



## **REQUEST FOR PROPOSALS**

### **Janitorial Services**

#### **Summary and Background:**

Buckeye Hills Regional Council is soliciting proposals from qualified janitorial service providers to furnish professional cleaning services for its facility located at 1400 Pike Street, Marietta, Ohio. The office encompasses approximately 15,639 square feet.

#### **Scope of Work**

The selected contractor will be responsible for providing all labor, supervision, materials, and equipment necessary to perform janitorial services as outlined below.

##### **A. Twice Weekly Services (After Business Hours)**

1. Empty trash receptacles in all offices and common areas
2. Remove recycling and place in designated exterior container
3. Clean and sanitize kitchen: counters, sink, floors, and trash removal
4. Clean and maintain five (5) restrooms, including:
  1. Trash removal
  2. Mopping floors and cleaning baseboards
  3. Cleaning mirrors, sinks, and toilets
  4. Restocking soap, toilet paper, and paper towels (including shelves in the ladies' restroom)
  5. Pouring water in floor drains, if applicable
5. Vacuum front office/reception area

##### **B. Weekly Services (After Business Hours)**

1. Vacuum all carpeted areas, including logo rugs and conference/meeting rooms
2. Mop tiled entryways (2 locations)
3. Dust edges of interior glass/windows
4. Empty exterior cigarette receptacle
5. Refill hand sanitizer stations

##### **C. Monthly Services**

1. Wash all exterior windows (outside only)

#### **D. Quarterly Services (July, October, January, April – After Business Hours)**

1. Wash all interior and exterior windows (inside and out)
2. Clean interior light fixtures
3. Shampoo entryway rugs
4. Shampoo carpet in main walkways
5. Shampoo conference room

### **Contractor Responsibilities**

1. Provide all cleaning equipment and supplies
2. Maintain adequate inventory of consumable supplies (paper products, soap, air fresheners, etc.)
3. Submit monthly invoices with itemized charges for supplies stocked
4. Ensure work is performed outside of normal business hours

### **Requirements to be Responsive to RFP:**

#### **Part 1 – Company and Response Information Summary**

The responded must provide information as follows:

1. Company Name and Address in which to send contract/service agreement (if awarded)
2. Company Description and Overview
3. Website Address
4. Name, Phone Number, Email Address of Key Representative(s) that will be responsible for carrying out project activities, inclusive of billing for services

#### **Part 2 – References**

1. Provide a minimum of 3 references for clients receiving similar services. If such references are not available, list references that match as closely as possible.

#### **Part 3 – Cost**

BHRC anticipates entering into an agreement for services with the successful respondent(s). The successful respondent(s) should expect to provide invoices to BHRC on a monthly basis duration of the contract.

Respondents should address the following in response to this RFP:

1. Total cost of services listed in Scope of Work
2. Detailed cost breakdown based on the frequency of services outlined in the Scope of Work

3. Any additional services the company would like to provide, details of services and costs associated with services.

## Part 4 – Facility Walk-Through

A walk-through of the facility is strongly encouraged prior to proposal submission. Appointments must be scheduled in advanced – no unscheduled visits or walk-ins will be permitted. To arrange a walk-through, please contact Angie Bradbury, Office Coordinator, to reserve a time.

## Timeline and Deliverables:

Interested respondents should respond by email to Angie Bradbury, Office Coordinator, [abradbury@buckeyehills.org](mailto:abradbury@buckeyehills.org). The subject line should read 'BHRC Janitorial Services RFP 2025.'

|                     |                 |
|---------------------|-----------------|
| RFP Issued          | May 20, 2025    |
| Facility Walk-thru  | June 9-20, 2025 |
| Responses Due       | June 27, 2025   |
| Contract Start Date | August 1, 2025  |

Responses received after the time and date specified **are not eligible for consideration**. Failure to provide this information may result in rejection of the response.

BHRC reserves the right to reject any response not prepared and submitted according to the provisions herein outlined and may reject any or all responses.

**IMPORTANT NOTE:** The respondent is cautioned against last-minute attempts to meet the due date and time, and BHRC will not be responsible for network outages and other related internet malfunctions on the part of the respondent in submitting their proposal.

## Evaluation and Selection:

All qualified responses submitted in accordance with the terms of the RFP will be evaluated to determine the most responsive entity. A uniform selection process will be used to evaluate all proposals.

Staff from BHRC will review and evaluate all responses received in response to this Request for Qualifications. Proposals will be evaluated and ranked based on the selection criteria outlined below. After the conclusion of the evaluation process, the firms, groups, or persons will be ranked in priority order, with the highest-ranking firm, group, or person being selected to negotiate a contract and scope of services with BHRC. If a contract satisfactory to both parties cannot be negotiated, BHRC will then enter negotiations with the next highest-ranked firm, group, or person, and so on until an agreement is reached.

In the event BHRC elects to negotiate a contract with a selected firm, group, or person, BHRC reserves the right to negotiate such terms and conditions of the contract, including, but not limited to, scope, role, price, and staffing which may be in the best interests of BHRC.

Proposal evaluation will be based upon the following criteria:

1. Scope of services
2. Experience and ability to successfully complete the scope of services
3. Demonstrated experience from the perspective of references

## **Discrimination:**

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

To effectuate compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d *et seq.*); as amended, BHRC is required to include the following in any solicitation or contract, and these provisions will be incorporated into the contract between BHRC and the selected consultant (CONSULTANT). The CONSULTANT will need to abide by these provisions:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d *et seq.*) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance.
2. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 *et seq.*) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities.
3. The Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 *et seq.*) prohibiting discrimination on the basis of disability under programs, activities, and services provided or made available by State and local governments or instrumentalities or agencies thereto, as well as public or private entities that provide public transportation.
4. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance. For purposes of complying with the accessibility standards set forth in 15 C.F.R. § 8b.18(c), non-federal entities must adhere to the regulations, published by the U.S. Department of Justice, implementing Title II of the Americans with Disabilities Act (ADA) (28 C.F.R. part 35; 75 FR 56164, as amended by 76 FR 13285) and Title III of the ADA (28 C.F.R. part 36; 75 FR 56164, as amended by 76 FR 13286). The revised regulations adopted new enforceable accessibility standards called the "2010 ADA Standards for Accessible Design" (2010 Standards), which replace and supersede the former Uniform Federal Accessibility Standards for new construction and alteration projects.

5. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 *et seq.*), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
6. Any other applicable non-discrimination law(s).

## Disclaimers:

Buckeye Hills Regional Council reserves the right to accept or reject any and all responses received to this posted RFP and to re-advertise for new submissions.

Buckeye Hills Regional Council will not be responsible for any costs incurred by respondents in the preparation of a response to this RFP.

Buckeye Hills Regional Council reserves the right to delay or discontinue the selection process at any time.

Buckeye Hills Regional Council reserves the right to award all, part, or none of the project in the best interest of the overall project and will not be held responsible for any impact on respondents resulting from this decision.

Buckeye Hills Regional Council reserves the right to request modifications to any documentation submitted if it is in the best interest of the project prior to the time of selection.

Buckeye Hills Regional Council reserves the right to request clarification or additional information from a respondent prior to selection.

Buckeye Hills Regional Council reserves the right to negotiate with the selected respondent to provide additional services not outlined in this RFP if necessary and in the best interest of the project.

The evaluation and selection of the Consultant will be based on the information submitted in the entity's proposal, including estimated cost, scope of work, and creativity. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response. Entities should respond clearly and completely to all requirements. Entities must be as concise as possible with respect to presenting a clear and complete proposal.

Deviations and exceptions from terms, conditions, or specifications from this RFP shall be described fully on the entity's letterhead, signed, and attached to the response. In the absence of such a statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the entity shall be held liable.

This RFP is the official media governing proposal procedures. No other documents, letters, or oral instructions shall have any influence whatsoever, unless incorporated by reference herein, or unless an official AMENDMENT is made to this document by the issuing office.

Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. BHRC may contact any RFP respondent after receiving its submittal to seek clarification on any portion thereof.

Proposals will not be returned to the RFP respondents.