

**Bid Specifications
For
2-Year Facility
Cleaning Contract
For
Copley Township
Administrative Offices
Fire Station No. 1
Police Department
Service Department**

BID OPENING DATE: JUNE 13, 2022 AT 6:00PM

AT THE

**COPLEY TOWNSHIP BOARD OF TRUSTEES MEETING
COPLEY TOWN HALL
1540 S. CLEVELAND-MASSILLON ROAD
COPLEY, OHIO 44321**

COPLEY TOWNSHIP TRUSTEES
1540 S. CLEVELAND-MASSILLON ROAD
COPLEY, OHIO 44321
PHONE: (330) 666-1853 FAX: (330) 666-2245
EMAIL: township@copley.oh.us

SPECIFICATIONS FOR:
2-Year Facility Cleaning Contract

BIDDER INFORMATION

Please print all information legibly.

Date	
Company Name	
Company Representative	
Address	
City, State, Zip	
Phone #	()
Fax #	()
Email Address	
Signature	

Advertising Dates	May 27 and June 3, 2022
	Akron Legal News
Sealed Bids Accepted Until	4:00 p.m. on June 13, 2022
Bid Opening	6:00 p.m. on June 13, 2022
	Copley Town Hall
	1540 S. Cleve Mass Road
	Copley, OH 44321

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NOTICE TO BIDDERS
(R.C. 5575.02)

Notice is hereby given that sealed bids will be received at the office of the Copley Township Fiscal Officer, Copley Township Administrative Office, 1540 South Cleve Mass Road, Copley, OH 44321-1908 until June 13, 2022 at 4:00pm for furnishing the labor and material required for the Copley Township 2-year Facility Cleaning Contract, according to the specifications for such on file with the Copley Township Service Department. Bid opening will be at 6:00pm June 13, 2022 at the regular Copley Township Board of Trustees Meeting at the Copley Township Administration Office. Bid documents may be obtained at the Copley Township Administration Office, the Copley Township Service Dept, or online at the Copley Township website at www.copley.oh.us.

A Pre-Bid Meeting will be held on Monday, June 6, 2022 at 10:00am in the Copley Township Administration Office. Attendance is not mandatory but encouraged for a tour of the facilities. No other tours will be conducted.

The contract will be awarded to the lowest and most responsible bid.

The Board of Township Trustees reserves the right to reject any and all bids.

By Order of the Board of Trustees Copley Township
Linda Peiffer, Fiscal Officer

Copley Township
Cleaning Specifications for:
Copley Administrative Offices
Police Department
Service Department

These bid specifications are for a two (2) year contract. Approximate cleanable square footage is 11,774.

4321 square feet – Vinyl Composite Tile (VCT), 7216 square feet – Carpeted Areas, 237 square feet – Ceramic Tile

Daily Services

General: All areas of Town Hall, Service Department, and Police Department.

1. Empty wastebaskets.
2. Dust all furniture including desks, chairs, filing cabinets, bookcases, shelves, tables, etc. Do not touch desk tops.
3. Dust and sanitize all telephones.
4. Clean and sanitize drinking fountains.
5. Low dust all horizontal surfaces to hand height, including sills, ledges, moldings, shelves, picture frames, ducts, radiators, etc.
6. Clean reception/service lobby glass including front doors and any partition or door glass. Do not touch security glass or doors.
7. Dust mop all hard floors in their entirety.
8. Vacuum all carpeted floors in their entirety.
9. Spot clean all spills and stains on carpeted and hard floors.

Elevator:

1. Sweep and mop elevator floor.
2. Clean and sanitize interior control panel and wall mounted call buttons outside elevator.

Washrooms:

1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, and hand basins.
2. Clean all glass and mirrors.
3. Empty all containers and disposals, insert liners as required, spot clean and sanitize containers.
4. Empty and sanitize interior of sanitary containers.

5. Refill all dispensers to normal limits-napkins, soap, tissue, towel liners, seat holders, cups, etc. Supplies to be furnished by Copley Township.
6. Sweep, damp mop, and sanitize hard floors.

Eating Areas:

1. Damp mop and sanitize table tops, seats and backs of chairs.
2. Empty all containers and disposals. Wash and sanitize exterior and interior of all containers as needed.
3. Clean and sanitize drinking fountains.
4. Spot clean doors, frames, light switches, kick and push plates, handles, walls and interior glass.
6. Damp mops all hard floors.
7. Vacuum all carpeted areas.

Weekly Services

1. High dust above hand height all horizontal surfaces, including shelves, moldings and ledges.
2. Clean interior glass in partitions and doors.
3. Remove dust and cobwebs from ceiling areas.
4. Spot clean North Room chairs.
5. Clean computers/screens.

Elevator:

1. Clean all interior walls inside elevator.

Washrooms:

1. Low dust all horizontal surfaces below 36" including sills, moldings, ledges, shelves, frames, ducts, and heating outlets.
2. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

Eating Areas:

1. Damp clean pedestals or legs.
2. Low dust {below 36"} and high dust {above 72"} all horizontal surfaces.

Monthly Services

1. Dust venetian blinds.

Bi-Monthly Services

Floors:

Spray buff/burnishing to remove scuff and heel marks to retain protective coating gloss.

Semi-Annual Services

1. Strip, clean and refinish all floors with four (4) coats of wax.
2. All windows inside and out.

NOTICE: CLEANING AREAS ARE OFFICE AND LIVING AREAS ONLY AND DOES NOT INCLUDE GARAGE OR APPARATUS BAYS. HOWEVER, SOME INDOOR MATS LEADING FROM THE GARAGE OR APPARATUS BAYS INTO OFFICE AND LIVING AREAS SHALL BE VACUUMED DAILY.

NOTICE: ALL CLEANING SERVICES FOR THE POLICE DEPARTMENT MUST BE COMPLETED DURING THE HOURS OF 8:00AM AND 4:00PM

Copley Township
Cleaning Specifications for:
Fire Station No. 1

These bid specifications are for a two (2) year contract. Approximate cleanable square footage is 600 square feet.
600 square feet – Vinyl Composite Tile (VCT)

Bi-Monthly Services

Floors:

Spray buff/burnishing to remove scuff and heel marks to retain protective coating gloss.

Semi-Annual Services

1. Strip, clean and refinish all floors with four (4) coats of wax.
2. All windows inside and out.

Proposal - Bid Form

The undersigned proposes to furnish the labor and material to perform all work for the one (1) contract, in accordance with the Bid Specifications for the cleaning of the Copley Township Administration Offices, Fire Station No. 1, Police Department, and Service Department, as described as Daily Services, Weekly Services, Monthly Services, and Semi-Annual Services for the total sum of:

\$ _____

Company Name of Bidder: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Signature

Title

Subscribed and sworn to before me this _____ day of _____, 2022

Notary Public

(Seal)

~ARTICLES OF AGREEMENT~

This Contract made and entered into this day of _____, by and between the Board of Township Trustees of Copley Township, Summit County, Ohio, and herein of _____ hereinafter designated as "second party".

WITNESSETH:

That said second party, for and in consideration of the sum of _____ Dollars, to be paid monthly for a period of twenty-four (24) months beginning July 1, 2022 as hereinafter specified, hereby agrees to furnish unto said first party, all the labor and equipment required for the Copley Township Facility Cleaning Contract in accordance with specifications for the same, hereto attached, which specifications are hereby declared to be a part of this contract. Said second party further agrees to furnish said labor and equipment to do the same work promptly, in a competent manner, without hindrance or delay, the whole to be completed to the satisfaction of the said first party. In addition, said first party, for, and in consideration of the true and faithful performance of said work and finishing of said materials as previously mentioned, hereby agrees to pay unto said second party, the sum of _____ in installments of _____ monthly for twenty-four months beginning July 1, 2022, upon the certificate of Purchase Order # _____.

It is mutually agreed that no extra work or materials shall be charged for unless ordered in writing by said first party.

Witness this _____ day of _____, 2022.

BOARD OF COPLEY TOWNSHIP TRUSTEES:

Scott D. Dressler, President

Bruce D. Koellner, Trustee

Jim Schulte, Trustee

Signed in duplicate in presence of:

Contractor Signature

Print Contractor Name

Print Company Name

**DECLARATION OF PERSONAL TAX DELINQUENCY
OHIO REVISED CODE 5719.042**

I, _____ hereby affirm that
_____ bidder herein IS/IS NOT (as
applicable) charged at the time of the submitting this bid with any delinquent personal
property taxes on the general tax list of personal property of the County of Summit.
The amount of such due and unpaid delinquent tax and any due and unpaid penalties
and interest is \$_____.

Signature Title

STATE OF OHIO) (
COUNTY OF SUMMIT) (

Before me, A Notary Public, in and for said County, personally
_____ appeared authorized signatory for
_____ and acknowledges that they have
signed the forgoing instrument and that the same is their free act and deed.

IN TESTIMONY WHEREOF, I affix my hand and seal of my office at
_____, Ohio, this _____ day of _____, 2022

Seal

Notary Public

THIS AFFIDAVIT IS TO BE FILLED OUT AND EXECUTED BY THE BIDDER, IF THE BID IS MADE BY A CORPORATION, THEN BY THE PROPERLY AUTHORIZED AGENT.

AFFIDAVIT

STATE OF OHIO) (

COUNTY OF SUMMIT) (

_____ being first duly sworn, deposes and says that he is _____ (sole owner, a partner, president, secretary, etc.) of, the party making the foregoing proposal or bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company association, organization or corporation; that such bid is genuine and not collusion or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder, or anyone else, to put in a sham bid, or that any one shall refrain from bidding; that said bidder has not in any manner, directly or indirectly sought by agreement, communication, or conference with anyone to fix the price so said bidder or any other bidder, or to fix the overhead, profit or cost element of such bid price, or that of any other bidder, or to secure any advantage against the public body awarding this contract or anyone interested in the proposed contract; that all statements contained in such bid price to be true, and further, that said bidder has not directly or indirectly, submitted his bid price or any breakdown thereof, or divulged information or data relative thereto, or paid and will pay any fee in connection therewith, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or financial interest with the said bidder in his general business.

SIGNED _____ TITLE _____

Subscribed and sworn to before me this _____ day of _____, 2022.

Seal

Notary Public