



NOTE: THIS ADDENDUM MUST BE ACKNOWLEDGED ON PAGE 42 OF THE RFP.

This addendum is being issued pursuant to a public records request made by one of the vendors interested in submitting a response to the Request for Proposal for Janitorial Service RFP 2011-050.

This addendum includes the following:

1. Previous RFP 28-007 Janitorial/Office Cleaning issued March 18, 2008, including associated addendums one and two, and RFP price tabulation.
2. Previous Request for Quote 2010-046 Janitorial Service at the Environmental Learning Center, issued September 17, 2010, with price sheets submitted by three vendors (Hawkins Cleaning Services, Inc., Jan-Pro of Greater Cleveland, and Cover-All North America, Inc. Lake Metroparks issued no addendums.



LAKE METROPARKS
11211 SPEAR ROAD
CONCORD TWP., OHIO 44077

Janitorial/Office Cleaning

RFP #28-007

PUBLISHED DATE: Tuesday March 18, 2008
DUE DATE: Friday April 18, 2008

NOTICE TO OFFERORS

Sealed proposals will be received by the office of Lake Metroparks, 11211 Spear Road, Concord Twp., Ohio 44077, no later than 2:00 p.m. local time, on Friday, **April 18, 2008**, and thereafter will be publicly recorded for the following:

Janitorial/Office Cleaning
RFP #28-007

NOTE: A MANDATORY PREPROPOSAL MEETING WILL BE HELD ON TUESDAY APRIL 1, 2008 STARTING AT 8:00AM AT LAKEFRONT LODGE LOCATED AT 30525 LAKESHORE BLVD., WILLOWICK, OHIO 44095. SEE BID PACKAGE FOR FURTHER DETAILS.

All bidding documents, specifications, plans, etc., can be viewed or printed free of charge by all registered Lake Metroparks vendors. To register as a Lake Metroparks vendor, access bid documents, or access legal notice go to www.lakemetroparks.com, go to “*About Us*”, click on “*Contract Opportunities/Purchasing*”, and “*click here to register*”. If you are already registered “*click here to access bid documents*”. You can also register by calling 1-800-711-1712. If you have any problems accessing the information please contact the Purchasing Department at 440-352-2343.

Only the names of those submitting Offers will be publicly read aloud at the Submittal Deadline. Proposals will not be opened publicly. ***No other information will be released until after the award.***

In the performance of all contracts, contractors will comply with all applicable federal and state laws and regulations pertaining to Equal Employment Opportunities.

Lake Metroparks is a governmental agency exempt from all local, state, and federal taxes.

Proposals must be in sealed envelopes and clearly marked with the appropriate proposal number.

No bid may be withdrawn for at least sixty-(60) days after the scheduled closing time for receipt of bids.

Lake Metroparks reserves the right to reject any and all bids and parts of any and all bids and waive any informalities.

BY THE ORDER OF THE BOARD OF PARK COMMISSIONERS OF LAKE METROPARKS
DAVID A. NOBLE
EXECUTIVE DIRECTOR
Published Date: Tuesday March 18, 2008

**DETAILED SPECIFICATIONS
OR
SCOPE OF WORK**

LAKE METROPARKS RFP FORM

11211 Spear Rd
Concord Twp., OH 44077
Phone: 440-352-2343
Fax: 440-639-9873/email: mevangelista@lakemetroparks.com

Section I

Submittal Deadline: Friday April 18, 2008, 2:00 p.m.

Deliver your sealed proposal by the submittal deadline on this form or it will not be considered for award.

SCOPE

The intention of Lake Metroparks Request for Proposal is to solicit proposals for a term contract for cleaning services for one year beginning approximately May 1, 2008. All prices shall be firm for one (1) year during agreement with four (4) additional one (1) year options.

This request for quote shall cover the procurement of cleaning services for, Lake Metroparks, during the contract period referenced above.

For information regarding the quote process, contact Mark Evangelista, C.P.M., Purchasing Manager of the Lake Metroparks, at 440-352-2343.

Federal, State, and Local Taxes-Governmental Entity: Unless otherwise specified, the quote response price shall include all applicable federal, state, and local taxes. The successful vendor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this request to quote. Lake Metroparks is exempt from state sales or use taxes and federal excise taxes for direct purchases. These taxes shall not be included in the vendor's price quotations.

SECTION II

GENERAL PROVISIONS

Term of Contract

The term of this contract is for a one (1) year period from approximately May 1, 2008 through April 31, 2009.

View Job Site

Mandatory Job Walk. A mandatory job walk will be conducted by Lake Metroparks on the following days and times. **Bidders must attend the walk-through to be eligible to bid.** For questions regarding the mandatory walk-through, contact Mark Evangelista, C.P.M., at 440-352-2343.

Date	Time	Facility Name	Address
April 1, 2008	8:00 a.m.	Lakefront Lodge	30525 Lakeshore Blvd. Willowick, Ohio 44095
April 1, 2008	9:30 a.m.	Penitentiary Glen Nature Center and Wildlife Center	8668 Kirtland-Chardon Rd. Kirtland, Ohio 44095
April 1, 2008	11:00 a.m.	Concord Woods Administrative Building, Registration Center, Ranger Department, and Vehicle and Grounds Maintenance Building	11211 Spear Road Concord Twp., Oh 44077
April 1, 2008	1:15 p.m.	Lake Metroparks Resource Center	4837 Palisades Dr. Madison Twp., Ohio 44057
April 1, 2008	2:15 p.m.	Lake Metroparks Strong Cabin	4888 Emerson Rd. Madison Twp., Ohio 44057

SCOPE OF WORK

The successful bidder will be responsible for the following tasks at the following locations:

- Lakefront Lodge
30525 Lakeshore Blvd.
Willowick, Ohio 44095
- Penitentiary Glen Nature Center
& Wildlife Center
8668 Kirtland-Chardon Rd.
Kirtland, Ohio 44095
- Concord Woods Administrative
Complex
11211 Spear Rd.
Concord Twp., Ohio 44077
- Lake Metroparks Resource Center
4837 Palisades Dr.
Madison Twp., Ohio 44057
- Lake Metroparks Strong Cabin
4888 Emerson Rd.
Madison Twp., Ohio 44057

Lakefront Lodge
Approximately 104 cleanings per year.

- Cleaning Monday and Friday between 10am-2pm if possible.
- Clean kitchen appliances including walls, cupboard exteriors, refrigerator, Double- oven, stove top, microwave, sink and counter tops
- Scrub and sanitize 3 bathrooms including toilets, sinks and floors
- Sweep and damp mop tile floors
- Clean window blinds and inside windows
- Wipe down sills, baseboards, floor vents, and banquet tables that are set up
- Dust offices, lobby area, lighting fixtures, wall décor, coat closet and furniture
- Remove all trash from waste containers
- Reline waste containers
- Clean and sanitize toilets, sinks, counters, vanities, dispensers, and drinking fountains (including one outdoors).
- Wipe down and sanitize restroom mirrors, partitions and walls
- Spot clean all doors and framework
- Spot clean all windows and glass doors
- Clean main entrance glass inside and out
- Contractor will provide all cleaning supplies, bags, etc.

Penitentiary Glen
Approximately 260 cleanings per year.

The successful bidder will be responsible for the following tasks at the following location(s).

There are two (2) buildings at this location:

Building 1--Nature Center (Entire building is to be cleaned)

Building 2--Wildlife Center (Visitor section of building only. All other areas are excluded and not to be entered into by cleaning crew).

- Remove all trash from waste containers, clean containers, and deposit trash in outdoor receptacle.
- Remove all paper recyclables from recycling containers and deposit in outdoor receptacle.
- Re-line waste containers
- Clean and sanitize toilets, sinks, counters, vanities, dispensers, and drinking fountains (including one outdoors).
- Wipe down and sanitize restroom mirrors, partitions, and walls.
- Check and fill all paper dispensers
- Sweep, then damp mop tile and linoleum floors, stairs, and stairwells. Make sure areas under furniture and exhibitory are cleaned.
- Vacuum all carpeted areas, runners and walk-off mats.

- Spot clean all doors and framework
- Spot clean all windows and glass doors
- Clean main entrance glass inside and out
- Sweep off front entrance walk-off mats and empty ashtrays
- Clean and sanitize kitchen counters cupboard doors, sink, dispensers, microwaves and outside of refrigerators.
- Dust all flat surfaces including windowsills, exhibits, shelves, and baseboards.
- Remove all cobwebs from walls, ceilings, light fixtures and exhibitory.
- Wipe down/dust/polish furniture, woodwork, chair rails, and wainscoting.
- Spot clean walls and dust office partitions.
- Contractor must be able to perform the requested service between the hours of midnight (or 10.00 p.m. negotiable) – 8:00 a.m., 5 days per week Monday a.m. (Sun eve.) through Friday a.m. (Thursday evening).
- The Lake Metroparks will provide the contractor with all cleaning supplies, bags, etc.

Janitorial Schedule
Concord Woods Administrative Center
All Cleaning Services at Concord Woods Start at 4:30pm until Complete
Monday – Friday

Lake Metroparks will supply all cleaning supplies for all buildings at Concord Woods Location

Entrance, Lobby, and Corridors

- Sweep, mop, and vacuum floors. Spot clean glass doors. Sweep stairs – Daily
- Clean doors and framework, stairs and handrails, and dust for cobwebs. – Weekly

Offices

- Empty trash receptacles, Vacuum carpet. – Daily
- Dust desk tops - Weekly
- Clean doors and framework, spot clean walls, dust office partitions – Weekly

Restrooms

- Empty receptacles, replenish supplies, sweep and mop floors, and sanitize fixtures. – Daily
- Spot clean partitions and walls. – Daily

Lunch Room and Kitchenette

- Empty receptacles, Sweep and mop floor. Clean sink, counter, and tables. – Daily.
- Clean cabinets, and walls. – Weekly.

Copy Room

- Vacuum carpet and empty receptacle. – Daily
- Wipe down counter. – Weekly

**Janitorial Schedule
Concord Woods Vehicle & Grounds Maintenance
Service Monday, Wednesday, and Friday**

Lobby

- Sweep and mop floors. Spot clean doors and walls. - **Daily**

Office

- Sweep and mop floors. Vacuum carpet. - **Daily**

Restrooms

- Empty receptacles, replenish supplies, sweep and mop floors and sanitize fixtures and partitions.
– **Daily**

**Janitorial Schedule
Concord Woods Ranger & Registration Center
Service Monday Through Friday**

Entrance, Lobby, and Corridors

- Sweep, mop, and vacuum floors. Spot clean doors. Sweep stairs – Daily
- Clean doors and framework, stairs and handrails, and dust for cobwebs. – Weekly

Offices

- Empty trash receptacles, Vacuum carpet. – Daily
- Dust desktops. – Weekly.
- Clean doors and framework, Spot clean walls, and dust office partitions – Weekly

Restrooms

- Empty receptacles, Sweep and mop floors, and sanitize fixtures – Daily
- Spot clean partitions and walls – Daily

Lunch Room / Kitchenette

- Empty receptacles. Sweep and mop floors. Clean sink, tables, and counter. - Daily

**Lake Metroparks Resource Center
And**

Lake Metroparks Strong Cabin

Approximately forty-two (42) cleanings per at the Resource Center and fifty-one (51) cleanings per year at Strong Cabin.

- Remove all trash from waste containers and clean containers, deposit trash in outdoor receptacle.
- Clean and sanitize toilet, kitchen sink, and bathroom sink
- Vacuum all carpeted areas
- Sweep and damp mop wood floors
- Check and fill all paper dispensers
- Re-line waste containers
- Remove ashes from fireplace, airtight stove, and ash can, and replenish fire ring.
- Empty refrigerator and clean inside and outside
- Dust flat surfaces, remove all cobwebs from walls and ceilings
- Lock all windows
- Spot clean windows.
- Replenish drinking water
- Check & report condition of smoke detectors
- Contractor must be able to perform the requested service between the hours of 11:00AM-3:00PM, 7 days per week.
- Cleaning Schedule will be based on the cabin rental schedule and will be determined 10 days prior to service date. Cabins are available for rental year round.
- The Lake Metroparks will provide the contractor with all cleaning supplies, bags, etc.

QUOTE FORM

Bidder acknowledges receipt of Addenda Number(s) __, __, __, and __.

Item	Qty	Unit of Measure	Description	Unit Price
1	12	Months	Cost to clean Lakefront Lodge Monday Through Friday.	Per Month
2	12	Months	Cost to Clean Concord Woods Administrative Complex (includes Administrative Building, Registration Center, Ranger Department, and Vehicle and Grounds Maintenance Building)	Per Month
3	12	Months	Cost to Clean Penitentiary Glen Nature Center and Wildlife Center	Per Month
4	1	EA	Cost to clean Resource Center if cleaning date falls on a Monday thru Saturday	Per Cleaning
5	1	EA	Cost to clean Resource Center if cleaning date falls on a Sunday	Per Cleaning
6	1	EA	Cost to clean Strong Cabin if Cleaning date falls on Sunday	Per Cleaning
7	1	EA	Cost to clean Strong Cabin if cleaning date falls on a Monday thru Saturday	Per Cleaning
			See "Scope of Work" form for minimum cleaning requirements	

Lake Metroparks reserves the right to award bid to multiple vendors (or a single vendor) based on lowest responsible and responsive bidder(s). Lake Metroparks also reserves the right to make no award if it is in the best interest to do so.

TOTAL PRICE ITEM 1 WRITTEN IN WORDS: _____

TOTAL PRICE ITEM 2 WRITTEN IN WORDS: _____

TOTAL PRICE ITEM 3 WRITTEN IN WORDS: _____

TOTAL PRICE ITEM 4 WRITTEN IN WORDS: _____

QUOTE FORM (CONTINUED)

TOTAL PRICE ITEM 5 WRITTEN IN WORDS: _____

TOTAL PRICE ITEM 6 WRITTEN IN WORDS: _____

TOTAL PRICE ITEM 7 WRITTEN IN WORDS: _____

Amount Written in Words. This bid will be awarded based upon the total amount bid **as written in words.** Where there is a discrepancy between words and figures, **WORDS WILL GOVERN.** Where there is a discrepancy between item unit price and extended total, **UNIT PRICE WILL GOVERN.** Please check your calculations before submitting your bid; the Lake Metroparks will not be responsible for Bidder miscalculations.

Pricing Information

I. Pricing: Authorized representative must complete open boxes to right of single vertical lines. Quantities are estimated, Lake Metroparks may require more or less. In case of discrepancy between unit and extended pricing, unit pricing governs. Lake Metroparks reserves the right to award by item; group, overall, or otherwise, as best serves the Park District's interest.

II. Payment Discount: Indicate the payment discount(s) available depending on when invoices are paid. For example, 1/30 means a 1% discount if paid within 30 days, 2/15 means a 2% discount if paid within 15 days, etc.

III. Renewal: If requested by Lake Metroparks, contractor agrees to renew the original contract, as amended from time to time, at the same terms, conditions, and pricing for the following periods:

Renewal Year #1: _____ yes, _____ no; Renewal Year #2: _____ yes, _____ no;

Renewal Year #3: _____ yes, _____ no; Renewal Year #4: _____ yes, _____ no

Indefinite Quantity Contract

This solicitation is for an open-ended contract between a vendor and Lake Metroparks to furnish an undetermined quantity of a good or service in a given period. An estimated quantity based on history or other means may be used as a guide.

Prices

Prices shall remain firm for the entire contract period. Prices quoted shall be net delivered, including all trade, quantity, and cash discounts. Any price reductions available during the contract period shall be offered to Lake Metroparks. Failure to provide available price reductions may result in termination of the contract.

Contract Administration

The successful contractor maybe required to attend scheduled meetings with Lake Metroparks contacts to discuss issues relevant to cleaning services at the facilities covered by this request for quote.

Record Keeping

A detailed report/logbook of cleaning applications shall be submitted to Lake Metroparks at the completion of each service, prior to leaving the work site.

References:

1) Name _____

Company _____

Telephone _____

2) Name _____

Company _____

Telephone _____

3) Name _____

Company _____

Telephone _____

Bidder must complete the following section:

Quote is valid for _____ days

Name of Bidder:
Address:
Phone#:
Fax#:
Signature of Bidder's Authorized Representative:

ACCEPTANCE PERIOD. Unless otherwise specified herein, proposals are firm for a period of sixty-(60) days.

ADDENDA ACKNOWLEDGMENT. Each proposal shall include specific acknowledgment in the space provided of receipt of all addenda issued during the solicitation period. Failure to so acknowledge may result in the proposal being rejected as not responsive.

AUTHORIZED SIGNATURES. Every proposal must be signed by the person or persons legally authorized to bind the Offeror to a contract for the execution of the work. Upon request of the Lake Metroparks, any agent submitting a proposal on behalf of a Offeror shall provide a current power of attorney certifying the agent's authority to bind the Offeror. If an individual makes the proposal, his or her name, signature, and post office address must be shown. If a firm or partnership makes the proposal, the name and post office address of the firm or partnership and the signature of at least one of the general partners must be shown. If a corporation makes the proposal, the proposal shall show the name of the state under the laws of which the corporation is chartered, the name and post office address of the corporation and the title of the person signing on behalf of the corporation. Upon request of the Lake Metroparks, the corporation shall provide a certified copy of the bylaws or resolution of the board of directors showing the authority of the officer signing the proposal to execute contracts on behalf of the corporation.

AWARD OF PROPOSAL. Award will be made to the Offeror offering the most advantageous proposal after consideration of all Evaluation Criteria set forth below. An Evaluation Committee will be established by the Lake Metroparks. The Committee will evaluate all proposals received in accordance with the Evaluation Criteria. The Lake Metroparks reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. The Lake Metroparks shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the Lake Metroparks after all factors have been evaluated

AWARD EVALUATION CRITERIA. Evaluation Criteria that will be used to evaluate all proposals that are received are listed below:

- a. Qualifications and availability of key persons to be assigned to the contract resulting from this solicitation
- b. Number of years of experience the Offeror has in this type of business and with accounts of this size
- c. Demonstrated competence
- d. Experience in performance of comparable work or delivery of comparable goods
- e. Reasonableness of cost
- f. Financial stability
- g. Conformance with the terms of this RFP

The evaluation committee may also contact and evaluate the Offeror's and subcontractor's references; contact any Offeror to clarify any response; contact any current users of a Offeror's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the Lake Metroparks.

Discussions may, at the Lake Metroparks sole option, be conducted with responsible Offerors who submit proposals determined to be reasonably susceptible of being selected for an award. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. Revisions may be permitted after submissions and before award for obtaining best and final proposals. In conducting discussions, the Lake Metroparks will not disclose information derived from proposals submitted by competing Offerors.

Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Offerors unless an agreement is reached. If contract negotiations cannot be concluded successfully, the Lake Metroparks may negotiate a contract with the next highest scoring Offeror or withdraw the RFP.

AWARD SELECTION PROCESS. Selection of qualified Offerors will be based on the following: quality and completeness of submitted proposal; understanding of project objectives; project approach; experience and expertise with public agencies and similar types of efforts; and references. Additional questions may be asked of Offerors and interviews may be conducted. Offerors will be notified of any additional required information or interviews after the written proposals have been evaluated.

Interviews will be held with the most qualified respondents. The recommended proposals will be submitted to the Lake Metroparks Board of Park Commissioners for contract approval. The Offeror selected will enter into a contract with the Lake Metroparks.

EVALUATION CRITERIA	PERCENTAGE
Proposal submission - quality and completeness relative to the description given in the RFP.	10
Offeror's concept and understanding of the Lake Metroparks goals and intent for the work needing to be completed.	25
Offeror's approach to the project, including demonstration of capability to develop innovative or advanced techniques, proposal schedule and milestones, and Offeror's availability to staff during the contract year.	25
Offeror's experience - both with similar types of projects, experience with public agencies, and staff experience and qualifications.	30
References	10

The above percentages show the relative importance of individual criterion. The evaluation committee will use these criteria to score the proposals.

CANCELLATION OF SOLICITATION. The Lake Metroparks may cancel this solicitation at any time.

COMPLIANCE WITH LAWS. All proposals shall comply with current federal, state, and other laws relative thereto.

CONTRACT DOCUMENTS, EXAMINATION OF. It is the responsibility of the Offeror to carefully thoroughly examine and be familiar with legal and procedural documents, general conditions, all forms, specifications, drawings, plans, and addenda (if any), hereinafter referred to as Contract Documents. Offeror shall satisfy himself as to the character, quantity, and quality of work to be performed and materials, labor, supervision, equipment and appurtenances necessary to perform the work as specified by the Contract Documents. The failure or neglect of the Offeror to examine the Contract Documents shall in no way relieve him from any obligations with respect to the solicitation or contract. The submission of a proposal shall constitute an acknowledgment upon which the Lake Metroparks may rely that the Offeror has thoroughly examined and is familiar with the contract documents. The failure or neglect of an Offeror to receive or examine any of the contract documents shall in no way relieve him from any obligations with respect to the Proposal. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.

DEFINITION OF TERMS. For the purposes of this RFP, the following definitions will be used:

- a. **Contractor.** Same as Successful Offeror.
- b. **Evaluation Committee.** An independent committee established by the Lake Metroparks to review, evaluate, and score the proposals, and to recommend award to the Offeror that submitted the proposal determined by the committee to be in the best interest of the Lake Metroparks.
- c. **May.** Indicates something that is not mandatory but permissible.

- d. **Must/Shall.** Indicates a mandatory requirement. A proposal that fails to meet a mandatory requirement will be deemed non-responsive and not be considered for award.
- e. **Offeror.** The person or firm making the offer.
- f. **Proposal.** The offer presented by the Offeror.
- g. **RFP.** Acronym for Request For Proposals.
- h. **Should.** Indicates something that is recommended but not mandatory. Failure to do what "should" be done will not result in rejection of your proposal.
- i. **Submittal Deadline.** The date and time on or before all proposals must be submitted.
- j. **Successful Offeror.** The person, contractor, or firm to whom the award is made.

DISQUALIFICATION OF OFFEROR. If there is reason to believe that collusion exists among the Offerors, the Lake Metroparks may refuse to consider proposals from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one proposal for the same work unless alternate proposals are called for. A person, firm, or corporation who has submitted a sub-Proposal to an Offeror, or who has quoted prices on materials to an Offeror, is not thereby disqualified from submitting a sub-Proposal or quoting prices to other Offerors. Reasonable ground for believing that any Offeror is interested in more than one Proposal for the same work will cause the rejection of all Proposals for the work in which an Offeror is interested. If there is reason to believe that collusion exists among the Offerors, the Lake Metroparks may refuse to consider Proposals from participants in such collusion. Offerors shall submit as part of their Proposal documents the completed Non-Collusion Affidavit provided herein.

DOCUMENTS TO BE RETURNED WITH PROPOSAL. Failure to completely execute and submit the required documents before the Submittal Deadline may render a proposal non-responsive. The documents that must be returned by the Submittal Deadline are listed on the form entitled "Proposal Documents To Be Returned" and attached hereto.

EXECUTION OF CONTRACT. The Successful Offeror/Contractor shall execute the contract, including but not limited to signing all necessary documents and submitting all required bonds and evidences of insurance, within ten (10) days after approval by the Lake Metroparks Board of Park Commissioners. This approval will be conveyed in writing by the Purchasing Manager to the successful offeror. One copy of the contract will be returned to the Contractor after the Lake Metroparks executes the contract. In case of failure of the Contractor to execute and return the contract and all required documents within the time allowed, the Lake Metroparks may, at its option, consider that the Offeror has abandoned the contract, in which case the Proposal Security Bond shall be forfeited by the Offeror and become the property of the Lake Metroparks. After the contract has been executed, including the insurance documents, certificates, and bonds, a Purchase Order will be issued. Offeror agrees to commence work within ten- (10) working days after the date of the Purchase Order

Insurance Requirements

Within ten (10) consecutive calendar *days* of award of contract, Successful Bidder must furnish the Lake Metroparks with the Certificates of Insurance proving coverage as specified Workers Compensation Certificate and Certificate of Insurance naming the Lake Metroparks, its officers, and agents, Additional Insured by endorsement.

- The contractor will be held responsible for distribution of all chemicals and must carry Public Liability Insurance in the amount of not less than \$100,000/\$500,000 and Property Damage Insurance in the amount of not less than \$50,000.
- The contractor's interest in all property herein described, if any, or any personal liability to him arising from this agreement to whatever extent shall be considered to be covered by applicable insurance by the contractor to the extent required. Notwithstanding any language to the contrary, no interpretation shall be allowed to find the Lake Metroparks responsible for loss or damage to personal property or to hold contractors harmless from any such occurrences. Contractor shall possess Workman's Compensation Insurance in the amount required by law. A current certificate of insurance issued by the insurance company or a current certified copy thereof showing such coverage shall be provided to the Purchasing Manager prior to the commencement of work.

EXPERIENCE AND COMPETENCY. The Successful Offeror shall be skilled and regularly engaged in the general class or type of work called for under the contract. Each Offeror shall set forth his experience on the form entitled Offeror's Experience and submit it with his proposal. It is the intention of the Lake Metroparks to award a contract to an Offeror who furnishes satisfactory evidence that he/she has the requisite experience, ability, sufficient capital, and facilities to enable him to prosecute the work successfully and properly, and to complete it within the time specified in the contract. To determine the degree of responsibility to be credited to the Offeror, the Lake Metroparks will weigh any evidence that the Offeror has performed satisfactorily other contracts of like nature, magnitude, and comparable difficulty and comparable rates of progress. In selecting the lowest responsive and responsible Offeror, consideration will be given not only to the financial standing but also to the general competency of the Offeror for the performance of the work specified in the contract documents.

Prospective contractors must have a minimum of three (3) years experience providing commercial cleaning services. References must be provided.

FIRM PRICE PERIOD. Offerors' offer shall remain open and firm for a period of not less than sixty- (60) calendar days from the Submittal Deadline.

FORMATION OF CONTRACT. Offeror's signed proposal and Lake Metroparks written acceptance via Purchase Order shall constitute a binding contract.

INDEPENDENT CONTRACTOR. Contractor pledges that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further pledges that, in the performance of this contract, no subcontractor or person having such an interest shall be employed. Contractor certifies that to the best of his knowledge, no one who has or will have any financial interest under this contract is an officer or employee of Lake Metroparks. It is expressly agreed by Contractor that in the performance of the services required under this contract, Contractor, and any of its subcontractors or employees, shall at times be considered independent Contractors and not agents of Lake Metroparks.

INFORMED OFFEROR. Offerors are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at Offerors' own risk and they cannot secure relief on the plea of error.

INK OR TYPEWRITTEN. All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the proposal.

INTERPRETATION OF CONTRACT DOCUMENTS. If any person is in doubt as to the true meaning of any part of the specifications or other contract documents, or finds discrepancies or omissions in the specifications, he may submit to the Lake Metroparks a written request for an interpretation or correction. Requests for interpretations shall be made in writing and delivered to the Lake Metroparks by mail at 11211 Spear Rd., Concord Twp., Ohio 44077, or by facsimile to 440-639-9873 at least ten (7) days before the Submittal Deadline. The requesting party is responsible for prompt delivery of any requests. When the Lake Metroparks considers interpretations necessary, interpretations will be in the form of an addendum to the contract documents, and when issued, will be sent as promptly as is practical to all parties recorded by the Lake Metroparks as having received contract documents.

All such addenda shall become a part of the contract. Oral and other interpretations or clarifications shall be without legal or contractual effect. It is the responsibility of each Offeror to ensure the Lake Metroparks has their correct business name and address on file. Any prospective Offeror who obtained a set of contract documents from anyone other than the Lake Metroparks is responsible for advising the Lake Metroparks that they have a set of contract documents and wish to receive subsequent Addenda.

NOMENCLATURES. The terms Successful Offeror, Successful Contractor, and Contractor may be used interchangeably in these specifications and shall refer exclusively to the firm with whom the Lake Metroparks enters into a contract because of this solicitation.

NON-COLLUSION AFFIDAVIT. Offerors are required to submit a Non-Collusion Affidavit with their Proposals. See attached Affidavit.

OFFERS OF MORE THAN ONE PRICE. Offerors are NOT allowed to submit more than one proposal.

OPENING OF PROPOSALS. Only the names of the Offerors will be publicly read aloud at the Submittal Deadline. Proposals will not be opened publicly. ***No other information will be released until after the award.***

a. Postponement. The Lake Metroparks reserves the right to postpone the Submittal Deadline for proposals any time before the date and time announced in the Request For Proposals or subsequent addenda.

PRICE DISCREPANCIES. In the event that there are unit price items in a proposal schedule and the "amount" indicated for a unit price of an item does not equal the product of the unit price and quantity listed, the unit price shall govern and the amount will be corrected accordingly. If there is more than one item in a proposal schedule, and the total indicated for the schedule does not agree with the sum of prices of the individual items, the prices given for the individual items shall govern and the total for the schedule will be corrected accordingly. The Offeror will be bound by said corrections.

PRICES. All Proposals shall give the prices proposed, both in writing and in figures, shall give all other information requested herein, and shall be signed by the Offeror's authorized representative.

Proposal prices shall include everything necessary for the completion of construction and fulfillment of the contract including but not limited to furnishing all materials, equipment, tools, facilities and all management, superintendence, labor, services, taxes, licenses and permits required to complete the work in accordance with the contract documents, except as may be provided otherwise in the contract documents. The work and the proposal price shall also include providing the necessary safety precautions such as barricades, warning signs for protection of the public and any necessary "cleanup" that is required to restore the work site to a satisfactory condition. Any items shown on the plans or details or described in the specifications that are not specifically listed in the proposal item are to be considered included in the proposal item and no additional or special compensation will be allowed. In the event that there is more than one proposal item in the proposal schedule, the Offeror shall furnish a price for all proposal items in the schedule, and failure to do so will render the proposal as non-responsive and may cause its rejection. The total amount of the proposal will be the sum of the total prices of all items in the proposal schedule. The total price of unit price items will be the product of the unit price and estimated quantity of the item. In case of discrepancy between the unit price and total price of an item, the unit price shall prevail if the unit price is ambiguous, unintelligible, or uncertain for any cause, or is omitted, it shall be the amount obtained by dividing the amount set forth as the total price by the estimated quantity of the item.

PROPOSAL FORMS

- a. Forms. Proposals must be submitted on preprinted forms supplied by the Lake Metroparks Purchasing Department.
- b. Copies. One original and two (2) copies must be submitted on or before the Submittal Deadline. Offerors shall submit one (1) original proposal marked "MASTER". Envelopes containing the original and the copies should be marked in accordance with the directions found elsewhere in these instructions.
- c. Discrepancies. If discrepancies are found between the copies, or between the original and copy or copies, the original "MASTER" will provide the basis for resolving such discrepancies. If one document is not clearly marked "MASTER", the Lake Metroparks reserves the right to use the original as the Master. If no document can be identified as an original bearing original signatures, Offeror's proposal may be rejected at the discretion of the Lake Metroparks.

PROPOSAL CONTENT. Offeror must describe in detail how he will meet the requirements of this RFP, and may provide additional related information with his proposal. The proposal should be presented in a format that corresponds to, and references, the sections outlined in the Specification or Scope of Work, and should be presented in the same order. Responses to each section and subsection should be labeled to indicate which item is being addressed.

Proposals should be straightforward and concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. If a complete response cannot

be provided without referencing supporting documentation, you must provide such documentation with the proposal indicating where the supplemental information can be found.

Proposals must include all proposed terms and conditions, including, without limitation, written warranties, maintenance/service agreements, license agreements, and lease purchase agreements. The omission of these documents renders a proposal non-responsive. Proposals, which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected.

The Lake Metroparks is not liable for any costs incurred by Offerors before entering into a formal contract. Costs of developing the proposals or any other such expenses incurred by the Offeror in responding to the RFP, are entirely the responsibility of the Offeror, and shall not be reimbursed in any manner by the Lake Metroparks.

PROPOSAL DEADLINE. Proposals may be submitted any time before the Submittal Deadline. Proposals that do not arrive by the Submittal Deadline will be late and will be returned to the Offeror unopened.

PROPOSAL MODIFICATIONS. Any Offeror who wishes to make modifications to a proposal already received by the Lake Metroparks must withdraw his proposal in order to make the modifications. Withdrawals must be made in accordance with the terms and conditions of this solicitation (see Withdrawal of Proposal). All modifications must be made in ink, properly initialed by Offeror's authorized representative, executed, and submitted in accordance with the terms and conditions of this solicitation. It is the responsibility of the Offeror to ensure that modified or withdrawn proposals are resubmitted before the Submittal Deadline.

PROPOSAL OPENING AND RESULTS.

No Public Opening. Proposals will not be opened publicly but a list of the names of companies submitting proposals will be available within a reasonable time after the Submittal Deadline. Proposals will be made public and may be inspected at the time of award.

PROPOSAL PRICES, NOTATIONS, AND MISTAKES. All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the Proposal. Prices shall be stated in units and offers made separately on each item. In case of conflict between unit prices and extended prices, unit prices will govern. Where there is a conflict between words and figures, words will govern.

PROPOSAL RECEIVED LATE. Late proposals will not be accepted and will be returned to Offerors unopened.

PROPOSAL, REJECTION OF. The Lake Metroparks reserves the right to reject any or all Proposals or any part of a Proposal. The Lake Metroparks reserves the right to reject the Proposal of any Offeror who previously failed to perform adequately for the Lake Metroparks or any other governmental agency. The Lake Metroparks expressly reserves the right to reject the Proposal of any Offeror who is in default on the payment of taxes, licenses or other monies due the Lake Metroparks.

PROPOSAL RESULTS. It is not the policy of the Lake Metroparks to provide RFP until after an award has been made.

PROPOSAL SUBMITTAL. Proposals should be clearly labeled and submitted in a sealed envelope or box bearing the name of the Offeror, RFP number, and Submittal Deadline. Offeror's authorized representative must properly initial any erasures or alterations of any kind. Proposals that contain omissions or improper erasures or irregularities may be rejected. No oral, electronic, telegraphic, or telephonic proposals or modifications will be considered unless otherwise specified herein.

PROPOSAL WITHDRAWAL. Offerors' authorized representative may withdraw proposals only by written request received before the Submittal Deadline.

OFFEROR IS SOLE POINT OF CONTACT. The Successful Offeror will be the sole point of contact. The Lake Metroparks will look solely to the Successful Offeror for the performance of all contractual obligations which may result from an award based on this RFP, and the awarded Offeror shall not be relieved for the non-performance of any or all subcontractors.

Notices

All notices, demands, requests, approvals, reports, instructions, consents, or other communications (collectively "notices") which may be required or desired to be given by either party to the other shall be IN WRITING and addressed as follows:

Mark Evangelista, C.P.M.
11211 Spear Rd.
Concord Twp., Ohio 44077

or to any other persons or addresses as may be designated by notice from one party to the other.

OFFEROR'S BACKGROUND. Offeror must provide a company profile. Information provided shall include:

- a. Company ownership. If incorporated, the state in which the company is incorporated and the date of incorporation.
- b. Location of the company offices.
- c. Location of the office servicing any Ohio account(s).
- d. Number of employees both locally and nationally.
- e. Location(s) from which employees will be assigned.
- f. Name, address, and telephone number of the Offeror's point of contact for a contract resulting from this RFP.
- g. Company background/history and why Offeror is qualified to provide the services described in this RFP.
- h. Length of time Offeror has been providing services described in this RFP. Please provide a brief description.
- i. Resumes for key staff to be responsible for performance of any contract resulting from this RFP.
- j. Offeror's bank of record.

Offeror must include in his proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Offeror or in which the Offeror has been judged guilty or liable. Failure to comply with the terms of this provision will disqualify any proposal. The Lake Metroparks reserves the right to reject any proposal based upon the Offeror's prior history with the Lake Metroparks or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.

OFFEROR'S REFERENCES. Offerors should provide a minimum of three (3) references from similar projects performed for any local government clients within the last three years. Information provided shall include:

- a. Client name;
- b. Project description;
- c. Project dates (starting and ending);
- d. Technical environment;
- e. Staff assigned to reference engagement that will be designated for work per this RFP;
- f. Client project manager name and telephone number.

QUALIFICATION OF OFFERORS. Each Offeror shall be skilled and regularly engaged in the general class or type of work called for under the contract. The Offeror's experience shall be set forth and submitted on the form provided herewith. It is the intention of the Lake Metroparks to award a contract to an Offeror who furnishes satisfactory evidence that the Offeror has the requisite experience, ability, sufficient capital, facilities, and plant to enable the Offeror to prosecute the work successfully and properly, and to complete it within the time specified in the contract. To determine the degree of responsibility to be credited to the Offeror, the Lake Metroparks will weigh any evidence that the Offeror has performed satisfactorily other contracts of like nature, magnitude and comparable difficulty and comparable rates of progress. In selecting the lowest responsive and responsible Offeror, consideration will be given not only to the financial standing but also to the general competency of the Offeror for the performance of the work covered and/or specified in the contract documents. To this end, each Proposal shall be supported by a statement of the Offeror's experience on the form entitled "Offeror's Experience," which is a part of the contract documents.

QUESTIONS AND COMMENTS. Questions and comments regarding this solicitation must be submitted in writing, either by mail or facsimile to Purchasing Manager Lake Metroparks, 11211 Spear Rd. Concord Twp., Ohio, 44077, or faxed to 440-639-9873 no later than ten (7) days before the Submittal Deadline. The questioner's company name, address, phone and fax number, and contact person must be included with the questions or comments. Answers, if any, made by Lake Metroparks will be sent in writing to all known proposal holders.

REJECTION OF PROPOSALS, WAIVER OF INFORMALITIES.

The Lake Metroparks reserves the right to reject any or all proposals, or any part of a proposal. The Lake Metroparks reserves the right to reject the proposal of any Offeror who previously failed to perform adequately for the Lake Metroparks or any other governmental agency. The Lake Metroparks expressly reserves the right to reject the proposal of any Offeror who is in default on the payment of taxes, licenses, or other monies due the Lake Metroparks.

RULES FOR SUBMITTING PROPOSALS

- a. **Submittal Deadline.** Proposals must arrive in the Lake Metroparks Purchasing Department, 11211 Spear Rd., Concord Twp., Ohio 44077 by the Submittal Deadline shown in these specifications or subsequent addenda. Proposals may be submitted by hand, by courier, or any other method specified herein.
- b. **Responsibility.** Offerors are solely responsible for ensuring that their proposals are received by the Lake Metroparks in accordance with the solicitation requirements, before Submittal Deadline, and at the place specified. The Lake Metroparks shall not be responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. Deliveries made before the Submittal Deadline but to the wrong Lake Metroparks office will be considered non-responsive unless re-delivery is made to the office specified before the Submittal Deadline.
- c. **Extension of Submittal Deadline.** The Lake Metroparks reserves the right to extend the Submittal Deadline when it is in the best interest of the Lake Metroparks.
- d. **Facsimile Transmissions.** Proposals may NOT be submitted by facsimile, unless otherwise specified herein.
- e. **Forms.** To be considered for award, each proposal shall be made on forms furnished by the Lake Metroparks.
- f. **Late Proposals.** The Submittal Deadline IS FIRM. Proposals will NOT be accepted after the Submittal Deadline and will be returned to the Offeror unopened.
- g. **Signature.** To be considered for award, each proposal shall be signed by an authorized representative of the Offeror.
- h. **Sealed Proposal.** Proposals MUST BE sealed upon submittal (e.g., sealed envelope, package, box, etc.)

SELL OR ASSIGN. The successful Offeror shall not have the right to sell, assign, or transfer any rights or duties under this contract without the specific written consent of the Lake Metroparks.

SIGNATURES. An individual who is authorized to bind the Offeror must sign the proposal.

SUBCONTRACTOR COMPETENCY. The Successful Offeror will be required to establish to the satisfaction of the Lake Metroparks the competency, reliability and responsibility of the subcontractors proposed to furnish or perform the work described in the contract documents. Before the award of the contract, the Lake Metroparks will notify the Offeror in writing if, after due investigation, the Lake Metroparks has reasonable objection to any proposed subcontractor. If the Lake Metroparks has reasonable objection to any subcontractor the Offeror shall submit an acceptable substitute person to Lake Metroparks.

Persons and entities proposed by the Offeror to be used as subcontractors, and to whom the Lake Metroparks has made no reasonable objection, must be used on the work for which they were proposed and shall not be changed except with the written consent of the Lake Metroparks.

SUBCONTRACTOR INFORMATION. If the proposal includes the use of subcontractors, Offeror must identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor would perform services.

SUBCONTRACTOR REFERENCES. For all subcontractors that will be used on this project, Offerors must provide a minimum of *two* references from similar projects performed for any local government clients within the last *three* years.

Information provided shall include:

- a. Client name;
- b. Project description;
- c. Project dates (starting and ending);
- d. Technical environment;
- e. Staff assigned to reference engagement that will be designated for work per this RFP; and
- f. Client project manager's name and telephone number.

SUBMITTAL DEADLINE. **The Submittal Deadline is 2:00 p.m. Proposals must arrive in the Lake Metroparks Office Front Desk, 11211 Spear Rd., Concord Twp., Ohio, 44077, by 2:00 p.m., local time.** The receiving time in the Lake Metroparks Office will be the governing time for acceptability of proposals.

SUBMITTAL METHOD. Proposals must be submitted in sealed envelopes and should be properly identified with the Proposal number and the Submittal Deadline. Telephone, telegraphic, facsimile, electronic, and late Proposals will not be accepted nor considered unless otherwise specified herein. It is the responsibility of Offerors to see that their Proposals have sufficient time to be received by the Lake Metroparks Office before the Submittal Deadline. The Lake Metroparks will not be held responsible for proposal envelopes mishandled as a result of the envelope not being properly prepared. Facsimile or telephone proposals will NOT be considered unless otherwise authorized; however, proposals may be modified by fax or written notice provided such notice is received before the opening of the proposals.

TAXES. Successful Offeror shall pay all federal, state and local taxes, levies, duties and assessments of every nature due in connection with any work under the contract and shall indemnify and hold harmless the Lake Metroparks from any liability on account of any and all such taxes, levies, duties, assessments and deductions.

TERMS OF THE OFFER. Lake Metroparks acceptance of Offeror's offer shall be limited to the terms herein unless expressly agreed in writing by the Lake Metroparks. Proposals offering terms other than those shown herein will be declared non-responsive and will not be considered.

Offeror understands and acknowledges that the representations above are material and important, and will be relied on by the Lake Metroparks in evaluation of the proposal. Offeror misrepresentation shall be treated as fraudulent concealment from the Lake Metroparks of the facts

WITHDRAWAL OF PROPOSAL. Offerors' authorized representative may withdraw Proposals only by written request received by the Purchasing Manager before the Proposal Submittal Deadline. After that time, Offerors may not withdraw their Proposals for a period of sixty- (60) days from the date of opening. At no time may the successful Offeror(s) withdraw his Proposal.

TERMS AND CONDITIONS

ASSIGNMENT OF RIGHTS OR OBLIGATIONS. Except as noted hereunder, Successful Offeror may not assign, transfer or sell any rights or obligations resulting from this solicitation without first obtaining the specific written consent of the Lake Metroparks.

ATTORNEY FEES. In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum as the court may adjudge reasonable as to attorney's fees and costs.

AUTHORITY OF THE LAKE METROPARKS. Subject to the power and authority of the Lake Metroparks as provided by law in this contract, the Lake Metroparks shall in all cases determine the quantity, quality, and acceptability of the work, materials and supplies for which payment is to be made under this contract. The Lake Metroparks shall decide the questions that may arise relative to the fulfillment of the contract or the obligations of the contractor hereunder.

CANCELLATION OF THE CONTRACT. *Without* cause, the Lake Metroparks may cancel this contract at any time with thirty- (30) days written notice to the supplier/contractor. *With cause*, the Lake Metroparks may cancel this contract at any time with ten- (10) day's written notice to the Offeror. Cancellation for cause shall be at the discretion of the Lake Metroparks and shall be, but is not limited to, failure to supply the materials, equipment or service specified within the time allowed or within the terms, conditions or provisions of this contract. The successful Offeror may not cancel this contract without prior written consent of the Lake Metroparks Purchasing Manager.

CHANGES IN WORK. The Lake Metroparks may, at any time work is in progress, by written order "and without notice to the sureties", make alterations in the terms of work as shown in the specifications, require the performance of extra work, decrease the quantity of work, or make such other changes as the Lake Metroparks may find necessary or desirable. The Contractor shall not claim forfeiture of contract by reasons of such changes by the Lake Metroparks. Changes in work and the amount of compensation to be

paid to the Contractor for any extra work as so ordered shall be determined in accordance with the unit prices of contractor's proposal.

COMPLIANCE WITH OR DEVIATION FROM SPECIFICATIONS. Offeror hereby agrees that the material, equipment or service offered will meet all the requirements of the specifications in this solicitation unless deviations from them are clearly indicated in the Offeror's response. Offeror may submit an attachment entitled "Exceptions to Specifications," which must be signed by Offeror's authorized representative. An explanation must be made for each item in which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Proposals failing to comply with this requirement will be considered non-responsive. Submittal of brochure or other manufacturer literature is desirable but may not be a substitution for this requirement.

COMPLIANCE WITH LAWS. All Proposals shall comply with current federal, state, local and other laws relative thereto.

CONTRACT INCORPORATION. This contract embodies the entire contract between the Lake Metroparks and the Contractor. The parties shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein. No changes, amendments, or modifications of any of the terms or conditions of the contract shall be valid unless reduced to writing and signed by both parties. The complete contract shall include the entire contents of the RFP solicitation, all addenda, all of Offeror's successful submittals, supplemental agreements, change orders, any required bond(s), and any and all written agreements which alter, amend or extend the contract.

FORCE MAJEURE. If execution of this contract shall be delayed or suspended and if such failure arises out of causes beyond the control of and without fault or negligence of the Contractor, the Contractor shall notify the Lake Metroparks, in writing, within twenty-four (24) hours, after the delay. Such causes may include but are not limited to acts of God, war, acts of a public enemy, acts of any governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, strikes, and unusually severe weather.

FORMATION OF CONTRACT. Offeror's signed offer (Proposal) and Lake Metroparks written Purchase Order shall constitute a binding contract.

LAWS GOVERNING CONTRACT. This contract shall be in accordance with the laws of the state of Ohio. The parties stipulate that this contract was entered into in the county of Lake, in state of Ohio. The parties further stipulate that the county of Lake, Ohio, is the only appropriate forum for any litigation resulting from a breach hereof or any questions risen here from.

SEVERABILITY. If any provisions or portion of any provision, of this contract are held invalid, illegal, or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

SPECIFICATIONS, CHANGES TO. The parties shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein or by written amendment. No changes, amendments, or modifications of any of the terms or conditions of the specification shall be valid unless reduced to writing and signed by both parties.

SPECIFICATIONS, DEFINITION. The term "specification" or "RFP specification" as used in this solicitation shall be interpreted to mean all the pages that make up this solicitation, including *but not limited* to the Request For Proposals, Instructions To Offeror, Terms and Conditions, Detailed Specifications or Scope of Work, Proposal form, Special Provisions, Proposed Equipment & Material Manufacturers form, Experience Statement, Subcontractor's List, Workers Compensation Insurance Certificate.

SPECIAL PROVISIONS FOR SERVICES

ACCESSIBILITY. The Contractor shall fully inform himself regarding any peculiarities and limitations of the spaces available for the installation of work under this contract. He shall exercise due and particular caution to determine that all parts of his work are made quickly and easily accessible.

CLEANUP. During performance and upon completion of work on this project, Contractor will remove all unused equipment and instruments of service, all excess or unsuitable material, trash, rubbish and debris, and legally dispose of same, unless otherwise directed by these specifications. Contractor shall leave entire area in a neat, clean, and acceptable condition as approved by the Lake Metroparks.

CLEANUP COST. Offeror shall include in the proposal, all costs for cleanup during performance and upon completion of work on this project.

CONTRACTOR, DEFINITION. The term "Contractor" refers to the party entering into a contract with the Lake Metroparks as a result of this solicitation.

COOPERATION BETWEEN CONTRACTORS. The Lake Metroparks reserves the rights to contract for and perform other or additional work on or near the work covered by these specifications. When separate contracts are let within the limits of any one project, each contractor shall conduct his work so as not to interfere with or hinder the progress or completion of the work being performed by other contractors. Contractors working on the same project shall cooperate with each other as directed. Each contractor involved shall assume all liability, financial or otherwise, in connection with his contract and shall protect and save harmless the Lake Metroparks from any and all damages or claims that may arise because of inconvenience, delays, or loss experienced by him because of the presence and operations of other contractors working within the limits of the same project.

COORDINATION WITH AGENCIES. The Contractor shall coordinate his activities with the proper regulatory agencies and have their representative on site at the proper times.

DAMAGE. The contractor shall be held responsible for any breakage, loss of the Lake Metroparks equipment or supplies through negligence of the contractor or his employee while working on the Lake Metroparks premises. The contractor shall be responsible for restoring or replacing any equipment, facilities, etc. so damaged.

The contractor shall immediately report to the Lake Metroparks any damages to the premises resulting from services performed under this contract. Failure or refusal to restore or replace such damaged property will be a breach of this contract.

INSURANCE REQUIREMENTS. Within ten (10) consecutive calendar *days* of award of contract, Successful Offeror must furnish the Lake Metroparks with the Certificates of Insurance proving coverage and naming the Lake Metroparks, its officers and agents, Additional Insured by endorsement. Failure to furnish the required certificates within the time allowed will result in forfeiture of the Proposal Security.

LAWS - ADHERENCE TO ALL LOCAL, STATE, AND FEDERAL LAWS AND REQUIREMENTS. The Contractor shall adhere to all applicable federal, state, and local laws, codes and ordinances.

MEASUREMENTS. It is the responsibility of the Offeror to make all measurements to determine his proposal price. The Lake Metroparks will not be responsible for determining the quantities of materials necessary to complete the work specified.

PRE-WORK MEETING. The contractor shall not commence work until a meeting between representatives of the contractor and the Lake Metroparks is held. The meeting will be held at Lake Metroparks 11211 Spear Rd., Concord Twp., Ohio 44077 at a time and date later to be established.

PROTECTION OF PUBLIC. Adequate warning devices, barricades, guards, flagmen or other necessary precautions shall be taken by the Contractor to give advised and reasonable protection, safety and warning to persons and vehicular traffic concerned in the area.

REJECTION OF WORK. Contractor agrees that the Lake Metroparks has the right to make all final determinations as to whether the work has been satisfactorily completed.

RIGHTS RESERVED.

(a) Rejection of Work. Contractor agrees that the Lake Metroparks has the right to make all final determinations as to whether the work has been satisfactorily completed.

(b) Completion of Work. If Contractor fails to comply with the conditions of the contract, or fails to complete the required work or furnish the required materials within the time stipulated, the Lake Metroparks reserves the right to purchase in the open market, or to complete the required work, at the expense of the Contractor, including but not limited to, by recourse to provisions of the performance bond if such bond is required under the conditions of this proposal.

SITE INSPECTION. Before submitting Proposals, Offerors must fully inform themselves of the conditions, requirements and specifications of the work or materials to be furnished. Failure to do so will be at Offerors' own risk and they cannot secure relief on the plea of error.

SPECIFICATIONS, CHANGES IN WRITING. The parties shall not be bound by or be liable for any statement, representation, promise, inducement, or understanding of any kind or nature not set forth herein or by written amendment. No changes, amendments, or modifications of any of the terms or conditions of the specification shall be valid unless reduced in writing and signed by both parties.

SPECIFICATIONS, DEFINITION. The term "specification" or "proposal specification" as used in this solicitation shall be interpreted to mean all the pages that make up this solicitation, including *but not limited* to the Notice to Contractors, Instructions To Offeror, Terms and Conditions, Detailed Specifications or Scope of Work, Contractor's Proposal form, Proposed Equipment & Material Manufacturers form, Experience Statement, Subcontractor's List, Workers Compensation Insurance Certificate.

UNKNOWN OBSTRUCTIONS. Should any unknown obstruction be encountered during the course of this contract the Contractor must immediately bring it to the attention of the Lake Metroparks. The Contractor shall be responsible for the protection of all existing equipment, furniture, or utilities encountered within the work area.

OPTIONAL CLAUSES

AFFIRMATIVE ACTION. The Lake Metroparks hereby notifies all Offerors that it will affirmatively ensure that minority business enterprises will be afforded full opportunity and consideration when submitting proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, creed, or national origin when reviewing the proposals for award of contract.

ACTIVITY REPORTS. The Successful Offeror shall provide daily activity reports addressing project status, significant accomplishments during the reporting period, problems affecting cost and schedule, and recommendations for resolutions.

PROGRESS MEETINGS. During the course of work, the Successful Offeror may be required to attend and participate in progress review meetings. They will be working meetings and the number of people and time involved will be held to a minimum.

PRE-PROPOSAL MEETING. A mandatory pre-proposal meeting has been scheduled for all prospective Offerors. See schedule for time and date. This meeting has been scheduled to provide Offerors with the opportunity to become familiar with the parameters of this Request for Proposal and to provide an opportunity to have questions answered regarding the project proposal. Before the meeting, Offerors are invited to tour the area to become familiar with the project area. All offerors will asked to sign in at each location.

PROPRIETARY INFORMATION. The master copy of each proposal shall be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law. Each Offeror may clearly label part of a proposal as "CONFIDENTIAL" if the Offeror thereby agrees to indemnify and defend the Lake Metroparks for honoring such a designation. The failure to so label any information that is released by the Lake Metroparks shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the Lake Metroparks, the Lake Metroparks will notify the Offeror of the request and delay access to the material until seven working days after notification to the Offeror. Within that

time delay, it will be the duty of the Offeror to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

SUBCONTRACTOR AGREEMENT TO TERMS OF THIS SOLICITATION. A proposal submitted in response to this RFP must identify all subcontractors, and outline the contractual relationship between the awarded Offeror and each subcontractor.

It is the Offeror's responsibility to ensure that an official of each proposed subcontractor signs a statement to the effect that the subcontractor has read and will agree to the terms of any contract resulting from this solicitation. Subcontractor's agreement shall be include as part of the proposal submitted in response to this RFP.

Termination

The contract may be terminated under the following conditions:

- A. By either party after April 31, 2009 upon sixty (60) days written notice.
- B. By the Lake Metroparks, at any time, upon thirty (30) days written notice.
- C. By Lake Metroparks if the contractor does not satisfactorily perform the services as indicated in the specifications herein. The agency must submit to the Purchasing Department adequate documentation of unsatisfactory performance, which shall include copies of correspondence to the contractor before a notice of termination will be issued. The notice of termination will be in written form to the contractor with a copy to the agency and be effective seven (7) days after the date of the notice.

Rights and Remedies

If this contract is terminated, by Lake Metroparks, in addition to any other rights provided for in this contract, may require the Contractor to transfer title and deliver to Lake Metroparks in the manner and to the extent directed, any completed materials. Lake Metroparks shall be obligated only for those services and materials rendered and accepted prior to the date of termination.

If it is determined, after notice of termination for cause, that Contractor's failure was due to causes beyond the control of or negligence of the Contractor, the termination shall be a termination for convenience.

In the event of termination, the Contractor shall receive payment pro rated for that portion of the contract period services were provided to and/or goods were accepted by Lake Metroparks.

The rights and remedies of Lake Metroparks provided for in this contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

IMPORTANT NOTICE –

PROPOSALS DOCUMENTS TO BE RETURNED

The following forms must be completed and submitted on or before the Submittal Deadline.

- a. **Proposal Form**
- b. **Proposed Equipment and Material Manufacturers**
- c. **Experience Statement**
- d. **Subcontractors List**
- e. **Worker's Compensation Insurance Certificate**
- f. **Offeror's Statement Regarding Insurance Coverage**
- g. **Certificate of Compliance** (insurance of sub-contractors)
- h. **Contractor's Nondiscriminatory Employment Certificate**

Failures to complete, sign (where required), and return the above proposal documents with your proposal may render it non-responsive.

PROPOSAL
Office Cleaning To
RFP 28-007

To: Lake Metroparks
11211 Spear Rd.
Concord Twp., Ohio, 44077

From: _____
Name of Offeror

Mailing Address

City, State & Zip

CONTRACTOR'S PROPOSAL

The undersigned Offeror agrees that he will contract with the Lake Metroparks to provide all necessary labor, supervision, machinery, tools, apparatus and other means to do all the work and furnish all the materials specified in the contract in the manner and time therein prescribed, and that he will take in full payment the amount set forth hereon.

Proposal No. **28-007** for Office Cleaning, in its entirety, all Addenda, and the following documents by this reference are hereby made a part of this contract:

- Notice of Request For Proposals
- Detailed Specifications or Scope of Work
- Instructions To Offeror
- Terms and Conditions
- Special Provisions For Services
- Special Provisions For Vehicles
- Additional Terms and Conditions
- Addenda
- Non-Collusion Affidavit
- Statement regarding Insurance Coverage
- Worker's Compensation Insurance Certificate
- Offeror's Nondiscriminatory Employment Contractor's Proposal
- Experience Statement
- Subcontractors List

Subcontractor Information. Does this proposal include the use of subcontractors?

Yes _____ No _____ Initials _____

Company Name of Offeror

Mailing Address (PO Box or street)

Lake Metroparks, State, and Zip Code

Name of Authorized Representative

Signature Title

Type of Business (Corp, Partnership, Sole Proprietorship)

Telephone Number Facsimile Number

**"Non-Collusion Affidavit
To Be Executed By Offeror And Submitted With Proposal**

State of Ohio)
County of Lake ss.

(Offeror's Name) _____, being first duly sworn, deposes and says that he or she is

Owner of _____ the party making the foregoing proposal that the proposal

is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Offeror has not directly or indirectly induced or solicited any other Offeror to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Offeror or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the Offeror has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Offeror or any other Offeror, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Offeror, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the Offeror has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal."

(Date) (Signed at (Place))

Offeror Name Authorized Representative
(Person, Firm, Corp.)

Address Representative's Name

City, State, Zip Representative's Title

**OFFEROR'S STATEMENT
REGARDING INSURANCE COVERAGE
To Be Submitted With Proposal**

OFFEROR HEREBY CERTIFIES that the Offeror has reviewed and understands the insurance coverage requirements specified in the Request For Proposals No. 28-007, to Janitorial/Office Cleaning. Should the Offeror be awarded the contract for the work, Offeror further certifies that the Offeror can meet the specified requirements for insurance, including insurance coverage of the subcontractors, and agrees to name the Lake Metroparks as Additional Insured for the work specified.

Name of Offeror (Person, Firm, or Corporation)

Signature of Offeror's Authorized Representative

Name & Title of Authorized Representative

Date of Signing

WORKER'S COMPENSATION INSURANCE CERTIFICATE

The Contractor shall execute the following form as required by the State of Ohio

I am aware of the provisions of _____Code, which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Name of Offeror (Person, Firm, or Corporation)

Signature of Offeror's Authorized Representative

Name & Title of Authorized Representative

Date of Signing

**EXPERIENCE STATEMENT
To Be Submitted With Proposal**

List at least three references for work of a similar nature performed within the last three years.

I hereby certify that I have performed the work listed below.

Signature of Offeror

Description	Yr.	Amt.	Contact Name	& Telephone
_____	_____	\$ _____	_____	(____) _____
_____	_____	\$ _____	_____	(____) _____
_____	_____	\$ _____	_____	(____) _____
_____	_____	\$ _____	_____	(____) _____
_____	_____	\$ _____	_____	(____) _____
_____	_____	\$ _____	_____	(____) _____

SUBCONTRACTORS LIST

The following is a list of the subcontractors that will be used in the work if the Offeror is awarded the contract, and no subcontractor not listed below will be used without the written approval of the Lake Metroparks. Additional numbered pages outlining this portion of the Proposal may be attached to this page. **NOTE: Subcontractors' address, telephone number, license numbers, class and expiration date information may be omitted from this form but must then be submitted within two (2) working days following the opening of Proposals. Subcontractor name, location, and item of work must be stated at the time of the Proposal.**

Offeror Name

SUBCONTRACTORS LIST, Page 1		
<i>All Subcontractors in excess of 1/2 of 1% of total Proposal must be listed.</i>		
SUBCONTRACTOR:		ITEM OF WORK:
LOCATION/ADDRESS:		
LICENSE NO. CLASS:	EXPIRATION DATE: / /	PHONE: ()
SUBCONTRACTOR:		ITEM OF WORK:
LOCATION/ADDRESS:		
LICENSE NO. CLASS:	EXPIRATION DATE: / /	PHONE: ()

END OF RFP 28-007



Janitorial/Office Cleaning RFP #28-007

1. This addendum is to change the date and times of the Mandatory Job Walk from Tuesday APRIL 1, 2008 to Wednesday APRIL 16, 2008, starting at 9:30a.m.
2. RFP due date has been extended to Wednesday April 30, 2008 at 2:00p.m.

This change is required due to scheduling conflicts.

View Job Site

Mandatory Job Walk. A mandatory job walk will be conducted by Lake Metroparks on the following days and times. **Bidders must attend the walk-through to be eligible to bid.** For questions regarding the mandatory walk-through, contact Mark Evangelista, C.P.M., at 440-352-2343.

Date	Time	Facility Name	Address
April 16, 2008	9:30 a.m.	Lakefront Lodge	30525 Lakeshore Blvd. Willowick, Ohio 44095
April 16, 2008	10:30 a.m.	Penitentiary Glen Nature Center and Wildlife Center	8668 Kirtland-Chardon Rd. Kirtland, Ohio 44095
April 16, 2008	1:00 p.m.	Concord Woods Administrative Building, Registration Center, Ranger Department, and Vehicle and Grounds Maintenance Building	11211 Spear Road Concord Twp., Oh 44077
April 16, 2008	3:00 p.m.	Lake Metroparks Resource Center	4837 Palisades Dr. Madison Twp., Ohio 44057
April 16, 2008	3:45 p.m.	Lake Metroparks Strong Cabin	4888 Emerson Rd. Madison Twp., Ohio 44057



Janitorial/Office Cleaning RFP #28-007

Following is for informational purposes only.

This addendum covers the square foot of each building to be cleaned.

Name	Location	Square Feet
Lakefront Lodge	30525 Lakeshore Blvd. Willowick, Ohio 44095	6,458
Penitentiary Glen Nature Center/Wildlife Center	8668 Kirtland-Chardon Rd. Kirtland, Ohio 44095	14,529/7,655
Concord Woods Administrative Building, Registration Center, Ranger Department/Vehicle and Grounds Maintenance Building	11211 Spear Road Concord Twp., Oh 44077	22,308/4,572/7,840
Lake Metroparks Resource Center	4837 Palisades Dr. Madison Twp., Ohio 44057	3,140
Lake Metroparks Strong Cabin	4888 Emerson Rd. Madison Twp., Ohio 44057	1,026

RFP 28-007
 Janitorial/Office Cleaning
 April 18, 2008

	Custom Cleaning	UCM Services	Mrs. T'S Cleaning Services	Hawkins Cleaning	Coverall Cleaning Concepts	Buckeye Roll-Off & Trucking
Cost to Clean Lakefront Lodge Monday and Friday	925.00	800.00	560.00	325.00	220.00	1,195.00
Cost to Clean Concord Woods	3,500.00	4,000.00	6,700.00	1,875.00	1,730.00	13,464.00
Cost to Clean PG (NC & WC)	4,500.00	2,600.00	7,800.00	1,250.00	1,500.00	20,875.00
Monthly Sub-total	8,925.00	7,400.00	15,060.00	3,450.00	3,450.00	35,534.00
Discount Rate	0.00%	1.00% 30 Days	0.00%	2.00% 15 Days	0.00%	0.00%
Monthly Discount	0.00	74.00	0.00	69.00	0.00	0.00
Monthly Total	8,925.00	7,326.00	15,060.00	3,381.00	3,450.00	35,534.00
Yearly Totals for Cleaning LFL, CW, PG	107,100.00	87,912.00	180,720.00	40,572.00	41,400.00	426,408.00
Cost to Clean Resource Center Monday-Saturday	50.00	0.00	70.00	50.00	75.00	240.00
Cost to Clean Resource Center Sunday	75.00	0.00	80.00	65.00	75.00	275.00
Cost to Clean Strong Cabin Sunday	100.00	0.00	50.00	65.00	75.00	275.00
Cost to Clean Strong Cabin Monday-Saturday	75.00	0.00	60.00	50.00	75.00	220.00
Renewals	1-year renewal	4-year renewal	4-year renewal	2-year renewal	3-year renewal	No renewals



September 17, 2010



LAKE METROPARKS QUOTE FORM

11211 Spear Road
Concord Twp., Ohio 44077
Phone: 440-352-2393
Fax: 440-639-9126
Email: abrooks@lakemetroparks.com

Submittal Deadline: Close of Business (4:30 p.m.), October 15, 2010. Fax, email, or deliver your quote by the Submittal Deadline on the form provided or it will not be considered for award.

**DETAILED SPECIFICATIONS
OR
SCOPE OF WORK**

Lake Metroparks is requesting quotes for **janitorial service** at The Environmental Learning Center in accordance with the following specifications. It is the intention of Lake Metroparks to award annual blanket purchase order for an initial one year term with Lake Metroparks having the option to add an additional year.

Lake Metroparks reserves the right to award this request to a single vendor should pricing be favorable. Lake Metroparks reserves the right to solicit additional proposals/quotations should responses to this Request for Quote be insufficient. Finally, Lake Metroparks reserves the right not to award a contract on the location listed below should it prove to be more cost effective for Lake Metroparks staff to perform the janitorial service.

Location for Janitorial Service

Janitorial service at The Environmental Learning Center, 7200 Alexander Road, Concord Twp., Ohio 44077 from approximately November 17, 2010 through November 16, 2011. All designated assignments, described below in the work schedule, will be completed to Lake Metroparks' standards. This will included any additional notes within this Request for Quote.

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

TERMS AND CONDITIONS

AWARD OF QUOTE. Award will be made to the Offeror offering the most advantageous quote to Lake Metroparks.

CANCELLATION OF SOLICITATION. The Lake Metroparks may cancel this solicitation at any time.

CONTRACT DOCUMENTS, EXAMINATION OF. It is the responsibility of the Offeror to carefully thoroughly examine and be familiar with legal and procedural documents, general conditions, all forms, specifications, drawings, plans, and addenda (if any), hereinafter referred to as Contract Documents. Offeror shall satisfy himself as to the character, quantity, and quality of work to be performed and materials, labor, supervision, equipment and appurtenances necessary to perform the work as specified by the Contract Documents. The failure or neglect of the Offeror to examine the Contract Documents shall in no way relieve him from any obligations with respect to the solicitation or contract. The submission of a quote shall constitute an acknowledgment upon which the Lake Metroparks may rely that the Offeror has thoroughly examined and is familiar with the contract documents. The failure or neglect of an Offeror to receive or examine any of the contract documents shall in no way relieve him from any obligations with respect to the quote. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.

FORMATION OF CONTRACT. Offeror's signed quote and Lake Metroparks written acceptance via Purchase Order shall constitute a binding contract.

OFFERS OF MORE THAN ONE PRICE. Offeror are NOT allowed to submit more than one quote.

INFORMED OFFEROR. Offeror is expected to fully inform themselves as to the conditions, requirements, and specifications before submitting quotes. Failure to do so will be at Offeror's own risk and they cannot secure relief on the plea of error. Offeror is responsible for requesting a walkthrough of the scope of work prior to the submittal date for the request for quote. To schedule a walkthrough, please contact:

Antwane Brooks (Buyer) at 440-352-2393

Nancy Adams (Environmental Learning Center Facility Manger) at 440-354-0894

INK OR TYPEWRITTEN All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the quote.

DISQUALIFICATION OF OFFEROR If there is reason to believe that collusion exists among quoting Offerors, the Lake Metroparks may refuse to consider quotes from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one quote for the same work unless alternate quotes are called for. A person, firm, or corporation who has submitted a sub-quote to an Offeror, or who has quoted prices on materials to an Offeror, is not thereby disqualified from submitting a sub-quote or quoting prices to other Offerors. Reasonable ground for believing that any Offeror is interested in more than one quote for the same work will cause the rejection of all quotes for the work in which an Offeror is interested. If there is reason to believe that collusion exists among the Offerors, the Lake Metroparks may refuse to consider quotes from participants in such collusion.

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

DOCUMENTS TO BE RETURNED WITH QUOTE Failure to completely execute and submit the required documents before the Submittal Deadline may render a quote non-responsive. Quotes must be submitted on preprinted forms supplied by the Lake Metroparks Purchasing Department.

EXECUTION OF CONTRACT The Successful Offeror/Contractor shall execute the contract, including but not limited to signing all necessary documents and submitting all evidences of insurance, within ten (10) days after approval by the Lake Metroparks. This approval will be conveyed in writing by the Purchasing Manager to the successful Offeror. One copy of the contract will be returned to the Contractor after the Lake Metroparks executes the contract. In case of failure of the Contractor to execute and return the contract and all required documents within the time allowed, the Lake Metroparks may, at its option, consider that the Offeror has abandoned the contract. After the contract has been executed, including the insurance documents and certificates, a Purchase Order will be issued. Offeror agrees to commence work within seven (7) working days after the date of the Purchase Order.

EXPERIENCE AND COMPETENCY The Successful Offeror shall be skilled and regularly engaged in the general class or type of work called for under the contract. Each Offeror shall set forth his experience on the form entitled Experience Statement and submit it with his quote. It is the intention of the Lake Metroparks to award a contract to an Offeror who furnishes satisfactory evidence that he/she has the requisite experience, ability, sufficient capital, and facilities to enable him to prosecute the work successfully and properly, and to complete it within the time specified in the contract. To determine the degree of responsibility to be credited to the Offeror, the Lake Metroparks will weigh any evidence that the Offeror has performed satisfactorily other contracts of like nature, magnitude, and comparable difficulty and comparable rates of progress. In selecting the lowest responsive and responsible Offeror, consideration will be given not only to the financial standing but also to the general competency of the Offeror for the performance of the work specified in the contract documents. To this end, each quote shall be supported by a statement of the Offeror's experience on the form entitled "Offeror's Experience," which is a part of the contract documents.

INTERPRETATION OF CONTRACT DOCUMENTS If any person is in doubt as to the true meaning of any part of the specifications or other contract documents, or finds discrepancies or omissions in the specifications, he may submit to the Lake Metroparks a written request for an interpretation or correction. The requesting party is responsible for prompt delivery of any requests. When the Lake Metroparks considers interpretations necessary, interpretations will be in the form of an addendum to the contract documents, and when issued, will be sent as promptly as is practical to all parties recorded by the Lake Metroparks as having received contract documents.

All such addenda shall become a part of the contract. Oral and other interpretations or clarifications shall be without legal or contractual effect. It is the responsibility of each Offeror to ensure the Lake Metroparks has their correct business name and address on file. Any prospective Offeror who obtained a set of contract documents from anyone other than the Lake Metroparks is responsible for advising the Lake Metroparks that they have a set of contract documents and wish to receive subsequent Addenda.

PRICES All quotes shall give the prices proposed, in figures, shall give all other information requested herein, and shall be signed by the Offeror's authorized representative. Quote prices shall include everything necessary for the fulfillment of the contract including but not limited to furnishing all materials, equipment, tools, facilities and all management, superintendence, labor, services, taxes, licenses and permits required to complete the work in accordance with the contract documents, except as may be provided otherwise in the contract documents. The work and the quote price shall also include providing the necessary safety precautions such as barricades, warning signs for protection of the public and any necessary "cleanup" that

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

is required to restore the work site to a satisfactory condition. Any items shown on the plans or details or described in the specifications that are not specifically listed in the quote item are to be considered included in the quote item and no additional or special compensation will be allowed. In the event that there is more than one quote item in the quote schedule, the Offeror shall furnish a price for all quote items in the schedule, and failure to do so will render the quote as non-responsive and may cause its rejection. The total amount of the quote will be the sum of the total prices of all items in the quote schedule. The total price of unit price items will be the product of the unit price and estimated quantity of the item. In case of discrepancy between the unit price and total price of an item, the unit price shall prevail if the unit price is ambiguous, unintelligible, or uncertain for any cause, or is omitted, it shall be the amount obtained by dividing the amount set forth as the total price by the estimated quantity of the item.

QUOTE MODIFICATIONS AND MISTAKES Any Offeror who wishes to make modifications to a quote already received by the Lake Metroparks must withdraw his quote in order to make the modifications. Withdrawals must be made in accordance with the terms and conditions of this solicitation (see Withdrawal of Quote). All modifications must be made in ink, properly initialed by Offeror's authorized representative, executed, and submitted in accordance with the terms and conditions of this solicitation. It is the responsibility of the Offeror to ensure that modified or withdrawn quotes are resubmitted before the Submittal Deadline. In case of conflict between unit prices and extended prices, unit prices will govern. Where there is a conflict between words and figures, words will govern. No oral, electronic, telegraphic, or telephonic quotes or modifications will be considered unless otherwise specified herein.

QUOTE CONTENT Quotes should be straightforward and concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFQ instructions, responding to the RFQ requirements, and on providing a complete and clear description of the offer. If a complete response cannot be provided without referencing supporting documentation, you must provide such documentation with the quote indicating where the supplemental information can be found.

Quotes must include all proposed terms and conditions, including, without limitation, written warranties, maintenance/service agreements, license agreements, and lease purchase agreements. The omission of these documents renders a quote non-responsive. Quotes, which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected.

The Lake Metroparks is not liable for any costs incurred by Offeror before entering into a formal contract. Costs of developing the quotes or any other such expenses incurred by the Offeror in responding to the RFQ, are entirely the responsibility of the Offeror, and shall not be reimbursed in any manner by the Lake Metroparks.

QUOTE OPENING AND RESULTS Quotes will not be opened publicly. It is not the policy of the Lake Metroparks to provide RFQ results until after an award has been made.

QUOTE REJECTION The Lake Metroparks reserves the right to reject any or all quotes or any part of a quote. The Lake Metroparks reserves the right to reject the quote of any Offeror who previously failed to perform adequately for the Lake Metroparks or any other governmental agency. The Lake Metroparks expressly reserves the right to reject the quote of any Offeror who is in default on the payment of taxes, licenses or other monies due the Lake Metroparks.

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

OFFEROR IS SOLE POINT OF CONTACT The Successful Offeror will be the sole point of contact. The Lake Metroparks will look solely to the Successful Offeror for the performance of all contractual obligations which may result from an award based on this RFQ, and the awarded Offeror shall not be relieved for the non-performance of any or all subcontractors.

SUBCONTRACTOR AGREEMENT TO TERMS OF THIS SOLICITATION A quote submitted in response to this RFQ must identify all subcontractors, and outline the contractual relationship between the awarded Offeror and each subcontractor. It is the Offeror's responsibility to ensure that an official of each proposed subcontractor signs a statement to the effect that the subcontractor has read and will agree to the terms of any contract resulting from this solicitation. Subcontractor's agreement shall be include as part of the quote submitted in response to this RFQ.

RULES FOR SUBMITTING QUOTES

- a. **Submittal Deadline.** Quotes must arrive in the Lake Metroparks Purchasing Department, 11211 Spear Rd., Concord Twp., Ohio 44077 by the Submittal Deadline shown in these specifications or subsequent addenda. Quotes may be submitted by hand, by courier, or any other method specified herein.
- b. **Responsibility.** Offeror is solely responsible for ensuring that their quotes are received by the Lake Metroparks in accordance with the solicitation requirements, before Submittal Deadline, and at the place specified. The Lake Metroparks shall not be responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. Deliveries made before the Submittal Deadline but to the wrong Lake Metroparks office will be considered non-responsive unless re-delivery is made to the office specified before the Submittal Deadline.
- c. **Extension of Submittal Deadline.** The Lake Metroparks reserves the right to extend the Submittal Deadline when it is in the best interest of the Lake Metroparks.
- d. **Facsimile Transmissions.** Quotes may be submitted by facsimile.
- e. **Forms.** To be considered for award, each quote shall be made on forms furnished by the Lake Metroparks.
- f. **Late Quotes.** The Submittal Deadline IS FIRM. Quotes will NOT be accepted after the Submittal Deadline and will be returned to the Offeror unopened.
- g. **Signature.** To be considered for award, each quote shall be signed by an authorized representative of the Offeror.

SELL OR ASSIGN The successful Offeror shall not have the right to sell, assign, or transfer any rights or duties under this contract without the specific written consent of the Lake Metroparks.

SIGNATURES An individual who is authorized to bind the Offeror must sign the quote.

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

SUBCONTRACTOR COMPETENCY The Successful Offeror will be required to establish to the satisfaction of the Lake Metroparks the competency, reliability, and responsibility of the subcontractors proposed to furnish or perform the work described in the contract documents. Before the award of the contract, the Lake Metroparks will notify the Offeror in writing if, after due investigation, the Lake Metroparks has reasonable objection to any proposed subcontractor. If the Lake Metroparks has reasonable objection to any subcontractor the Offeror shall submit an acceptable substitute person to Lake Metroparks.

Persons and entities proposed by the Offeror to be used as subcontractors, and to whom the Lake Metroparks has made no reasonable objection, must be used on the work for which they were proposed and shall not be changed except with the written consent of the Lake Metroparks.

SUBCONTRACTOR INFORMATION If the quote includes the use of subcontractors, Offeror must identify specific subcontractors and the specific requirements of this RFQ for which each proposed subcontractor would perform services.

SUBCONTRACTOR REFERENCES For all subcontractors that will be used on this project, Offeror must provide a minimum of *three* references from similar projects performed for any local government clients within the last *three* years.

Information provided shall include:

- a. Client name;
- b. Project description;
- c. Project dates (starting and ending);
- d. Technical environment;
- e. Staff assigned to reference engagement that will be designated for work per this RFQ
- f. Client project manager's name and telephone number.

TAXES Successful Offeror shall pay all federal, state and local taxes, levies, duties and assessments of every nature due in connection with any work under the contract and shall indemnify and hold harmless the Lake Metroparks from any liability on account of any and all such taxes, levies, duties, assessments and deductions.

TERMS OF THE OFFER Lake Metroparks acceptance of Offeror's offer shall be limited to the terms herein unless expressly agreed in writing by the Lake Metroparks. Quotes offering terms other than those shown herein will be declared non-responsive and will not be considered.

Offeror understands and acknowledges that the representations above are material and important, and will be relied on by the Lake Metroparks in evaluation of the quote. Offeror misrepresentation shall be treated as fraudulent concealment from the Lake Metroparks of the facts

WITHDRAWAL OF QUOTE Offeror's authorized representative may withdraw quotes only by written request received by the Purchasing Manager before the quote Submittal Deadline. After that time, Offerors may not withdraw their quotes for a period of sixty- (60) days from the date of opening. At no time may the successful Offeror(s) withdraw his quote.

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

ATTORNEY FEES In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum as the court may adjudge reasonable as to attorney's fees and costs.

AUTHORITY OF THE LAKE METROPARKS Subject to the power and authority of the Lake Metroparks as provided by law in this contract, the Lake Metroparks shall in all cases determine the quantity, quality, and acceptability of the work, materials, and supplies for which payment is to be made under this contract. The

Lake Metroparks shall decide the questions that may arise relative to the fulfillment of the contract or the obligations of the contractor hereunder.

CANCELLATION OF THE CONTRACT *Without* cause, the Lake Metroparks may cancel this contract at any time with thirty- (30) day's written notice to the supplier/contractor. *With cause*, the Lake Metroparks may cancel this contract at any time with ten- (10) day's written notice to the Offeror. Cancellation for cause shall be at the discretion of the Lake Metroparks and shall be, but is not limited to,

failure to supply the materials, equipment, or service specified within the time allowed or within the terms, conditions or provisions of this contract.

CHANGES IN WORK The Lake Metroparks may, at any time work is in progress, by written order "and without notice to the sureties", make alterations in the terms of work as shown in the specifications, require the performance of extra work, decrease the quantity of work, or make such other changes as the Lake Metroparks may find necessary or desirable. The Contractor shall not claim forfeiture of contract by reasons of such changes by the Lake Metroparks. Changes in work and the amount of compensation to be paid to the Contractor for any extra work as so ordered shall be determined in accordance with the unit prices of contractor's quote.

COMPLIANCE WITH OR DEVIATION FROM SPECIFICATIONS Offeror hereby agrees that the material, equipment, or service offered will meet all the requirements of the specifications in this solicitation deviation IS NOT PERMITTED. Quotes failing to comply with this requirement will be considered non-responsive.

LAWS - ADHERENCE TO ALL LOCAL, STATE, AND FEDERAL LAWS AND REQUIREMENTS
The Contractor shall adhere to all applicable federal, state, and local laws, codes, and ordinances.

CONTRACT IN CORPORATION This contract embodies the entire contract between the Lake Metroparks and the Contractor. The parties shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein. No changes, amendments, or modifications of any of the terms or conditions of the contract shall be valid unless reduced to writing and signed by both parties. The complete contract shall include the entire contents of the RFQ solicitation, all addenda, all of Offeror's successful submittals, supplemental agreements, change orders, any required bond(s), and any and all written agreements, which alter, amend, or extend the contract.

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

FORCE MAJEURE If execution of this contract shall be delayed or suspended and if such failure arises out of causes beyond the control of and without fault or negligence of the Contractor, the Contractor shall notify the Lake Metroparks, in writing, within twenty-four (24) hours, after the delay. Such causes may include but are not limited to acts of God, war, acts of a public enemy, and acts of any governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, strikes, and unusually severe weather.

SEVERABILITY If any provisions or portion of any provision, of this contract are held invalid, illegal, or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

COOPERATION BETWEEN CONTRACTORS The Lake Metroparks reserves the rights to contract for and perform other or additional work on or near the work covered by these specifications. When separate contracts are let within the limits of any one project, each contractor shall conduct his work so as not to interfere with or hinder the progress or completion of the work being performed by other contractors. Contractors working on the same project shall cooperate with each other as directed. Each contractor involved shall assume all liability, financial or otherwise, in connection with his contract and shall protect and save harmless the Lake Metroparks from any and all damages or claims that may arise because of inconvenience, delays, or loss experienced by him because of the presence and operations of other contractors working within the limits of the same project.

COORDINATION WITH AGENCIES The Contractor shall coordinate his activities with the proper regulatory agencies and have their representative on site at the proper times.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT The CONTRACTOR shall save, keep, hold harmless and indemnify Lake Metroparks from all damages, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of or in the course of performing work which may be occasioned by any willful or negligent act or omissions of the CONTRACTOR, any of the CONTRACTOR'S employees, or any subcontractors. The CONTRACTOR shall be responsible for any liability imposed by law and for death, injury, or damage to property of any person including, but not limited to, workmen, subcontractors, and the public, resulting from any cause whatsoever during the progress of the work or at any time before its completion and final acceptance.

If any judgment is rendered against Lake Metroparks for any injury, death, or damage caused by CONTRACTOR as a result of work performed or completed, pursuant to this agreement, CONTRACTOR shall, at its own expense, satisfy and discharge any judgment. As used above, the term Lake Metroparks means Lake Metroparks, its officers, agents, employees, and volunteers.

ACCESSIBILITY The Contractor shall fully inform himself regarding any peculiarities and limitations of the spaces available for the installation of work under this contract. He shall exercise due and particular caution to determine that all parts of his work are made quickly and easily accessible.

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

INSURANCE REQUIREMENTS Within five (5) consecutive calendar *days* of award of contract, Successful Offeror must furnish the Lake Metroparks. Each Comprehensive or Commercial General Liability policy shall be endorsed with the following specific language:

Lake Metroparks Board of Commissioners as additional insured.

- A. Certificate holder: Lake Metroparks Board of Park Commissioners, 11211 Spear Rd.,
Concord Township, Ohio 44077.
- B. "This policy shall not be canceled or materially changed without first giving thirty (30) days' prior written notice to Lake Metroparks."

WORKER'S COMPENSATION AND EMPLOYERS LIABILITY INSURANCE Worker's Compensation Insurance shall be provided as required by any applicable law or regulation. Employer's liability insurance shall be provided in amounts not less than one million dollars (\$1,000,000) each accident for bodily injury by accident, one million dollars (\$1,000,000) policy limit for bodily injury by disease, and one million dollars (\$1,000,000) each employee for bodily injury by disease. Each Worker's Compensation policy shall be endorsed with the following specific language:

GENERAL LIABILITY INSURANCE

- A. Comprehensive General Liability insurance covering all operations by or on behalf of CONTRACTOR, providing insurance for bodily injury liability and property damage liability for the limits of liability indicated below and including coverage for:
 - (1) Products and completed operations;
 - (2) Contractual liability insuring the obligations assumed by CONTRACTOR in this Agreement; and
 - (3) Broad form property damage (including completed operations) except with respect to bodily injury and property damage included within the products and completed operations hazards, the aggregate limits, where applicable, shall apply separately to CONTRACTOR'S work under the Contract.
- B. One of the following forms is required:
 - (1) Comprehensive General Liability
 - (2) Commercial General Liability (Occurrence)

IF CONTRACTOR CARRIES A COMPREHENSIVE GENERAL LIABILITY POLICY OR COMMERCIAL LIABILITY INSURANCE

If CONTRACTOR carries a Comprehensive General Liability policy or commercial liability insurance, the limits of liability shall not be less than a Combined Single Limit for bodily injury, property damage, and Personal Injury Liability of:
One million dollars (\$1,000,000) each occurrence
One million dollars (\$1,000,000) aggregate

- i. If CONTRACTOR carries a Commercial General Liability (Occurrence) policy:

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

- (1) The limits of liability shall not be less than:
 - One million dollars (\$1,000,000) each occurrence (combined single limit for bodily injury and property damage)
 - One million dollars (\$1,000,000) for Products Completed Operations
 - One million dollars (\$1,000,000) General Aggregate
- ii. If the policy does not have an endorsement providing that, the General Aggregate Limit applies separately, or if defense costs are included in the aggregate limits, then the required aggregate limits shall be two million dollars (\$2,000,000).

SPECIAL CLAIMS MADE POLICY FORM PROVISIONS CONTRACTOR shall not provide a Commercial General Liability (Claims Made) policy.

REJECTION OF WORK Contractor agrees that the Lake Metroparks has the right to make all final determinations as to whether the work has been satisfactorily completed.

COMPLETION TIME AND WORK SCHEDULE/ PERFORMANCE OF WORK SCHEDULE Offeror shall plan and schedule work so that it is accomplished in a timely manner and properly supports the project schedule.

QUESTIONS AND COMMENTS Questions and comments regarding this solicitation must be submitted in writing, either by mail or by facsimile to Antwane Brooks, Lake Metroparks, 11211 Spear Rd. Concord Twp., Ohio, 44077, or faxed to 440-639-9126 no later than seven (7) days before the Submittal Deadline. The questioner's company name, address, phone and fax number, and contact person must be included with the questions or comments.

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

DESCRIPTION OF WORK

REQUIRED SERVICE

FREQUENCY OF WORK

	From: Approx. November 17, 2010 to June 1, 2011 & From August 16, 2011 to November 17, 2011	From: Approx. June 1, 2011 to August 15, 2011
Dust and clean using an approved disinfectant cleaner and glass cleaner on all fixtures and office furniture including file cabinets, desks, credenzas, counter tops and display units.	1 time/week	1 time/week
Spot clean doors, door frames, light switches, walls and tables in Vestibule, Lobby, Hallways, Exhibits, Conference Room, Classrooms/Lab and Lounge.	5 times/week	2 times/week
Empty all waste paper receptacles and take trash to a designated area in the building for storage or removal.	5 times/week	2 times/week
Clean all interior windows (less than 10ft. high) free of smudges and fingerprints, in the Conference Room, Multi Purpose Room, Teachers Room, Hallways and Classroom/Lab using an approved disinfectant cleaner and glass cleaner.	2 times/week	1 time/week
Clean and sanitize hand sinks, counters and table tops in the Conference Room, First Aid Room, Lounge, Classrooms/Lab and Teachers Room using an approved disinfectant cleaner and glass cleaner.	2 times/week	1 time/week
Clean and sanitize drinking fountains / water coolers using an approved disinfectant cleaner and glass cleaner.	5 times/week	2 times/week
Clean and sanitize all telephones using an approved disinfectant cleaner and glass cleaner.	2 times/week	1 time/week
Wipe down or vacuum baseboards in all areas.	2 times/month	1 time/week
Dust all sills, window & door frames, chair railings, high and low dusting and light fixtures with electrostatic dusting cloths.	1 time/week	1 time/week
Dust blinds and ceiling vents with electrostatic dusting cloths.	2 times/month	1 time/month

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

FLOOR MAINTENANCE (REQUIRED SERVICE)

Vacuum and remove fresh spots from all carpeted areas using approved disinfectants and encapsulating carpet spotting tools in Conference Room, Multi-Purpose Room, Staff Offices and Teachers Room.	5 times/week	2 times/week
Vacuum and remove fresh spots from all carpeted areas using approved disinfectants and encapsulating carpet spotting tools in Observatory Loft.	1 time/week	1 time/week
Dust and mop all hard surface floor areas in Vestibule, Lobby, Hallways, Mud Room, Lounge and Classroom/Lab using disinfecting floor cleaner.	5 times/week	2 times/week
Dust and mop all stairway hard surface floors.	1 time/week	1 time/week

FIRST AID STATION (REQUIRED SERVICE)

Dust and mop all hard surface floor areas and disinfecting floor cleaner.	3 times/week	1 time/week
Dust bases of chairs using an approved disinfectant cleaner.	1 time/week	1 time/week

KITCHEN AREA (REQUIRED SERVICE)

Clean and disinfect all kitchen counters, tables and sinks with an approved disinfectant cleaner and glass cleaner.	2 times/week	2 times/week
Clean and disinfect exterior of appliances with an approved disinfectant cleaner.	2 times/week	2 times/week
Clean microwaves inside and outside with an approved disinfectant cleaner. Wipe inside with clean cloth and water to remove any disinfectant residue.	2 times/week	2 times/week
Restock kitchen paper and soap products.	2 times/week	2 times/week
Empty trash and replace liners in receptacles.	5 times/week	2 times/week

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

RESTROOMS (REQUIRED SERVICE)

Clean and polish all dispensers and fixtures. Clean and disinfect wash basins, toilet bowls, urinals, and counter tops using an approved disinfectant cleaner.	5 times/week	2 times/week
Spot clean walls and toilet partitions with an approved disinfectant cleaner.	5 times/week	2 times/week
Mop all floors using an approved disinfectant cleaner.	5 times/week	2 times/week
Polish all metal and mirrors with an approved polishing compound and cleaner.	5 times/week	2 times/week
Restock expendable products such as paper towels, toilet tissue, hand soap, liners and deodorant products.	5 times/week	2 times/week

ADDITIONAL INSTRUCTIONS PRIOR TO LEAVING THE FACILITY (REQUIRED SERVICE)

Clean and organize janitor closet.	5 times/week
Turn off lights (as instructed).	5 times/week
Lock doors and windows and double check exterior prior to leaving the facility to ensure the door has been shut completely (as instructed).	5 times/week
Set alarms (as instructed).	5 times/week
Close and lock the facility entrance/ exit prior to exiting the grounds after work has been completed for the day (as instructed).	5 times/week

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

Offer Sheet

**Attachment "A"
(To be submitted with quotation)**

Vendor certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Vendor also certifies that the prices offered were independently developed without consultation with any of the other vendors or potential vendors. The undersigned agrees he/she will contract with the Lake Metroparks to provide all necessary labor, supervision, machinery, tools, apparatus, and other means of construction to do all the work and furnish all the materials specified in the contract in the manner and time therein prescribed, and that he will take in full payment the amount set forth hereon.

The cost of all labor, material, and equipment necessary for the completion of the work itemized, even though not shown or specified, shall be included in the unit price for the various items shown hereon. The Lake Metroparks reserves the right to increase or decrease the quantity of any item or omit items as may be deemed necessary, and the same shall in no way affect or make void the contract. When increases or decreases are made, appropriate additions or deductions from the contract total price will be made at the stipulated unit price.

Authorized Signature	Company's Legal Name
Printed Name	Address
Title	City, State & Zip Code
Telephone Number	FAX Number
Authorized Signature	E-mail Address

Accounts Receivable Contact Name: _____

Acknowledgement of Addendums

Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____

For questions regarding this offer: (If different from above)

Contact Name	Phone Number	Fax Number
Email Address		

VENDOR FEDERAL TAXPAYER ID NUMBER: _____

VENDOR Ohio Sales Tax No. _____

VENDOR IS A (CHECK ONE) Proprietorship Partnership Corporation

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

QUOTE FORM

**Attachment "B"
(To be submitted with quotation)**

The cost of all labor, material, and equipment necessary for the completion of the work itemized, even though not shown or specified, shall be included in the unit price for the various items shown hereon. Lake Metroparks reserves the right to increase or decrease the quantity of any item or omit items as may be deemed to be necessary and the same shall in no way affect or make void the contract. When increases or decreases are made, appropriate additions or deductions from the contract total price will be made at the stipulated unit price per additional cleaning.

Required Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost Per Month</i>	<i>Total Cost for 12 Months</i>
<i>1</i>	<i>1</i>	<i>Monthly</i>	Janitorial service at The Environmental Learning Center 7200 Alexander Road, Concord Twp., Ohio 44077.		

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Additional Cleaning</i>
<i>1</i>	<i>1</i>	<i>EA</i>	Additional cleaning as requested by Lake Metroparks.	

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Machine Scrubbing the floors</i>
<i>1</i>	<i>1</i>	<i>Lot</i>	Machine Scrub Floors as requested by Lake Metroparks. All Entryways, Kitchen, Front Lobby, Mud Room, Copy Room, First-Aid Room, and Bathrooms floors are required for this cleaning. This includes moving furniture as needed to clean areas.	

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

QUOTE FORM (cont.)

Attachment "B" (Cont.)
(To be submitted with quotation)

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Machine Scrubbing the floors per Square foot.</i>
<i>1</i>	<i>1</i>	<i>Sq. Ft.</i>	Machine Scrub Floors as requested by Lake Metroparks per square foot (Moving furniture as needed).	\$/Sq. Ft.

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Cleaning the Carpet on the First Floor</i>
<i>1</i>	<i>1</i>	<i>Lot</i>	Cleaning the First Floor Carpet as requested by Lake Metroparks (Moving furniture as needed).	

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Cleaning the Carpet on the Second Floor</i>
<i>1</i>	<i>1</i>	<i>Lot</i>	Cleaning the Second Floor Carpet (Loft area) as requested by Lake Metroparks (Moving furniture as needed).	

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Cleaning the Carpet Based on Price Per Square Foot</i>
<i>1</i>	<i>1</i>	<i>Sq. Ft.</i>	Price to clean carpet based on price per square foot (Moving furniture as needed).	\$/Sq. Ft.

Quote is valid for 90 days

Please check your calculations before submitting your quote; Lake Metroparks will not be responsible for Offeror's miscalculations.

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

SUBCONTRACTORS LIST

Attachment "C"
(To be submitted with quotation)

The following is a list of the subcontractors that will be used in the work if the Offeror is awarded the contract, and no subcontractor not listed below will be used without the written approval of the Lake Metroparks. Additional numbered pages outlining this portion of the Quotation may be attached to this page. **NOTE: Subcontractors' address, telephone number, license numbers, class and expiration date information may be omitted from this form but must then be submitted within two (2) working days following the closing date of the request for quote. Subcontractor name, location, and item of work must be stated at the time of the quotation.**

Offeror Name

Subcontractor Information. Does this quote include the use of subcontractors?
Yes _____ No _____ Initials _____

SUBCONTRACTORS LIST, Page 1		
<i>All Subcontractors in excess of 1/2 of 1% of total quote must be listed.</i>		
SUBCONTRACTOR:		ITEM OF WORK:
LOCATION/ADDRESS:		
LICENSE NO. CLASS:	EXPIRATION DATE:	PHONE:
SUBCONTRACTOR:		ITEM OF WORK:
LOCATION/ADDRESS:		
LICENSE NO. CLASS:	EXPIRATION DATE: / /	PHONE: ()
SUBCONTRACTOR:		ITEM OF WORK:
LOCATION/ADDRESS:		
LICENSE NO. CLASS:	EXPIRATION DATE: / /	PHONE: ()

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER

ISSUE DATE: SEPTEMBER 17, 2010

**OFFEROR'S STATEMENT
REGARDING INSURANCE COVERAGE**

**Attachment "D"
(To be submitted with quotation)**

OFFEROR HEREBY CERTIFIES that the Offeror has reviewed and understands the insurance coverage requirements specified in this request for quote for cleaning at the Environmental Learning Center. Should the Offeror be awarded the contract for the work, Offeror further certifies that the Offeror can meet the specified requirements for insurance, including insurance coverage of the subcontractors, and agrees to name the Lake Metroparks as Additional Insured for the work specified.

Name of Offeror (Person, Firm, or Corporation)

Signature of Offeror's Authorized Representative

Name & Title of Authorized Representative

Date of Signing

WORKER'S COMPENSATION INSURANCE CERTIFICATE

Attachment "E"
(To be submitted with quotation)

The Contractor shall execute the following form as required by the State of Ohio

I am aware of the provisions of The Ohio Revised Code, which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Name of Offeror (Person, Firm, or Corporation)

Signature of Offeror's Authorized Representative

Name & Title of Authorized Representative

Date of Signing

EXPERIENCE STATEMENT

Attachment "F"
(To be submitted with quotation)

List at least three references for work of a similar nature performed within the last three years.

Company Name	Year	Amount	Contact Name	Telephone
_____	_____	\$ _____	_____	(_____) _____
_____	_____	\$ _____	_____	(_____) _____
_____	_____	\$ _____	_____	(_____) _____
_____	_____	\$ _____	_____	(_____) _____
_____	_____	\$ _____	_____	(_____) _____
_____	_____	\$ _____	_____	(_____) _____

I hereby certify that _____ have performed the work listed above.
(Name of representative's company)

Signature of Offeror

Company Name

END OF REQUEST FOR QUOTE

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

QUOTE FORM

Attachment "B"
(To be submitted with quotation)

The cost of all labor, material, and equipment necessary for the completion of the work itemized, even though not shown or specified, shall be included in the unit price for the various items shown hereon. Lake Metroparks reserves the right to increase or decrease the quantity of any item or omit items as may be deemed to be necessary and the same shall in no way affect or make void the contract. When increases or decreases are made, appropriate additions or deductions from the contract total price will be made at the stipulated unit price per additional cleaning.

Required Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost Per Month</i>	<i>Total Cost for 12 Months</i>
1	1	Monthly	Janitorial service at The Environmental Learning Center 7200 Alexander Road, Concord Twp., Ohio 44077.	\$ 860.00	\$ 10,320

(EIGHT HUNDRED SIXTY)

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Additional Cleaning</i>
1	1	EA	Additional cleaning as requested by Lake Metroparks.	\$ 75.00

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Machine Scrubbing the floors</i>
1	1	Lot	Machine Scrub Floors as requested by Lake Metroparks. All Entryways, Kitchen, Front Lobby, Mud Room, Copy Room, First-Aid Room, and Bathrooms floors are required for this cleaning. This includes moving furniture as needed to clean areas.	\$ 450.00 (FOUR HUNDRED FIFTY)

HAWKINS
CLEANING
SERVICES

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

HAWKINS
CLEANING
SERVICES

QUOTE FORM (cont.)

Attachment "B" (Cont.)
(To be submitted with quotation)

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Machine Scrubbing the floors per Square foot.</i>
1	1	Sq. Ft.	Machine Scrub Floors as requested by Lake Metroparks per square foot (Moving furniture as needed).	\$ <u>0.20</u> /Sq. Ft.

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Cleaning the Carpet on the First Floor</i>
1	1	Lot	Cleaning the First Floor Carpet as requested by Lake Metroparks (Moving furniture as needed).	\$ <u>495.00</u> (FOUR HUNDRED-NINETY FIVE)

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Cleaning the Carpet on the Second Floor</i>
1	1	Lot	Cleaning the Second Floor Carpet (Loft area) as requested by Lake Metroparks (Moving furniture as needed).	\$ <u>120.00</u>

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Cleaning the Carpet Based on Price Per Square Foot</i>
1	1	Sq. Ft.	Price to clean carpet based on price per square foot (Moving furniture as needed).	\$ <u>0.12</u> /Sq. Ft.

Quote is valid for 90 days

Please check your calculations before submitting your quote; Lake Metroparks will not be responsible for Offeror's miscalculations.

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

QUOTE FORM

Attachment "B"
(To be submitted with quotation)

The cost of all labor, material, and equipment necessary for the completion of the work itemized, even though not shown or specified, shall be included in the unit price for the various items shown hereon. Lake Metroparks reserves the right to increase or decrease the quantity of any item or omit items as may be deemed to be necessary and the same shall in no way affect or make void the contract. When increases or decreases are made, appropriate additions or deductions from the contract total price will be made at the stipulated unit price per additional cleaning.

Required Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost Per Month</i>	<i>Total Cost for 12 Months</i>
1	1	Monthly	Janitorial service at The Environmental Learning Center 7200 Alexander Road, Concord Twp., Ohio 44077.	688. ⁰⁰	8256. ⁰⁰ + tax

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Additional Cleaning</i>
1	1	EA	Additional cleaning as requested by Lake Metroparks.	Quote as needed

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Machine Scrubbing the floors</i>
1	1	Lot	Machine Scrub Floors as requested by Lake Metroparks. All Entryways, Kitchen, Front Lobby, Mud Room, Copy Room, First-Aid Room, and Bathrooms floors are required for this cleaning. This includes moving furniture as needed to clean areas.	875. ⁰⁰ per occurrence

JAN-PRO

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

QUOTE FORM (cont.)

Attachment "B" (Cont.)
(To be submitted with quotation)

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Machine Scrubbing the floors per Square foot.</i>
1	1	Sq. Ft.	Machine Scrub Floors as requested by Lake Metroparks per square foot (Moving furniture as needed).	\$.23 /Sq. Ft.

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Cleaning the Carpet on the First Floor</i>
1	1	Lot	Cleaning the First Floor Carpet as requested by Lake Metroparks (Moving furniture as needed).	

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Cleaning the Carpet on the Second Floor</i>
1	1	Lot	Cleaning the Second Floor Carpet (Loft area) as requested by Lake Metroparks (Moving furniture as needed).	

485.⁰⁰ combined

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Cleaning the Carpet Based on Price Per Square Foot</i>
1	1	Sq. Ft.	Price to clean carpet based on price per square foot (Moving furniture as needed).	\$.125 /Sq. Ft.

Quote is valid for 90 days

Please check your calculations before submitting your quote; Lake Metroparks will not be responsible for Offeror's miscalculations.

JAN - PR 0

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

QUOTE FORM

Attachment "B"
(To be submitted with quotation)

The cost of all labor, material, and equipment necessary for the completion of the work itemized, even though not shown or specified, shall be included in the unit price for the various items shown hereon. Lake Metroparks reserves the right to increase or decrease the quantity of any item or omit items as may be deemed to be necessary and the same shall in no way affect or make void the contract. When increases or decreases are made, appropriate additions or deductions from the contract total price will be made at the stipulated unit price per additional cleaning.

Required Service

Item	Qty	Unit of Measure	Description of Work	Total Cost Per Month	Total Cost for 12 Months
1	1	Monthly	Janitorial service at The Environmental Learning Center 7200 Alexander Road, Concord Twp., Ohio 44077.	\$ 684 ⁰⁰	\$ 8210 ⁰⁰

*11/11/10
Should
be 8200
per
pct 7*

Optional Service

Item	Qty	Unit of Measure	Description of Work	Total Cost for Additional Cleaning
1	1	EA	Additional cleaning as requested by Lake Metroparks.	\$ 15 ⁰⁰ PER HR.

Optional Service

Item	Qty	Unit of Measure	Description of Work	Total Cost for Machine Scrubbing the floors
1	1	Lot	Machine Scrub Floors as requested by Lake Metroparks. All Entryways, Kitchen, Front Lobby, Mud Room, Copy Room, First-Aid Room, and Bathrooms floors are required for this cleaning. This includes moving furniture as needed to clean areas.	\$ 572.00 PER OCCURRENCE

COVER-ALL

REQUEST FOR QUOTE: 2010-046 JANITORIAL SERVICE AT THE ENVIRONMENTAL
LEARNING CENTER
ISSUE DATE: SEPTEMBER 17, 2010

COVER-111

QUOTE FORM (cont.)

Attachment "B" (Cont.)
(To be submitted with quotation)

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Machine Scrubbing the floors per Square foot.</i>
1	1	Sq. Ft.	Machine Scrub Floors as requested by Lake Metroparks per square foot (Moving furniture as needed).	\$.11 /Sq. Ft.

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Cleaning the Carpet on the First Floor</i>
1	1	Lot	Cleaning the First Floor Carpet as requested by Lake Metroparks (Moving furniture as needed).	\$ 285 ⁰⁰

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Cleaning the Carpet on the Second Floor</i>
1	1	Lot	Cleaning the Second Floor Carpet (Loft area) as requested by Lake Metroparks (Moving furniture as needed).	\$ 250 ⁰⁰

Optional Service

<i>Item</i>	<i>Qty</i>	<i>Unit of Measure</i>	<i>Description of Work</i>	<i>Total Cost for Cleaning the Carpet Based on Price Per Square Foot</i>
1	1	Sq. Ft.	Price to clean carpet based on price per square foot (Moving furniture as needed).	\$.10 /Sq. Ft.

Quote is valid for 90 days

Please check your calculations before submitting your quote; Lake Metroparks will not be responsible for Offeror's miscalculations.