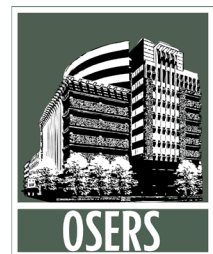


Request for Proposal

Janitorial Services

November 2022



OSERS BROAD ST., LLC

300 E. BROAD ST., SUITE 713 • COLUMBUS, OHIO 43215-3746

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I. INTRODUCTION

OSERS Broad Street, LLC (hereinafter OSERS) is requesting proposals from interested vendors to furnish all materials, equipment, transportation, machinery, tools, apparatus, incidentals, labor and supervision necessary to provide Leadership in Energy and Environmental Design (LEED) approved, sustainable JANITORIAL SERVICES at 300 E. Broad Street, Columbus, Ohio 43215. This is a class “A” facility located downtown with an estimated cleanable square footage of 145,089. There is a seven-level parking garage on the north side of the building, which provides 512 parking places to tenants. Daily business hours are from 6:00 a.m. to 6:00 p.m. Proposals are to be for a one-year time period with OSERS right to extend. The anticipated contract start date is March 1, 2023.

II. SCOPE OF SERVICES

OSERS has established its standard level of cleaning to provide both a sanitary and attractive work environment utilizing products, equipment, and procedures that protect the health of all who work, conduct business, or visit the School Employees Retirement System (“SERS”) at 300 East Broad Street, without harming the environment. This applies to the entirety of interior spaces at 300 East Broad Street. Shared public spaces, SERS office spaces, and tenant spaces are all equally covered by this policy. OSERS’ policy is meant to provide cleaning and janitorial standards that comply with industry standards for LEED approved, sustainable green cleaning.

The successful vendor will provide labor only to perform the services as specified. OSERS will provide all cleaning supplies, paper goods (toilet tissue, paper towels, trash liners etc.) as well as dish detergent, laundry detergent and soap for dispensers. OSERS will also provide all cleaning equipment required to perform services. Janitorial services will be confined to the interior of the building except for the following:

1. Exterior glass doors on the north and south lobby entrances
2. Building connector (to garage elevators)
3. Building connector stairwells
4. Plaza and patio trash and recycle receptacles

Interior glass doors, windows to the lobby counseling area and counseling office windows and all side light glass will be the responsibility of the vendor.

The chosen vendor will provide up to 24 hours of labor five (5) evenings per week for a total of **120 hours of service per week**. OSERS staff will provide a specific daily, weekly, monthly schedule of services.

The following are the minimum required services:

Evening Janitorial Services

Evening services will be between the hours of 5:30 p.m. and 9:30 p.m. Additional detail cleaning may be assigned until 6:00 a.m. as needed.

Evening janitorial services will include, but will not be limited to:

- a. Cleaning lobby windows interior and exterior
- b. Cleaning counseling area office windows interior and exterior
- c. Empty trash receptacles. Clean receptacles and replace liners.
- d. Empty recycling containers
- e. Vacuuming carpeted area
- f. Cleaning and stocking restrooms
- g. Cleaning and vacuuming all entry and connector rugs
- h. Other tasks as required by the Building Services Supervisor

OSERS will consider only proposals for the services as described above. Responses submitted for other services will not be considered.

III. PROPOSAL SUBMISSIONS

A. Intent to Respond

If the vendor intends to respond to this RFP, a Notice of Intent to do so should be sent to OSERS by **November 11, 2022**. The Notice should be sent by email to the SERS contact listed in Paragraph C. below, and contain the vendor's name, its intent to respond, the name of a contact person and the contact person's telephone number and email. Submitting this Notice will not obligate a vendor to submit a Response nor be a prerequisite for submitting a Response, but will allow OSERS to send out any necessary information to interested vendors.

B. Response Deadline

The completed Response must be received by **December 30, 2022, 4:00 p.m. Eastern Time**. Responses received after the Response deadline will not be considered shall be returned to the vendor unopened unless necessary for identification purposes.

C. Delivery

Contact person for all responses, and communications:

Donita Thomas
Purchasing Coordinator
Finance Department

School Employees Retirement System
300 East Broad Street, Suite 100
Columbus, OH 43215
serspurchasing@ohsers.org
Telephone: 614-340-1313

Vendor shall submit an unbound original (clearly marked with the title “PROPOSAL for Janitorial Services”) and three (3) copies (clearly marked ‘Copy’) of the proposal, together with any required attachments or explanatory materials, by mail or delivery service.

D. Response Documents

All of the following documents must be submitted together and in the order listed. A brochure and/or advertisement will not be accepted as a direct response to this RFP.

1. A Cover Letter submitting the vendor’s Response on the vendor’s letterhead signed by at least one individual who is authorized to bind the vendor contractually. The signature(s) must indicate the classification or position the individual(s) holds in the firm. The cover letter shall designate a person or persons who may be contacted during the period of evaluation with questions or contract issues.
2. The Questionnaire in Appendix A with the question and/or request duplicated in the Response before the answer or response.

E. Submitted Responses

Any Response submitted will become the property of OSERS. OSERS reserves the right to retain all Responses submitted, and use any information contained in a Response except as otherwise prohibited by law. **All Responses and the contents thereof will be deemed to be a public record which is open to public inspection after a vendor has been selected and contract has been executed, if any.** A vendor may include one additional copy of its Response with any proprietary trade secret information redacted and marked as such with a brief written basis as to why it believes the information is protected from disclosure. In the event that SERS receives a public records request to which, in SERS’ sole discretion, any of a vendor’s materials are responsive, SERS may release the vendor’s redacted materials, or in the event no redacted materials are submitted, the vendor’s unredacted materials without notice to the vendor. In the event any of the vendor’s redactions are challenged, the vendor shall have sole responsibility to defend such redactions at its cost and expense. SERS will not institute any legal action to defend any of vendor’s redactions, but will notify the vendor of such challenges.

F. Communications with SERS

Vendors which intend to submit a Response should not contact any member of SERS Staff or members of the Retirement Board. An exception to this rule applies to vendors who currently do business with SERS, but any contact made by such vendor(s) with persons should be limited to that business, and should not relate to this RFP.

G. Questions Relating to this RFP

All questions concerning this RFP must be received in writing by email to the Contact person by **November 30, 2022, 4:00 p.m. Eastern Time**. Answers to emailed questions received by this deadline will be available to all vendors by an email sent from the OSERS contact person. Questions submitted after November 30, 2022, 4 p.m. or by methods other than email will not be considered.

IV. SELECTION PROCESS

OSERS staff will evaluate all timely and complete Responses. OSERS reserves the right to request that any Response be clarified or supplemented.

A **pre-proposal conference** and site inspection of the OSERS facility has been scheduled to allow vendors an opportunity to tour and formally present their questions regarding this RFP.

DATE: November 18, 2022
TIME: 11:00 am
LOCATION: 300 E. Broad Street, Columbus, Ohio 43215

Upon selection of a vendor, OSERS will mail letters to all vendors advising of its decision. OSERS assumes no contractual obligations by issuing the RFP; by receiving, accepting and evaluating the vendor response; or by making preliminary selections.

V. TENTATIVE TIMETABLE

The following is the tentative time schedule for OSERS' search for vendors to provide the requested services. All dates are subject to modification by OSERS without prior notice.

Issuance of RFP:	11/1/2022
Intent to Respond:	11/11/2022
Pre-Proposal Conference:	11/18/2022 at 11:00 a.m.

Question Deadline:	11/30/2022 at 4:00 p.m.
Response to Written Questions:	12/09/2022
RFP Response Deadline:	12/30/2022 by 4:00 p.m.
Selection of Vendor:	1/14/2022
Projected Commencement Date:	3/1/2022

VI. MINIMUM REQUIREMENTS

The selected vendor must meet be knowledgeable with the following LEED certified cleaning products and equipment:

1. All cleaning equipment supplies, chemicals, cleaners, disinfectants, etc. must comply with OSHA, USGBC, and LEED regulations and must be approved by OSERS Building Maintenance Supervisor, prior to being used.
2. All equipment used by janitorial employees will meet and be maintained to meet O.S.H.A. standards for plugs, cords, grounds, etc. and all USGBC LEED standards.
3. All cleaning products shall meet at least one of the following standards:
 - Green Seal GS-37 for general-purpose, bathroom, glass, and carpet cleaners
 - Environmental Choice CCD-110 for cleaning and degreasing compounds
 - Environmental Choice CCD-146 for hard surface cleaners
 - Environmental Choice CCD-148 for carpet and upholstery care
4. Disinfectants, metal polish, floor finishes, strippers, and other products not addressed above shall meet at least one of the following standards:
 - Green Seal GS-40 for floor care products
 - Environmental Choice CCD-112 for digestion additives for cleaning & odor control
 - Environmental Choice CCD-113 for drain or grease trap additives
 - Environmental Choice CCD-115 for odor control additives
 - Environmental Choice CCD-147 for hard floor care

- California Code of Regulations maximum allowable VOC levels for the specified product category
5. Vendor shall provide Material Safety Data Sheets (MSDS), where applicable, that comply with OSHA Title 29, section 1910.2000 for all chemicals intended for use in City facilities.
 6. OSERS' contracted cleaning vendor will use cleaning equipment which shall meet at least one of the following sustainable requirements:
 - Vacuum cleaners shall be certified by the Carpet and Rug Institute "Green Label" Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA
 - Carpet extraction equipment used for restorative deep cleaning shall be certified by the Carpet and Rug Institute "Seal of Approval" Testing Program for deep-cleaning extractors.
 - Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishers, shall be equipped with vacuums, guards, and/or other devices for capturing fine particulates and shall operate with sound levels of less than 70dBA
 - Automated scrubbing machines shall be equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids. Alternately scrubbing machines may use only tap water with no added chemical products.
 - Battery-powered equipment shall be equipped with environmentally preferable gel batteries
 - Powered equipment shall be ergonomically designed to minimize vibration, noise, and user fatigue
 - Equipment shall be designed with safeguards such as rollers and/or bumpers to reduce potential damage to building surfaces

OSERS expects the selected vendor to provide its employees' wages and benefits comparable to those provided for similar work in the downtown Columbus area.

VII. SELECTION CRITERIA

The criteria for selection will include, but are not limited to the following:

1. Adherence to the requirements of this RFP.
2. Competency, experience, and qualifications of personnel.
3. Financial commitment and stability.
4. Past record of performance as determined through reference checks.

5. Fees

VIII. QUESTIONNAIRE

Vendors must complete the Questionnaire appearing in Appendix A. Responses to the questions should repeat the question and be answered in order. Limit each response to no more than one-half page.

OSERS reserves the right to request that a proposal be clarified and/or supplemented.

IX. TERMS AND CONDITIONS

OSERS makes no representations or warranties, expressed or implied, as to the accuracy or completeness of the information in the RFP and nothing contained herein is or shall be relied upon as a promise or representation, whether as to the past or the future. The RFP does not purport to contain all of the information that may be required to evaluate the RFP and any recipient hereof should conduct its own independent analysis of OSERS and the data contained or referenced herein. OSERS does not anticipate updating or otherwise revising the RFP. However, this RFP may be withdrawn, modified, or re-circulated at any time at the sole discretion of OSERS.

OSERS reserves the right, at its sole discretion and without giving reasons or notice, at any time and in any respect, to alter these procedures, to change and alter any and all criteria, to terminate discussions, to accept or reject any Response, in whole or in part, to negotiate modifications or revisions to a Response and to negotiate with any one or more respondents to the RFP.

OSERS is not and will not be under any obligation to accept, review or consider any Response to the RFP, and is not and will not be under any obligation to accept the lowest offer submitted or any offer at all. OSERS is not and will not be under any obligation to any recipient of, or any respondent to, the RFP except as expressly stated in any binding agreement ultimately entered into with one or more parties, either as part of this RFP process, or otherwise. Any decision to enter into a binding agreement with a respondent to this RFP is in OSERS' sole discretion.

This RFP is not an offer but a request to receive a Response. OSERS will consider a Response as an offer to develop an agreement based upon the contents of the Response. Respondents agree that the contents of their Responses are valid for one year from the date of submission. OSERS will not be liable for any cost incurred in the preparation of a Response and will not reimburse any respondents for their submission. Expenses related to the production of a Response are the sole responsibility of the respondent.

Contract award, if any, shall be made to the most responsible and responsive vendor, whose proposal best meets the needs of OSERS based on compliance

with the RFP documents or other factors deemed by OSERS to be in the best interest of the OSERS organization.

X. ADDITIONAL TERMS AND CONDITIONS

A. BACKGROUND REVIEW

OSERS reserves the right to conduct a background inquiry of each vendor which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal to OSERS, the vendor consents to such an inquiry and agrees to make available such books and records deemed necessary to conduct the inquiry.

In addition, OSERS requires that the vendor provide the names of all personnel assigned to the OSERS site. Vendor will also be required to perform background checks on all personnel assigned to this site.

B. INSURANCE

Before entering into a binding agreement, the selected vendor must provide OSERS with proof of insurance as follows:

1. General Aggregate Liability Insurance covering vendor's operations as set forth in the agreement with a combined single limit of \$1,000,000 for bodily injury and property damage.
2. Workmen's Compensation insurance at no less than the minimum required in the State of Ohio, covering all employees of vendor engaged in performing the services required by this Contract.
3. Property Damage insurance of not less than \$5,000,000.

Vendor shall provide OSERS with valid certification of insurance, signed by an agent or officer of the insurer capable of binding the insurer, confirming the purchase of said insurance, and the inclusion of the above listed additional insured parties. The certificate will further confirm that at least thirty (30) days prior written notice will be furnished to OSERS by the issuer before any material change, cancellation or non-renewal of policy. It is further agreed that any coverage extended by reason of this paragraph shall be primary and that any similar insurance maintained by OSERS or vendor for their own protection shall be secondary or excess and not

contributing insurance.

C. LEGAL RESIDENCY STATUS

Subject to existing law and regulations, illegal or undocumented aliens will not be employed by the vendor for any work or services to be performed pursuant to this contract. The vendor will ensure that this provision is expressly incorporated into any and all subcontracts or subordinate agreements issued in support of this contract. Vendor agrees to comply with the provisions of section 274A(a)(1)(A) and 274A(a)(2) of the Immigration and Nationality Act (8 U.S.C. 1324a(a)(1)(A), 1324a(a)(2) (the “INA employment provisions”), and any amendments thereto, prohibiting the unlawful employment of illegal or undocumented aliens. Any agreement between OSERS and the selected vendor must include a provision whereby the vendor agrees to not knowingly hire or employ for any work performed pursuant to this contract any workers or employees not lawfully authorized to work under the provisions of the Immigration and Nationality Act or any other applicable federal or state laws. Violation of the provisions of this section shall be deemed a material breach of the agreement.

D. ENGLISH SPEAKING REQUIREMENTS

The vendor’s Job Supervisor and additional personnel as deemed necessary by OSERS, must be literate and fluent in the English language. **There is to be at least one (1) person or more, as directed by OSERS, on each shift on site, who can speak, read, and write English.** This is not meant to require that all of vendor’s personnel speak, read, and write English. Most tasks may require only the Job Supervisor, crew leader, or crewmembers to speak, read, and write English. This requirement is necessary due to the following reasons, which include, but are not limited to: (1) warnings of emergencies and hazards, and (2) preparation of reports as specified.

E. SUBCONTRACTING

No portion of the work covered by these specifications can be subcontracted without prior written approval from OSERS. Vendor shall be required to specify in writing thirty (30) days in advance of intended use, its request for the service to be subcontracted. Specifications shall include how vendor will manage the subcontractor. Vendor will bear the expense of subcontractor background checks. Notwithstanding any permitted subcontracting, the vendor shall remain primarily liable to OSERS.

Appendix A QUESTIONNAIRE

Responses to the following questions should repeat the question and be answered in order. Limit each response to no more than one-half page.

A. Vendor

1. Provide the name of the company and its principal office's address and telephone number.
2. Provide the name, address, telephone number, FAX and email address of the company's primary contact for this proposal.
3. Indicate the form of ownership of the company. If incorporated, indicate the state in which the company is incorporated.
4. Describe the company's qualifications to provide the service specified in the RFP.
5. Describe the company's background/history. Indicate how many years the company has provided similar services and products for City, County, and State entities, if any.
6. Indicate the number of years the office that will provide the services has been open.
7. Indicate the company's gross annual revenue during the last year.
8. List four (4) or more clients of a similar size and scope of work for whom vendor has provided similar janitorial services. For each client listed, include the organization name, address, the name and telephone number of the contact person, the square footage of the facility, the number of years vendor has supplied services, and a brief description of the services provided.
9. Vendor shall submit a written start-up and transition plan outlining all steps to ensure a smooth transition of service.

B. Personnel

1. Indicate the number of employees the company currently employs.
2. List the hourly billing rates, and a number of hours assigned on-site monthly for each of your staff members that will be assigned to this facility.
3. Include a complete disclosure of any prior or ongoing incidents, which alleges that vendor has defaulted or failed to perform which

has led the other party to terminate the contract. Identify the parties involved and the circumstances of the default or termination.

4. Describe any civil or criminal litigation or investigation pending which involves vendor or in which vendor has been judged guilty or liable.
5. Provide the annual rate of turnover of staff for the past 3 years.
6. Describe what type of background checks are performed on personnel.

C. Proposed Services

1. Include a description of the management plan the company intends to employ for the project and an explanation of how it will support all project requirements and logically lead to the required deliverables. The description must include the organization of the janitorial team, including accountability and lines of authority.
2. Describe the company's established proactive Quality Control program that will ensure a high level of performance is maintained on a consistent basis. Include any example of forms currently being utilized and their particular functions/uses.

D. Standards of Conduct

1. Does the firm have a firm written code of conduct or set of standards for professional behavior? If so, attach a copy and state how they are monitored and enforced.
2. Does the firm have a written anti-discrimination policy? If so, attach a copy and state how the policy is monitored and enforced.
3. How does the firm identify and manage conflicts of interest?
4. Are there any potential conflicts of interest that the firm would have in providing the requested services to OSERS? If yes, explain.
5. List and describe any relationships and/or contacts the firm or its officers or employees have had with any SERS Retirement Board member and/or staff member within the last 12 months.
6. Has the firm or any officer or employee given any remuneration or anything of value directly or indirectly to OSERS, SERS or any of its Retirement Board members, officers, or employees? If yes, identify the recipient and remuneration or thing of value. Additional information on the Ohio ethics law in this area may be found at:

http://ethics.ohio.gov/education/factsheets/doing_business_with_retirement_systems_in_ohio.pdf.

7. Has the vendor or any officer, principal or employee given any remuneration or anything of value such as a finder's fee, cash solicitation fee, or fee for consulting, lobbying or otherwise, in connection with this RFP? If yes, identify the recipient and remuneration or thing of value.
8. Within the last five (5) years:
 - a. Has the vendor, or any officer or employee of the vendor been a defending party in a legal proceeding before a court related to the provision of services?
 - b. Has the vendor, or any officer or employee been the subject of a governmental regulatory agency inquiry, investigation, or charge?
 - c. Has the vendor submitted a claim to the vendor liability insurance carrier involving the type of services sought under this RFP?

If yes to any of the above, describe the event and the current status or resolution; include any case citation.

E. FEES

1. Provide an hourly pay rate for janitorial staff.
2. Provide the hourly billable rate for janitorial staff.
3. Provide the billable overtime rate for services.