



JANITORIAL SERVICE

Proposals are being accepted for janitorial service at all branches.

Proposals are to be submitted via email to facilities@clermontlibrary.org no later than close of business **August 18, 2023**, and must include a signed copy of the scope of work, certificate of liability insurance, Bureau of Workers Compensation certificate, and W-9 dated in the current year. If there are questions, contact the Facilities Department at (513) 735-7303. This is for service year **2024**.

Scope of work:

- The scheduled cleaning days and number of nights clean per week are as follows:
 - Three days a week: (Monday, Wednesday, and Friday)
 - Amelia, Batavia, Bethel, Felicity, Goshen, New Richmond, Owensville, and Williamsburg
 - Five days a week: (Monday, Tuesday, Wednesday, Thursday, Saturday, or Sunday)
 - Miami Township and Union Township.

Nightly:

Restrooms: (Staff and Public)

- Stock towels, tissues, and hand soap; to be furnished by the Clermont County Public Library.
- Empty sanitary napkin receptacles and wipe with a disinfectant.
- Empty trash receptacles and wipe if needed. Clean wall surrounding trash receptacles.
- Clean and polish mirrors/wipe towel cabinet covers.
- Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
- Clean partitions, top of mirrors, and frames.
- Remove splash marks from walls around ALL restroom equipment, including but not limited to: toilets, urinals, sinks, hand dryers, and towel dispensers.
- Sweep, mop, and rinse all restroom floors with a disinfectant.
- Change out urinal screens when necessary; to be furnished by the Clermont County Public Library.
- Care will be taken to get into corners, along edges, and beneath furniture. Care shall be exercised so that baseboards, walls, and furniture shall not be splashed, marred, disfigured, or damaged during these operations.
- Defective or inoperable equipment shall be reported to Facilities, including:
 - Leakage or problem plumbing.
 - Doors and/or gates not properly secure.
 - Or other unusual circumstances that might affect the security, maintenance, or effectiveness of the facility.



Kitchens:

- Clean all vertical and horizontal surfaces including but not limited to exterior of microwaves, refrigerators, dishwasher, trash cans, etc.
- Remove splash marks on walls and around ALL kitchen equipment.
- Stock towels, tissues, and hand soap; to be furnished by the Clermont County Public Library.
- Scour and sanitize all basins. Polish bright work.
- Vacuum carpeted areas.
- Damp mop all kitchen and workroom hard surface floors to clean all soiled areas.
- Janitor closets, equipment, and materials shall be kept in a neat, clean, and orderly manner.
- Care shall be exercised so baseboards, walls, and furniture shall not be splashed, marred, disfigured, or damaged.
- All trash receptacles are to be emptied and trash removed to a collection point; liners to be furnished by CLIENT.
- Vacuum traffic patterns. Janitorial staff will not be responsible for removal of staples from carpets.
- Clean and polish drinking fountain(s).
- Thoroughly dust all horizontal surfaces, including files, window sills, chairs, tables, pictures, around computers, and all manner of furnishings. Clermont County Public Library will be responsible for cleaning STAFF DESK TOPS only. Library staff property is not to be touched/cleaned.
- Damp wipe all horizontal surfaces to remove coffee rings and spillage as needed.
- Dust mop hard surface floors with a treated dust mop.
- Clean and disinfect entrance way glass and metallic surfaces.
- Use an industry standard disinfectant for proper sanitation.
- Check for cobwebs throughout the facility and remove as needed.

Monthly:

- Accomplish all high dusting not reached in the above-mentioned cleaning: ceiling/wall air vents, high windows, etc.
- Spray clean, rinse, and apply finish to composition floor covering in those areas that show excessive wear.
- Remove fingerprints and marks from around light switches and door frames.
- Vacuum all upholstered furniture.
- Dust all blinds.

Other requested services:

- Upon request, the following services will be performed for an additional fee:
 - Emergency clean-up of blood borne pathogens/body fluids.



Equipment required:

- Supply all cleaning chemicals.
- Supply own equipment, including ladder, lift, etc.
- Any damage caused by the contractor will be repaired at the contractor's expense.

If the proposal is accepted:

Company agrees to comply with all federal, state, and local laws, statutes, regulations, rules, ordinances, and resolutions during the terms of this contract, including, but not limited to, OSHA, and Workers Compensation. The terms of any Agreement shall be construed in accordance with the laws of the State of Ohio and any action on the Agreement shall be venued in the state courts of Clermont County, Ohio.

In the event that Company fails to perform to the satisfaction of the Library, the Library may give or cause to be given notices in writing to the Company, whereupon the Company shall have fourteen (14) days to remedy said performance. If after fourteen (14) days following such notice the Company has failed to remedy the performance to the Library's satisfaction, all rights of the Company under this Agreement shall thereupon terminate and any services and expenses properly rendered by the Company shall be paid up to the immediate termination date of this Agreement. The Parties further agree that should the Company for any reason breach this Agreement by failing to complete it, that Company will be paid for services properly rendered up to the immediate termination date less any costs or damages incurred by the Library, including re-awarding of the Agreement or necessary duplication of original work. Compensation shall not exceed the maximum amount of this Agreement.

Services provided by the Company must be completed within the time period set forth in the description of services set forth above. If there is no specific time period set forth about or otherwise agreed upon in writing by the Parties, services must be completed within a reasonable amount of time as set forth by applicable industry standards. Failure to complete the services as set forth in this paragraph shall constitute a breach of contract.

Company/Vendor agrees that when performing the work under the agreement, Company and all personnel, agents, employees, or subcontracts will operate any equipment and perform such work in a safe and proper manner; Further, that when entering the real property or premises owned, leased, or occupied by the Library, or using the Library's equipment, it will further hold the Library and all of its respective officials, employees, representatives, servants, volunteers, successors, assigns, and agents harmless from any injuries, liabilities, or damages which arise out of the use or misuse of said equipment or property or which occur while upon said real



property or premises. Company further agrees to be responsible for the conduct of all of its employees and will indemnify and hold the Library and all of its respective officials, employees, representatives, servants, volunteers, successors, assigns, and agents harmless therefrom.

Company acknowledges that it is an independent contractor and that this relationship does not constitute an employer/employee relationship between the Library and Company or any of its employees. All personnel, employees, agents and/or subcontracts shall be under the sole direction of Company at all times.

All contracted service personnel must be properly clothed/uniformed at all times when on any Clermont County Public Library property. This includes wearing shirts and any safety equipment as required by OSHA, Workers Compensation, or any laws applicable in the State of Ohio. Obscene verbiage or graphics on clothing will not be permitted. Unkempt service personnel will be asked to leave the premises.

All personnel shall conduct themselves in a professional manner. The use of profanity or discourteous actions between contracted vendor employees, Library guests, or Library staff will not be tolerated. Violators will be requested to immediately leave the premises until corrective actions have been taken.

In the event of a conflict between the terms set forth in this Agreement and the terms contained in any of the exhibits attached hereto, including any terms and conditions provided by Company, the terms of this Agreement will prevail and the conflicting terms in the exhibits shall be considered null and void.

Signature & Date