INVITATION TO BID
(This is not an order.)

Buyer: Kristina Ahmetaj
216-664-2885
kahmetaj@city.cleveland.oh.us

Requestor: Sherry Way
216-664-7058
sway@city.cleveland.oh.us

CITY OF CLEVELAND
Division of Purchases & Supplies
601 Lakeside Avenue
Room 128
Cleveland, OH 44114

Procurement Folder | RFB No. | RFB Description
-------------------|---------|------------------
137089             | RFB 1511 202200000000386 | BID-INTERNAL BLDG CLEANING 205 W. ST CLAIR

RFB Closing Date/Time | Department/Division | Public Bid Opening Date/Time
July 11, 2022 3:00 PM | 1511 | July 11, 2022 3:00 PM

SCHEDULE OF EVENTS

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Event Date</th>
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<tbody>
<tr>
<td>INTERNAL BLDG CLEANING 205 W. ST CLAIR</td>
<td>From 2022-06-01 To 2023-06-01</td>
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</tbody>
</table>

Vendor Response | Contract Amount |
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Vendor Total Amount for Items: $ |
Vendor Total Amount for Services: $ |
Payment Discount Offer: % |

TERMS OF DELIVERY

● Price quoted shall be F.O.B. delivered to the place designated on purchase order. No other terms will be acceptable.

● Delivery quoted must be stated in terms of work days after receipt of the order.

● All charges for shipping must be included within the Unit Price for each item quote unless otherwise designated by a separate line with a specified dollar amount inclusive of all shipping charges.

● No freight charges will be considered nor processed for payment unless apart of the original quote submitted prior to bid award.

BIDDER AGREES TO COMPLY WITH ALL TERMS AND CONDITIONS BELOW AND ON REVERSE SIDE OF THIS BID

Shipping/Freight Charges
ALL CHARGES FOR SHIPPING MUST BE INCLUDED WITHIN THE UNIT PRICE OF EACH QUOTE UNLESS OTHERWISE DESIGNATED BY A SEPARATE LINE ITEM WITH A SPECIFIED DOLLAR AMOUNT INCLUSIVE OF ALL SHIPPING CHARGES.
NO FREIGHT CHARGES WILL BE CONSIDERED NOR PROCESSED FOR PAYMENT UNLESS APART OF THE ORIGINAL QUOTE SUBMITTED PRIOR TO BID AWARD.

No Price increase
This Purchase Order does not permit price increases.
INVITATION TO BID
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RFB Closing Date/Time | Department/Division | Public Bid Opening Date/Time
July 11, 2022 3:00 PM | 1511 | July 11, 2022 3:00 PM

BIDDER MUST COMPLETE & SIGN BELOW

NAME OF THE FIRM:

STREET ADDRESS:

CITY: STATE: ZIP CODE:

FED ID # / SSN #:

PHONE NO.: FAX NO.:

EMAIL ADDRESS:

PLEASE PRINT CONTACT NAME:

AUTHORIZED SIGNATURE: DATE:

All bids and related documents must be enclosed in a sealed envelope and marked with the RFB number.

RETURN BID TO: Division of Purchases & Supplies
601 Lakeside Ave
Room 128, City Hall
Cleveland, OH 44114
BID Proposal - Building Cleaning Specifications

Contact: Cory E. Jackson - City of Cleveland
205 West St Clair Ave, fourth Floor
Cleveland, Ohio 44113
(216) 664-7060

SCOPE OF SERVICE
The janitorial service provider shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform the janitorial services as described in the specifications detailed herein.

Building Square Footage 115,260 total sq. ft.
First floor- 24,300 sq. ft.
Second floor- 22,740 sq. ft.
Third floor- 22,740 sq. ft.
Fourth floor- 22,740 sq. ft.
Fifth floor- 22,740 sq. ft.

INTERIOR CLEANING
Interior Cleaning Contractor shall:

- Contractor shall Dust window sills and tops of heaters
- Contractor shall Dust office furniture, shelves within arm’s length
- Contractor shall Vacuum all carpeted areas
- Contractor shall Spot clean cubicile dividers and office glass
- Contractor shall Polish all chrome and stainless surfaces
- Contractor shall Spot clean glass doors, spot clean entrance door window and frames
- Contractor shall Clean all horizontal surfaces to dust-free condion
- Contractor shall Sweep and mop stairways
- Contractor shall clean building restrooms and accessories, including toilet partitions, and plumbing fixtures
- Contractor shall clean and polish all glass and mirrors
- Contractor shall clean and buff floors