

Bid Specifications  
for  
Request for Quote (RFQ)  
Janitorial Services for County Facilities

Issued: August 16, 2025

Mandatory pre-bid meeting and walk-through August 21, 2025 at 9am

Deadline for Sealed Bids: 5 copies to be submitted no later than 9:30am September 10, 2025

**Envelope Must be Clearly Marked "Janitorial Bid"**

Submit to Board of Commissioners, Suite 208, 1850 Davids Drive, Wilmington Ohio 45177

Bid Opening: 9:30am, September 10, 2025, in regular session of the Board at same location

This form to be completed by recipient (or by County Representative if requested by phone or email). This form will be retained by the county so that the county may send updates to potential bidders if necessary.

Bidder Company Name: \_\_\_\_\_

Bidder Company Address: \_\_\_\_\_

Bidder City/State/Zip: \_\_\_\_\_

Bidder Main Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Bid Package Received: \_\_\_\_\_ Provided by (county employee name): \_\_\_\_\_

Pre-Bid Meeting and Walk-Through of Buildings: **REQUIRED** for a bidder's representative to attend on Thursday, August 21, 2025 at 9am. Meet in front lobby of the administrative building at 1850 David's Drive, Wilmington, Ohio 45177. Tour will begin promptly at 9am. Bids from Vendors who do not attend this walk-through will not be considered.

Public notice August 16, 2025

Public notice August 23, 2025

Public notice September 6, 2025

Clinton County Custodial Services Specifications

Request for Quote (RFQ)

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By submitting a bid, Vendor acknowledges receipt of the bid package and confirms ability to complete all components of the service expected.

Vendor shall furnish all labor necessary for the cleaning of the following Clinton County buildings. Buildings to be cleaned and approximate square footage are listed below. Square footage listed may be more than space to be cleaned.

**Administrative Campus**

1850 Davids Drive  
Wilmington OH 45177  
40,000 sf

**Clinton County Courthouse**

46 S South Street  
Wilmington OH 45177  
43,660 sf

**Veterans**

43 S Walnut Street  
Wilmington OH 45177  
10,000 sf

**Job and Family Services**

1025 S South Street  
Wilmington OH 45177  
40,357 sf

**Annex**

111 S Nelson Avenue  
Wilmington OH 45177  
29,434 sf

**Prosecutor**

103 E Main Street  
Wilmington OH 45177  
7,625 sf

**Sheriff's Office and Jail**

1645 David's Drive  
Wilmington OH 45177  
10,000 sf

The County Engineer, Bureau of Motor Vehicles and Dog Warden's offices are not cleaned under this agreement. Title office lobby only is cleaned, title office space is not.

The cost of daily cleaning is all inclusive and must include the cost of cleaning, floor care, ordering and distributing supplies (county pays for supplies). Carpet cleaning and stripping/waxing of hard surface tile and terrazzo must be quoted separately and billed upon completion. It is anticipated that carpet cleaning will be done once a year, stripping once a year and waxing twice a year.

**Administrative Requirements:**

Low bid will not be the sole criteria by which this bid will be awarded. The Board of Commissioners will review bids and may select a Vendor based upon the lowest and best bid based upon cost, experience, quality of work, ability to consistently staff, professionalism, flexibility and supervision capabilities.

The Clinton County Commissioners may accept the lowest and best bid or they may reject any and all bids. The Board reserves the right to waive any informalities or irregularities in the bids received and may request additional information or clarification from bidders as needed. The Board reserves the right to reject any or all bids, waive informalities and to award to the lowest and best bidder.

The county anticipates awarding a 3-year contract.

**All Bidders must attend the walk-through of buildings as scheduled on August 21 beginning at 9am at the Administrative Campus front lobby, 1850 Davids Drive, Wilmington Ohio. If Bidders need to see any of the buildings for a follow-up visit, they must email [Commission@clintoncountyohio.us](mailto:Commission@clintoncountyohio.us) no later than August 25 at 4pm to request a follow-up visit.**

It is Bidder's responsibility to inform themselves of the general character of the sites. Questions may be submitted to [Commission@clintoncountyohio.us](mailto:Commission@clintoncountyohio.us) no later than August 25, 2025, at 4pm. Answers to questions asked will be emailed to all bidders of record on approximately August 28, 2025.

**Subcontractors:**

This contract will be awarded based upon the qualifications of the Vendor. Vendor may not assign the contract in whole or in part, to subcontractors.

All cleaning personnel must be on the Vendor's payroll and not be under a 1099 independent contractor status.

**Indemnity:**

Vendor shall indemnify and hold harmless the county, it's agents, elected officials and employees from any and all losses, claims, damages, lawsuits, costs, judgments and expenses or other liabilities which may incur as a result of bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting from or cause in whole or in part by the negligent act or omission of any person directly or indirectly employed by Vendor or by the county or any person for whose acts any of them may be liable.



#### Personnel:

Vendor shall check at least one reference on each employee that must be favorable in nature and documented, must run a criminal background check on each employee placed at the county with the result not showing any criminal convictions and must run names of any employee placed at the county through the Sheriff for approval prior to placement.

Vendor must pay all payroll taxes, workers compensation, unemployment insurance and any and all other taxes payable. Vendor must compensate for all time worked by staff including time and a half for hours worked over 40 in a pay week for non-exempt staff.

#### Insurance Coverage Detail:

Vendor must at all times during the contract period maintain comprehensive insurance coverage. Vendor must notify the county within 24 hours of any decrease or cancellation of coverage.

County must be named as an additional insured on liability insurance policies.

1. Worker's Compensation—as required by law.
2. Unemployment Coverage—as required by law.
3. Comprehensive Liability Minimum of \$1,000,000 single occurrence including bodily injury, property damage.
4. Blanket crime \$100,000.

#### Qualifications:

Bidders shall furnish a narrative of their qualifications including, but not limited to, the number of years in business, a listing or partial listing of current commercial customers, a listing of the size of office buildings currently cleaned. Bidder will provide an explanation of efforts to attract and retain staff.

Bidders must illustrate their ability to provide consistent and full staffing coverage.

Bidders must illustrate their onboarding, orientation and training of staff in particular with regard to sanitation, infection control, bloodborne pathogens, safety when using cleaning supplies and using signage to prevent falls on wet floors.

Bidder will provide a listing of number of current employees identifying administrative staff and cleaning front line staff separately and will provide a written summary of how quality of work is checked and frequency of checks.

Vendor will be responsible for the complete performance of all work under the contract and for the methods and means used to include proper use and application of tools, equipment and materials. Vendor's representative will perform necessary inspections and quality control measures. A copy of the quality checklists or similar document is to be provided in the bid response.

Bidders must itemize the daily cost to clean each building in their bid proposal.

All cleaning is subject to inspections by the Board of County Commissioners or the County Administrator or other designee. Any issues identified will be communicated to Vendor to correct in a timely manner.

Bidder must itemize approximate work schedules and staffing per building in bid, including approximate start times and end times. Bidder should also note any preference or flexibility in schedules.

Vendor may bill as often as weekly. A copy of completed checklists for work performed in each building as well as quality check forms are to be provided to the Board of Commissioners on a weekly basis, attached to the invoice. Invoice detail will include the number of employees cleaning each building and the number of hours worked.

Vendor is responsible for any and all breakage, damage, proven theft or loss to property incurred through error, carelessness or dishonesty.

Sensitive Areas:

The 911 dispatch area requires sensitivity to noise and disruption. Corrections area is not under the scope of this contract. Personal offices at the Sheriff's Office must have a Sheriff's Office employee present during cleaning.

When court is in session at the courthouse or jury is in deliberations, there will be times when noise must be avoided or rooms may not be entered. Cleaning the Commissioners' office will need to avoid Monday and Wednesday mornings or when they are otherwise in session.

There may be other periodic needs in various offices. Vendor employees may never enter the evidence room or detective's area.

Employees must be oriented and must sign off to acknowledge understanding that the courthouse walls are plaster scaglia and not marble and water/moisture may not ever be used on the walls, columns or balusters and overspray must be prevented. Vendor is responsible for damage occurring through error or negligence if damaged.

Safety and Finishes:

Any floor finish must have slip resistance.

Vendor is expected to maintain a high gloss but safe finish on all terrazzo floors and floors must be cleaned prior to finishing. Floors must be stripped of wax once a year and scrubbed and recoated two times a year. This work is not included in the price per building and will be charged per occurrence to be itemized in bid.

Carpet cleaning of all carpets once a year is expected. This work is not included in the price per building and will be charged per occurrence and must be itemized in bid.

Spot cleaning is to be included in regular cleaning of buildings.

Additional full-floor cleanings will be approved in advance, charged per occurrence.

Material, Equipment and Supplies:

Vendor shall order, accept delivery, inventory and distribute paper products (towels, toilet paper), trash bags, hand soap, and other necessary cleaning supplies using local suppliers when possible and shopping for competitive pricing.

Vendor will submit invoicing from supplier to the county not more than 5 days following delivery so that county may pay supplier in a timely manner. County provides vacuums and one floor scrubber. Other equipment to be provided by Vendor. Vendor repairs equipment or outsources repair with county's prior approval or recommends replacement at county's cost.



Minimum Cleaning Schedule:

Hard surface flooring (tile/terrazzo): strip of wax once a year. Scrubbed and recoated twice a year (invoiced separately)

Carpets: steam cleaned once a year (invoiced separately)

Spot clean floors as needed

Daily vacuuming of courts, Judge's offices, Commissioners public spaces

Weekly vacuuming and floor cleaning of low traffic office areas (private offices)

Daily cleaning of public carpeted and area hard surface flooring (lobbies, hallways, other heavy traffic areas)

Daily cleaning of elevator including fingerprints

Weekly dusting of areas depending upon public use and need

Daily spot cleaning as needed

Daily trash removal from common areas (break rooms, courtrooms, hallways, restrooms)

Daily placing trash from inside collection bins to outside dumpster

Weekly or more often if needed, removing common area recycling from building and placing in outside container

Weekly setting trash and recycle bins for pickup and returning bins to regular location

Daily cleaning all toilets, sinks, mirrors, flooring, thorough cleaning of restrooms and restock of paper products and soap

Daily cleaning of public countertops

Periodic cleaning of baseboards no less than twice a year

Daily checking and replenishing of paper products and soap in restrooms

Monitoring and correction of slip and trip hazards—extra attention during snow and rain, replacing floor mats, signage

As-needed, responding to out of the ordinary urgent requests for extra cleaning—examples may include cleaning intentional messes from the public, cleaning accidental messes, which require an immediate response (vomit, feces, etc.), responding to overnight smoke damage or post cleanup of construction areas, smoke damage, etc. Bidder should itemize an hourly rate and if a minimum number of hours per response that will be charged (for example, if responding to an early morning cleanup, is there a minimum number of hours charged to respond?)

Interior hallway glass to be cleaned daily including interior and exterior door glass, lobby glass. Glass on office doors to be cleaned as needed.

Commissioners' public session desktops cleaned twice weekly.

Wipe down Judge's bench and courtroom seating daily.

Cobwebs to be removed when they are noticed with monthly targeted removal.

Door handles in public or high use areas to be disinfected daily.

Cleaning of exterior windows not included in this contract except for lobby glass and entry doors.

Individual desktops are not part of this contract, employees are expected to clean the tops of their own desks.

As part of the regular charges, Vendor is expected to place orders for supplies, accept deliveries, distribute supplies to janitorial closets in buildings and ensure that inventory is sufficient, anticipating use and shortages, washing cleaning rags and having equipment serviced or identifying replacement equipment.

Vendor is responsible for fully complying with all labor laws. County assumes no responsibility for work-related injuries and assumes no responsibility for other employer-related costs for Vendor's employees.

Vendor will provide staff for sidewalk snow removal as requested and time will be billed at an hourly rate. Bidder to itemize this hourly rate and any minimum number of hours to bill for in bid. Work may involve shoveling snow or running snow removal equipment. Vendor staff would be used as supplemental staff if county staff is unable to handle the volume of snow. Ice melt, shovels and equipment to be provided by county. This is for sidewalks only, parking lots are a separate contract.

Bidders may use this form to itemize bid cost or may use your own format. Submittals must also include the other required information such as firm's history, staffing, etc.

Administrative Campus  
1850 Davids Drive  
Wilmington OH 45177  
40,000 sf

Daily Cost to Clean:  
Cost per occurrence for carpet cleaning:

Clinton County Courthouse  
46 S South Street  
Wilmington OH 45177  
43,660 sf

Daily Cost to Clean:  
Cost per occurrence for carpet cleaning:  
Cost per occurrence for stripping/waxing:

Veterans  
43 S Walnut Street  
Wilmington OH 45177  
10,000 sf

Daily Cost to Clean:  
Cost per occurrence for carpet cleaning:  
Cost per occurrence for stripping/waxing:

Job and Family Services  
1025 S South Street  
Wilmington OH 45177  
40,357 sf

Daily Cost to Clean:  
Cost per occurrence for carpet cleaning:  
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Annex  
111 S Nelson Avenue  
Wilmington OH 45177  
29,434 sf

Daily Cost to Clean:  
Cost per occurrence for carpet cleaning:  
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Prosecutor  
103 E Main Street  
Wilmington OH 45177  
7,625 sf

Daily Cost to Clean:  
Cost per occurrence for carpet cleaning:  
Cost per occurrence for stripping/waxing:

Sheriff's Office and Jail  
1645 Davids Drive  
Wilmington OH 45177  
10,000 sf

Daily Cost to Clean:  
Cost per occurrence for carpet cleaning:  
Cost per occurrence for stripping/waxing:

Hourly rate for snow removal and list any minimum hours or cost per occurrence:

Hourly rate for urgent response for cleanup and list any minimum hours or cost per occurrence:

Describe any additional cost that would be charged for response on holidays or weekends or before/after normal working hours:

Describe any other charges:

Describe any annual increase in cost:

This document is to be Notarized and returned as part of the bid for custodial services for Clinton County, Ohio.

Non-Collusion Affidavit

STATE OF \_\_\_\_\_)

SS: COUNTY OF \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn,

deposes \_\_\_\_\_ (NAME) and says that he/she is

\_\_\_\_\_

for bidding on custodial contract (RFQ) for Clinton County, Ohio;

\_\_\_\_\_ (COMPANY NAME) the party making the fore-going proposal or bid, that such proposal or bid is genuine and not collusive or sham; **that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against Clinton County or any person interested in the proposed contract; and that all statements in said proposal or bid are true.**

\_\_\_\_\_

AFFIANT Sworn to and subscribed before me, a Notary Public, on this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_,

\_\_\_\_\_