for each visit when contractor has been on site., Completion of this form will help FRMP track contractor activities and verify standards are being met. Facility Cleaning Logs will be posted in an accessible location at each facility.

VI. Site access and conduct on FRMP Property:

- a. Addresses to all locations have been provided in section 2 above. Upon selection and contract execution, contractor will be provided with appropriate access to gates and facilities as required to allow completion of work specified
- b. All FRMP property is considered public property. While most work associated with this contract will occur after normal business hours and will occur when park patrons are not likely to be present, it is FRMP expectation that while on FRMP property, the contractor shall conduct themselves professionally.
- c. If questions, comments, or concerns are received from the public, please give them the contact information (phone number and/or email) of Richard V. Alder.

Section 5 – Payment for Activities

SCHEDULE OF PAYMENTS: MetroParks agrees to pay the Contractor, in exchange for custodial services on a monthly basis for the initial term of this agreement. The Contractor agrees to provide to FRMP on a monthly basis a breakdown of services provided for that month within ten (10) calendar days of the first of each month. Cleaning logs will be reviewed and verified before payment is made. The invoice received must provide the contractors complete name, address and an amount due. All invoices should show FRMP as the bill to.

Upon final approval, all original invoices are to be mailed to:

Five Rivers MetroParks
Attn: Accounts Payable

**409 E. Monument Ave., 3rd Floor
Dayton, OH 45402**

Contractors can also submit invoices electronically to: accounts.payable@metroparks.org. Fax copies will not be accepted.

FRMP is a political sub-division of the State of Ohio and therefore tax exempt. A certificate will be provided to the selected bidder. A purchase order will be issued by Five Rivers MetroParks for the contract year. This purchase order number shall appear on all invoices submitted. Invoices will be reviewed, and payments will be processed.

Section 6 – Insurance Requirements

Upon selection, the winning firm will be required to furnish documentation of Workers Compensations, General Liability (Commercial General Liability Insurance, including coverage for personal injury and property damage, with limits of not less than: bodily injury liability property damage liability, per person: \$2,000,000, per occurrence: \$2,000,000, per occurrence: \$4,000,000, aggregate: \$4,000,000), and Automobile Insurance. Firms that cannot provide this documentation will not be hired and an alternate firm will be selected based on the quote.

Section 7 – Proposal Acceptance

Five Rivers MetroParks reserves the right to accept or reject all quotes to best serve the interests of Five Rivers MetroParks. Firms who are not selected will be notified in writing. All quotes are to remain valid for at least ninety (90) days after submittal date. The Request for Quotes does not commit Five Rivers MetroParks to award a contract or to pay for any cost incurred by a successful or unsuccessful bidder in the preparation of a quote for this request. The successful firm will be required to fill out a Vendor Application to be entered into our financial system.

APPENDIX I

Site specific Scope of work: Please also refer to supplemental spreadsheet that has been provided

FRMP Main Office – 27,000 square feet-Paper goods supplied by Five Rivers, cleaning products supplied by contractor.

PERFORMED DAILY – 5 days per week Monday-Friday- exceptions see below

- Vacuum all carpeted areas
- Sweep, mop, sanitize all hard surface floor areas including restrooms
- Dust/clean all flat surfaces, including windowsills
- Sanitize all handles, doors knobs and levers, light switches, refrigerator handles, microwave handles and other high-touch areas
- Remove cobwebs
- Spot clean glass partitions and door windows
- Disinfect kitchen counters and sinks, break room tables
- Refill paper products/paper towel dispensers in restrooms and kitchenettes
- Clean and disinfect all urinals, toilets, and fixtures in restrooms
- Empty all trash cans and containers. (Wipe and disinfect as needed daily)
- Clean/disinfect soap dispensers
- Refill all soap dispensers
- Wipe down all stall partitions and disinfect
- Wipe down all stainless-steel dispensers and trash receptacles and disinfect
- Remove spots and splashes from wall area adjacent to the sinks
- Clean all mirrors.
- Clean and disinfect all chrome fixtures
- Mop and disinfect restroom floors
- Clean and disinfect water fountains.

FRMP Main Office Continued

PERFORMED WEEKLY

- High Speed buff break room floor

PERFORMED YEARLY

- Strip and wax break room floor
- Steam clean all carpeted areas
- Clean all interior windows

Carriage Hill MetroPark – Visitor Center – 7300 square feet

PERFORMED DAILY – 4 days per week Wednesday, Friday, Saturday and Sunday

- Clean and sanitize all Classroom desks with Clorox/Lysol Wipes
- Vacuum all carpeted areas – 5425 square feet
- Clean and wipe down chalkboard
- Dust all horizontal ledges, windowsills, and educational displays
- High dust interactive house area and all windowsills as needed
- Remove all cobwebs and spider webs
- Clean and disinfect all urinals and fixtures – qty 7
- Clean and disinfect all toilets and seats – qty 7
- Damp wipe soap dispensers
- Check soap, paper towels and toilet tissue dispensers
- Refill all dispensers
- Wipe down all stall partitions
- Wipe down all stainless-steel dispensers and trash receptacles
- Remove spots and splashes from wall area adjacent to the sinks
- Clean all mirrors
- Clean and disinfect all chrome fixtures
- Mop and disinfect all restroom floors
- Check/Change toilet paper rolls as needed
- Clean and sanitize tables
- Spot clean door glass
- Clean and disinfect water fountains
- Empty and clean all trash cans and recycle containers
- Wipe handles, doors, light switches, and hard surfaces
- Sweep all floors
- Clean inside elevator – 24 square feet

PERFORMED BI-WEEKLY – Friday and Sunday

- Clean frequently touched glass surfaces

Carriage Hill MetroPark – Visitor Center - continued

PERFORMED QUARTERLY – March June, September & November

- Steam clean carpets – 5425 square feet

PERFORMED BI-ANNUAL – April and October

- Interior/exterior windows (high) – 688 square feet
- Strip and wax hard surface floors – 560 square feet
- Remove all cobwebs

Wegerzyn Gardens MetroPark- Visitor Center

PERFORMED BI-WEEKLY – Sunday and Wednesday

- Clean glass entry/exit doors including push button opener – 260 square feet
- Vacuum all carpeted areas – 2920 square feet
- Vacuum walk-off mats
- Wipe handles, doors, handrails, light switches, and hard surfaces
- Sweep both sets of steps and landings to lower level
- Dry mop auditorium and hallway – 5847 square feet
- Empty all trash cans and containers. (Wipe and disinfect as needed)
- Wipe Down elevator control panel and stainless-steel surfaces
- Clean and disinfect all urinals and fixtures - 10
- Clean and disinfect all toilets and seats - 10
- Damp wipe soap dispensers
- Check and refill as needed, soap, paper towels and toilet tissue dispensers
- Wipe down all stall partitions
- Wipe down all stainless-steel dispensers and trash receptacles
- Remove spots and splashes from wall area adjacent to the sinks
- Clean all mirrors
- Clean and disinfect all chrome bathroom fixtures
- Mop and disinfect bathroom floors
- Mop kitchen and hallway tile floor
- Clean drinking fountains - 3

PERFORMED BI-ANNUALLY

- Clean all carpets upstairs – 2920 square feet
- Hard surface floor maintenance downstairs – 1230 square feet
- All building windows interior and exterior

Adventure Central at Wesleyan MetroPark – 10,000 square feet

PERFORMED DAILY – 5 days per week Sunday-Thursday* exceptions see below

- Clean and sanitize all Great room tables with Clorox/Lysol Wipes
- Vacuum Great Room and locker area – 5083 square feet
- Set chairs back under tables in Great room
- Wipe handles, doors, light switches, and hard surfaces
- Dry mop and damp mop lobby epoxy floor – 3282 square feet
- Clean all window glass in the lobby (entrance and exit) doors
- Vacuum walk-off mats
- Dust all horizontal ledges and windowsills
- Remove all cobwebs and spider webs
- Clean and disinfect all urinals and fixtures - 8
- Clean and disinfect all toilets and seats - 8
- Empty all trash cans and containers. (Wipe and disinfect as needed)
- Damp wipe soap dispensers
- Check soap, paper towels and toilet tissue dispensers
- Refill all dispensers
- Wipe down all stall partitions
- Wipe down all stainless-steel dispensers and trash receptacles
- Remove spots and splashes from wall area adjacent to the sinks
- Clean all mirrors.
- Clean and disinfect all chrome fixtures
- Mop and disinfect restroom floors
- Check/Change toilet paper rolls as needed
- Mop AC kitchen Terracotta tile floor
- Vacuum classroom carpet – 5083 square feet
- Dry mop all vinyl classroom floors – 3282 square feet
- Empty and clean all trash cans and recycle containers in all classrooms
- Spot clean hallway glass
- Spot clean classroom door glass
- *Dry mop and high-speed buff AC hallway vinyl floor - **Monday, Wednesday, Friday**
- Clean and disinfect water fountains.
- Empty and clean all trash cans and recycle containers in all four offices

Adventure Central at Wesleyan MetroPark continued

PERFORMED WEEKLY – Sunday or Thursday

- High dust AC Locker area and all windowsills in Great Room weekly
- Degrease AC kitchen floor once a week
- Wipe down all stainless-steel appliances in AC kitchen weekly
- High dust all windowsills in Classrooms weekly
- Vacuum all carpet in office area once a week

PERFORMED BI-WEEKLY – Sunday and Wednesday

- Clean all interior windows and windowsills – 804 square feet

PERFORMED QUARTERLY

- Steam clean carpets – 5083 square feet
- Clean all exterior windows - 644 square feet
- Cleaning of all interior baseboards
- Strip and wax all laminate and tile surface flooring – 3282 square feet

Cox Arboretum MetroPark Campus (4 separate buildings)

Zorniger Education Center – 7823 square feet

PERFORMED DAILY – 5 days Wednesday, Thursday, Friday, Saturday & Sunday

- Clean / Sanitize water fountains
- Sanitize all door handles (Main entry door, back door, Both glass doors in Gallery, Both 5/3 doors, Both Mead Theater Doors)
- Clean all door window glass (Main entry door, back door, Both glass doors in Gallery, Both 5/3 doors, Both Mead Theater Doors) - 976 square feet
- Empty ALL trash receptacles into trash dumpster
- Sanitize top of trash cans
- Vacuum walk off mats
- Remove all cobwebs
- Wipe handles, doors, light switches, and hard surfaces
- Clean and disinfect all urinals and fixtures 8
- Clean and disinfect all toilets and seats.8
- Empty all trash cans and containers. (Wipe and disinfect as needed)
- Damp wipe soap dispensers.
- Check and fill soap, paper towels and toilet tissue dispensers, if needed.
- Refill all dispensers.
- Wipe down all stall partitions
- Wipe down all stainless-steel dispensers and trash receptacles
- Remove spots and splashes from wall area adjacent to the sinks

- Clean all mirrors
- Clean and disinfect all chrome fixtures
- Mop and disinfect restroom floors – 450 square feet
- Check/Change toilet paper rolls as needed
- Remove all cobwebs
- Wipe handles, doors, light switches, and hard surfaces (daily)

PERFORMED BI-WEEKLY – Monday & Friday

- Sweep and mop tile floor – 2175 square feet
- Clean floor under Visitor Services desk
- Vacuum floor – 5198 square feet
- Sweep/mop wood floor
- Clean all door window glass
- Wipe down all stainless-steel appliances
- Clean office sink/countertop
- Clean all table and desktops and hard surfaces
- Wipe down candy/pop machines glass and instrument panels
- Check and fill paper towels

PERFORMED QUARTERLY – January, April, July & October

- Clean all interior and exterior windows - 5676 square feet

PERFORMED BI-ANNUALLY – April & October

- Strip and wax all floors – 2450 square feet
- Carpets steam cleaned – 5198 square feet

Kettering Learning Lab – 900 square feet

PERFORMED DAILY – 5 days – Monday, Wednesday, Friday, Saturday & Sunday

- Clean and disinfect all urinals and fixtures - 2
- Clean and disinfect all toilets and seats - 2
- Empty all trash cans and containers. (Wipe and disinfect as needed)
- Damp wipe soap dispensers
- Check and fill soap, paper towels and toilet tissue dispensers, if needed
- Refill all dispensers.
- Wipe down all stainless-steel dispensers and trash receptacles
- Remove spots and splashes from wall area adjacent to the sinks
- Clean all mirrors
- Clean and disinfect all chrome fixtures

- Mop and disinfect restroom floors - 170 square feet
- Check/Change toilet paper rolls as needed
- Sweep and vacuum hallway mat and mop hallway floor
- Remove all cobwebs
- Wipe handles, doors, light switches, and hard surfaces

PERFORMED BI-WEEKLY TASKS – Monday & Friday

- Sweep and mop floor – 900 square feet
- Empty and clean all trash cans and recycle containers
- Clean sink/countertop
- Check and fill paper towels
- Remove all cobwebs

PERFORMED QUARTERLY

- Clean all windows interior and exterior

PERFORMED BI-ANNUALLY

- Strip and wax all floors – 900 square feet

Resource Center – 1743 square feet

PERFORMED DAILY – 5 days Monday, Wednesday, Friday, Saturday & Sunday

- Sanitize all door handles-- Main and Side entry doors
- Clean all door window glass—Main and Side entry doors – 144 square feet
- Empty all trash receptacles into trash dumpster
- Sanitize top of trash cans
- Vacuum walk off mats
- Remove all cobwebs
- Wipe handles, doors, light switches, and hard surfaces
- Clean and disinfect all urinals and fixtures - 2
- Clean and disinfect all toilets and seats - 2
- Empty all trash cans and containers. (Wipe and disinfect as needed)
- Damp wipe soap dispensers.
- Check and fill soap, paper towels and toilet tissue dispensers, if needed.
- Refill all dispensers
- Wipe down all stainless-steel dispensers and trash receptacles
- Remove spots and splashes from wall area adjacent to the sinks
- Clean all mirrors
- Clean and disinfect all chrome fixtures
- Mop and disinfect restroom floors – 108 square feet

- Remove all cobwebs

PERFORMED BI-WEEKLY TASKS – Monday & Friday

- Sweep and mop floor – 1068 square feet
- Vacuum floor – 675 square feet
- Empty and clean all trash cans and recycle containers.
- Clean office sink/countertop
- Check and fill paper towels
- Clean automatic door glass

PERFORMED QUARTERLY

- Clean all windows interior and exterior – 800 square feet

PERFORMED BI-ANNUALLY

- Strip and wax all floors – 1068 square feet
- Carpet steam cleaned – 675 square feet

Maintenance Building - 1254 square feet

PERFORMED DAILY – 5 days Monday, Wednesday, Friday, Saturday & Sunday

- Sanitize all door handles
- Clean all door window glass – 72 square feet
- Empty all trash receptacles into trash dumpster
- Sanitize top of trash cans
- Vacuum walk off mats
- Remove all cobwebs in office area
- Wipe handles, doors, light switches, and hard surfaces
- Clean and disinfect all urinals and fixtures
- Clean and disinfect all toilets and seats
- Empty all trash cans and containers (wipe and disinfect as needed)
- Damp wipe soap dispensers.
- Check and fill soap, paper towels and toilet tissue dispensers, if needed.
- Wipe down all stainless-steel dispensers and trash receptacles
- Remove spots and splashes from wall area adjacent to the sinks
- Clean all mirrors
- Clean and disinfect all chrome fixtures
- Mop and disinfect restroom floors – 100 square feet
- Remove all cobwebs in restrooms

PERFORMED BI-WEEKLY TASKS – Monday & Friday

- Sweep and mop floor – 125 square feet
- Empty and clean all trash cans and recycle containers.

PERFORMED QUARTERLY

- Clean all windows interior and exterior – 380 square feet

PERFORMED BI-ANNUALLY

- Strip and wax all floors – 1254 square feet

Appendix II

Please review Appendix I carefully to fully understand the specifications and frequency for each location. Submit this form with your prices as indicated for each location. MetroParks reserves the right to award the quote in the best interest of MetroParks which may be by location/frequency. Please remember to sign your quote and submit by 12:00PM local time by March 1,2022.

Five Rivers MetroParks Main Office

| | | Price per day/week/ year | Total |
|-----------------|---------------|-----------------------------|-------|
| Daily Services | 5 days/week | | |
| Weekly Services | Once per week | | |
| Yearly Services | Once per year | | |
| | | | |

CARRIAGE HILL METROPARK VISITOR CENTER

| | | Price per day/week/quarter/year | Total |
|--------------------|--------------|------------------------------------|-------|
| Daily Services | 4 days/week | | |
| Bi-weekly Services | 2 days/week | | |
| Quarterly Services | 4 times/year | | |
| Bi-annually | 2 times/year | | |

WEGERZYN GARDENS METROPARK

| | | Price per day/week/quarter/year | Total |
|--------------------|--------------|------------------------------------|-------|
| Bi-weekly Services | 2 days/week | | |
| Bi-annually | 2 times/year | | |

ADVENTURE CENTRAL @ WESLEYAN METROPARKS

| | | Price per day/week/quarter/year | Total |
|--------------------|-------------|------------------------------------|-------|
| Daily Services | 5 days/week | | |
| Bi-weekly Services | 2 days/week | | |

| | | | |
|--------------------|--------------|--|--|
| Quarterly Services | 4 times/year | | |
|--------------------|--------------|--|--|

COX ARBORETUM METROPARKS

| Zorniger Center | | Price per day/week/quarter/year | Total |
|------------------------|--------------|---------------------------------|-------|
| Daily Services | 5 days/week | | |
| Bi-weekly Services | 2 days/week | | |
| Quarterly Services | 4 times/year | | |
| Bi-annually | 2 times/year | | |

| Kettering Learning Labr | | Price per day/week/quarter/year | Total |
|--------------------------------|--------------|---------------------------------|-------|
| Daily Services | 5 days/week | | |
| Bi-weekly Services | 2 days/week | | |
| Quarterly Services | 4 times/year | | |
| Bi-annually | 2 times/year | | |

| Resource Center | | Price per day/week/quarter/year | Total |
|------------------------|--------------|---------------------------------|-------|
| Daily Services | 5 days/week | | |
| Bi-weekly Services | 2 days/week | | |
| Quarterly Services | 4 times/year | | |
| Bi-annually | 2 times/year | | |

| Maintenance Building | | Price per day/week/quarter/year | Total |
|-----------------------------|--------------|---------------------------------|-------|
| Daily Services | 5 days/week | | |
| Bi-weekly Services | 2 days/week | | |
| Quarterly Services | 4 times/year | | |
| Bi-annually | 2 times/year | | |

Signature: _____

Date: _____

Print name: _____

Job title: _____

Company: _____