

**YOUNGSTOWN STATE UNIVERSITY  
REQUEST FOR PROPOSAL**

**Date Issued: April 15, 2026**

**Due Date/Time: May 15, 2026 2:00 PM**

**RFP #26-041526 – Steubenville Custodial Services**

Youngstown State University (YSU) is seeking qualified suppliers for Custodial Services in accordance with the terms, conditions and requirements set forth in this Request for Proposal (RFP). This RFP provides sufficient information for interested parties to prepare and submit proposals for consideration by YSU.

Proposals must be received, by the due date/time specified above at the location below. Proposals received after the due date/time may be returned unopened, to the Vendor.

Sign and deliver proposal, cover sheet, and schedules to:

Mailing Address:  
Procurement Services  
Jones Hall – 2<sup>nd</sup> Floor  
Youngstown State University  
1 Tressel Way  
Youngstown, Ohio 44555

Phone: 330-941-3117

Attention: Barb Greene

email: [bgreene@ysu.edu](mailto:bgreene@ysu.edu)

Email bids will be Permitted

Envelopes must be sealed and designated- RFP No: #26-041526 – Steubenville Custodial Services

Note:

1. No public proposal opening will be held due to the complexity of responses and need for committee review.
2. Completed proposal packages need to be received via a packet that includes; an original printed hard copy and a flash drive. Email copies are acceptable.
3. Final results will be posted on the [Procurement Services Competitive Event website](#).

*By signing this document, I am agreeing, on behalf of my firm, to the RFP instructions and terms.*

*This is a three-year contract, beginning around August 1, 2026 ( FY27) through July 31, 2029 (FY29), calendar dates: 08/01/2026-7/31/2029, with an option for two (2) one (1) year renewals.*

Submitted by: Company \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Name \_\_\_\_\_

(Printed Name)

(Title)

(Date)

## RFP TIMELINE AND SCHEDULE

- **RFP ISSUED: April 15, 2026**
- **Site Visit: April 28, 2026, 10:00 AM, YSU Steubenville, 4000 Sunset Blvd., Steubenville, OH 43952.**
- **RFP QUESTIONS DUE: May 1, 2026 by 3:00 PM EST**
- **RESPONSES TO QUESTIONS: May 6, 2026 by 5:00 PM EST**
- **RFP CLOSING DATE: May 15, 2026 by 2:00 PM EST**
- **PRESENTATIONS for FINAL SELECTEES: May 26, 2026**
- **SELECT SUPPLIER / NEGOTIATE CONTRACT (on or around): Early June, 2026**
- **CONTRACT BEGIN DATE: August 1, 2026**

## About YSU

Youngstown State University is part of the University System of Ohio, which consists of 14 public universities, 24 branch campuses, 22 community colleges and over 120 adult workforce education centers and training programs. The University's tuition consistently ranks among the lowest in the state of Ohio, making YSU an affordable option for its 12,420 students. Founded in 1908 under the sponsorship of the Young Men's Christian Association, the University was originally established as the School of Law of the Youngstown Association School. Re-chartered in 1921 as the Youngstown Institute of Technology, in 1928 as Youngstown College and in 1956 as Youngstown University, the University joined the Ohio system of higher education in 1967 and became Youngstown State University. Today, the University offers more than 151 major areas of study, including over 106 undergraduate programs and 45 graduate programs, including ten doctoral degrees, as well as several certificate programs and academic tracks. Find more information online at [www.ysu.edu](http://www.ysu.edu).

## RFP Background

This request for proposals (RFP) is to provide qualified suppliers of Event Equipment Rental, Supplies, and Service an opportunity to present their qualifications, experience, and conceptual approach to providing the scope of services in relation to the needs of Youngstown State University. This RFP will provide interested service providers with sufficient information to prepare and submit proposals for consideration by Youngstown State University to satisfy the need for equipment rentals and supplies noted below in the specifications.

## SECTION I Definitions

Relative to this document, and any addenda incorporated therein, the following definitions apply.

**Addendum:** A written instrument, issued solely by YSU that details amendments, changes or clarifications to the specifications and terms and conditions of this RFP. Such written instrument shall be the sole method employed by YSU to amend, change or clarify this RFP, and any claims (from whatever source) that verbal amendments, changes or clarifications have been made shall be summarily rejected by YSU.

**Agreement, Contract or Purchase Order:** Award resulting from the RFP or Request for Quotation.

**Bidder, Vendor, Awardee, Supplier:** Respondent to the RFP or Request for Quotation.

**May, Should:** Indicates something that is requested but not mandatory. If the Vendor fails to provide requested information, YSU may, at its sole option, either request that the Vendor provide the information or evaluate the proposal without the information.

**Proposal, Quotation:** Response provided by Vendor.

**Proposal Closing Date:** The date and time specified in this RFP by which the quotation or proposal must be received by YSU Procurement Services in accordance with Section II of this RFP. Proposals received after such date and time may not be considered.

**RFP:** Request for Proposal.

**Shall, Must, Will:** This indicates a mandatory requirement. Failure to meet mandatory requirements may invalidate the proposal, or result in rejection of a proposal or quotation as non-responsive.

## SECTION II

### YSU Standard RFP Instructions and Agreement Terms

Vendors are cautioned to read this entire document carefully and to prepare and submit their response providing all requested information in accordance with the terms and conditions set forth herein. To be considered, Vendors must submit a complete response to this RFP in the format detailed by the specifications. Proposals must be dated, signed by an official authorized to bind the Vendor to the terms of the proposal and submitted to YSU in accordance with the instructions, terms and conditions of this RFP.

Youngstown State University reserves the right to:

- Accept or reject any or all proposals, or any part thereof, or to withhold the award and to waive, or decline to waive, irregularities in any proposal when determined that it is in its best interest to do so;
- Hold all proposals for a period of up to ninety (90) days after the opening date and to accept a proposal not withdrawn before the scheduled proposal opening date;
- Waive any informality or technicality contained in any proposal received;
- Waive any minor or major defect in the proposal;
- Conduct discussions with respondents and accept revisions of proposals after the closing date;
- Make an award based upon various selection criteria;
- Request clarification from any Vendor on any or all aspects of its proposal;
- Cancel and/or reissue this RFP at any time;
- Retain all proposals submitted in response to this RFP;
- Invite some, all, or none of the Vendor(s) for interviews, demonstrations, presentations and further discussion;
- Negotiate a possible contract and potentially solicit "best and final offers" from some or all respondents prior to or during this negotiation process;
- Award to one, some, or none of the Vendors who submit proposals.

Proposals received after the time for closing may be considered invalid.

Apart from the contact required for any on-going business at YSU, Vendors are specifically prohibited from contacting any individual at, or associated with, YSU regarding this RFP. Vendor communication shall be limited to the contact named on the cover page of this document.

#### RFP Terms and Instructions:

1. **Agreement Extension:** YSU reserves the right to extend any agreement resulting from this RFP beyond the normal expiration date if YSU determines it to be in their best interest and the selected Vendor(s) agrees to the extension.
2. **Assignment:** Any agreements entered into as a result of this offering may not be assigned by the selected Vendor without the expressed written consent of YSU and the participating members.

**Compliance:** Vendor warrants that both in submission of its proposal and performance of any resultant purchase order or contract, Vendor will comply with all applicable Federal, State, and local laws, regulations, rules, and/or ordinances.

3. Confidential Information: Any and all information, the release of which is prohibited by State or Federal law or regulation, including but not limited to the protections of the Family Educational Rights and Privacy Act (FERPA), and the Gramm Leach Bliley Act (GLBA) constitutes Confidential Information. Vendor agrees to hold the Confidential Information in strictest confidence. Vendor shall not use or disclose Confidential Information received from or on behalf of University or any of its students, faculty, or staff except as permitted or required by contract or by law, or as otherwise agreed to in writing by the University. Vendor shall implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity, and availability of all electronically maintained or transmitted Confidential Information. Service Organization Control (SOC) Audit reports must be available if applicable to this event. Vendor shall abide by the Privacy and Security Rules as set forth by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
4. Conflicts of Interest and Ethics Compliance: No personnel of Vendor or member of the governing body of any locality or other public official or employee of any such locality in which, or relating to which, the work under this Agreement is being carried out, and who exercise any functions or responsibilities in connection with the review or approval of this Agreement or carrying out of any such work, shall, prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of said work. Any such person who acquires an incompatible or conflicting personal interest, on or after the effective date of this Agreement, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to YSU in writing. Thereafter, he or she shall not participate in any action affecting the work under this Agreement, unless YSU shall determine in its sole discretion that, in the light of the personal interest disclosed, his or her participation in any action would not be contrary to the public interest.
5. Ethical Conduct: It is expected that once an agreement is issued, Vendors (awarded or not awarded) will not undertake any actions that might interfere with, or be detrimental to, the contractual obligations of YSU. YSU reserves the right to take any and all actions deemed appropriate in response to unethical conduct by a Vendor. Such actions include, but are not limited to, establishing guidelines for campus visits by a Vendor, and/or removal of a Vendor from YSU's Vendor list(s).
6. Contact: Apart from the contact required for any on-going business at YSU, Vendors are specifically prohibited from contacting any individual at, or associated with YSU regarding this RFP. Vendor communication shall be limited to the contact named in this RFP document. A Vendor's failure to adhere to this prohibition may, at YSU's sole discretion, disqualify the Vendor's proposal.
7. Evaluation: If an award is made, the Vendor(s) whose proposal, in the sole opinion of YSU, represents the best overall value to YSU will be selected.
8. Findings for Recovery (Ohio Revised Code Section 9.24): Ohio Revised Code (O.R.C.) Section 9.24, prohibits the State from awarding a contract to any Vendor against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, Vendor warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under O.R.C. 9.24, prior to the award of any contract arising out of this RFP, without notifying YSU of such finding.
9. Hold Harmless: It is understood that the Vendor, if awarded an Agreement agrees to protect, defend, indemnify, and save harmless YSU from any claims suits or demands for payment that may be brought against it due to the acts, errors or omissions of Vendor in providing the services under this agreement.

10. Incurred Expenses: The Vendor, by submitting a proposal, agrees that any costs incurred by responding to this RFP or in support of activities associated with this RFP shall be the Vendor's sole responsibility and may not be billed to YSU. YSU will incur no obligation of liability whatsoever to anyone resulting from issuance of, or activities pertaining to this RFP.

11. Minimum Insurance Coverage's and Requirements:

The selected Vendor(s) shall obtain and maintain the minimum insurance coverages set forth below. By requiring such minimum insurance, YSU shall not be deemed or construed to have assessed the risk that may be applicable to the selected Vendor(s). The selected Vendor(s) shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages.

The selected Vendor(s) is not relieved of any liability or other obligations assumed or pursuant to the contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Coverages:

- A. Commercial General Liability: ISO form CG0001 or its equivalent. Coverage to include:
- Premises and Operations
  - Personal Injury/Advertising Injury
  - Products/Completed Operations
  - Liability assumed under an Insured Contract (including tort liability of another assumed in a business contract)
  - Independent Contractors

Limits Required: The selected Vendor(s) shall carry the following limits of liability: [Minimum Insurance Requirements](#).

Additional Requirements:

Commercial General Liability (CGL) must include coverage for liability arising from products-completed operations and liability assumed under an insured contract.

If the CGL insurance has a general aggregate limit, then ISO endorsement CG2504 (03/97 Edition) or its equivalent must be added. The Designated Location(s) General Aggregate Limit must be maintained for the duration of the agreement, and the limit must be twice the minimum required occurrence limit.

The selected Vendor(s) shall name YSU and its Board of Trustees, officers, employees, agents, and volunteers as Additional Insureds on ISO endorsement CG 2026 or its equivalent.

The CGL policy shall contain no endorsement or modification limiting the scope of coverage for liability assumed under a contract or liability arising from pollution.

All Policies:

- Must be written on a primary basis, non-contributory with any other insurance coverage's and/or self-insurance carried by YSU.
- Must include a Waiver of Subrogation Clause.
- May not be non-renewed, cancelled, or materially changed or altered unless thirty (30) days advance written notice via certified mail is provided to YSU.

12. Non-Discrimination: In submitting their proposal, or performing that which results from an award by YSU, the successful Vendor agrees not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment because of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap or Vietnam era veteran status. The successful Vendor further agrees that every sub-contract for parts and/or service for any ensuing order will contain a provision requiring non-discrimination in employment as specified above. This covenant is required pursuant to Executive Order 11246, Laws and Regulations of the State of Ohio. Any breach thereof may be regarded as material breach of contract or purchase order.
13. Prohibition of Offshore Outsourcing: The Vendor affirms to have read and understands Executive Order 2011-12K and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States.

[Governor's Executive Order 2011-12K](#).

The Vendor also affirms, understands, and agrees to immediately notify YSU of any change or shift in the location(s) of services performed by the Vendor or its sub-contractors under this Contract, and no services shall be changed or shifted to a location(s) that is (are) outside of the United States.

The Vendor also agrees to disclose if requested by YSU all of the following:

- The location where all services under this Contract will be performed by any Vendor;
- The location where any state data associated with any of the services the Vendor is performing under this Contract, or seek to provide will be accessed, tested, maintained, backed-up or stored;
- The principle location of business for any Vendors supplying services under this Contract.

If any Vendor performs services under this Contract outside of the United States, the performance of such services shall be treated as a material breach of the contract. YSU is not obligated to pay and shall not pay for such services. If any Vendor performs any such services, Vendor shall immediately return to YSU all funds paid for those services. YSU may also recover from the Vendor all costs associated with any corrective action YSU may undertake, including but not limited to an audit or a risk analysis, as a result of the Vendor performing services outside the United States.

YSU may, at any time after the breach, terminate the Contract, upon written notice to the Vendor. YSU may recover all accounting, administrative, legal and other expenses reasonably necessary for the preparation of the termination of the Contract and costs associated with the acquisition of substitute services from a third party.

If YSU determines that actual and direct damages are uncertain or difficult to ascertain, YSU in its sole discretion may recover a payment of liquidated damages in the amount of two percent of the value of the Contract.

YSU in its sole discretion may provide written notice to Vendor of a breach and permit the vendor to cure the breach. Such cure period shall be no longer than 21 calendar days. During the cure period, YSU may buy substitute services from a third party and recover from the vendor any costs associated with acquiring those substitute services.

Notwithstanding, YSU permitting a period of time to cure the breach or the Vendor's cure of the breach, YSU does not waive any of its rights and remedies provided YSU in this Contract, including but not limited to recovery of funds paid for services the Vendor performed outside of the United States, costs associated with corrective action, or liquidated damages.

The vendor will not assign any of its rights, nor delegate any of its duties and responsibilities under this Contract, without prior written consent of YSU. Any assignment or delegation not consented to may be deemed void by YSU.

14. Pricing: Vendors are asked to thoroughly explain their pricing structure in their response. YSU reserves the right to negotiate this and other pertinent terms with the selected finalist(s) and this could become one of the selection criteria used in the award process.
15. Proprietary Information: All evaluation criteria for proposals are non-proprietary and subject to public disclosure after Contract award. All proposals, except for items reasonably identified by Vendor as trade secrets or proprietary information, are subject to public disclosure under Ohio Revised Code Section 149.43. Vendor shall be solely responsible for protecting its own trade secret or proprietary information, and will be responsible for all costs associated with protecting this information from disclosure.
16. Provisions: If any provisions in the resultant agreement are held to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.
17. Quality of Service: The successful Vendor(s) must be prepared to furnish continual high-quality service to YSU. Failure to do so may be considered just cause for cancellation of the agreement.
18. Right to Set-Off: Upon the occurrence of any default or breach of an Agreement resulting from this RFP by Vendor, University shall have the right to withhold and set-off against any amount otherwise due to be paid to Service Provider, for the amount of any such cost, loss, damage, expense, liability, obligation or claim resulting from Vendor's default or breach of this Agreement. Neither the exercise of, nor the failure to exercise, such right of set-off will constitute an election of remedies or limit the University in any manner in the enforcement of any other remedies that may be available to it.
19. Sales Tax: YSU, as an instrumentality of the State of Ohio, is exempt from Ohio sales tax and Federal excise tax, including Federal transportation tax. An exemption certificate will be furnished by YSU upon request.
20. State Law: Any agreement entered into as a result this solicitation will be governed by the laws of the State of Ohio.
21. Use of Data: Vendor agrees that it will keep confidential the features of any technical or proprietary information furnished by YSU and use such items only in the production of items awarded as a result of this inquiry and not otherwise, unless YSU's written consent is first obtained.
22. Contract Term
  - a. The University intends to award multi-year agreements. The length of the agreements will be negotiated by the parties.
  - b. The University maintains the right to terminate this agreement and any additions upon failure of the Vendor to abide by the terms and conditions of the agreement and performance specifications. The University will give sufficient notice to correct all outstanding issues and deficient performance connected to this agreement. If not corrected in the specified time, the University may notify the Vendor, in writing, of the intent to terminate the agreement. The agreement will be terminated sixty (60) days after notification.
  - c. No subcontracting or assignment of agreement without prior written consent and approval of the University.

23. Revisions to RFP

- a. In the event that it becomes necessary to revise any part of this RFP prior to the assigned return date, revision will be provided by YSU's Procurement Services, or designee, to all respondents involved in the RFP. Changes in the specifications will be provided to all respondents through an addendum made by Procurement Services.
- b. YSU will be the sole determinant of whether any revisions/addenda should be issued as a result of any question or other matters, and may extend the proposal deadline, if in YSU's judgment such information significantly amends this solicitation, or makes compliance with the original proposed due date impractical.

24. Selection Criteria

- a. The selection of the successful Vendor(s) for this proposal will be determined solely by YSU. All proposals will be reviewed very closely for areas such as, but not limited to the following:
  - 1) Quality of products/services
  - 2) Ability to consistently perform (quality, delivery, lead-time, etc.)
  - 3) Program proposal that meets or exceeds YSU's needs
  - 4) Pricing and discounts offered (not singular determining factor)
  - 5) Size and scope of the promotional program

## SECTION III

### RFP Response Instructions

1. Vendors must submit questions to [bgreene@ysu.edu](mailto:bgreene@ysu.edu). All questions must be submitted via email as indicated on the Schedule of Events and include **RFP No: #26-041526 – Steubenville Custodial Services** in the subject line. Questions submitted by the deadline will be answered via email and will be sent to all RFP participants.
2. During the YSU competitive proposal process, up to and including the issuance of an award letter, under no circumstances may a Vendor contact other individuals at YSU to discuss any aspect of this inquiry or attempt to influence the process. Failure of a Vendor to comply with this protocol may invalidate their proposal response.
3. Proposal Instructions
  - a. Complete the RFP cover sheet (page 1 of this RFP)
  - b. Complete Section IV and the attached addendums of this RFP by submitting your responses directly into your proposal.
  - c. Proposal Package Requirements. The following **MUST** be included in the proposal-response package by the proposal due date/time; failure to do so may invalidate the proposal response:
    - (1) Signed and dated RFP cover sheet.
    - (2) Proposals exactly as specified in this RFP in either hard copy and on a flash drive, or emailed to [bgreene@ysu.edu](mailto:bgreene@ysu.edu) **no later than May 15, 2026 by 2 PM EST.**  
**Note: *Some proposals may take time to be received by the email inbox, especially with larger files attached, so please send your proposal email in advance of the deadline and early enough to consider receipt lead time***
    - (3) Agreement to all terms required within this RFP.

## SECTION IV

### Scope of Work and Proposal Specifications

#### TERM OF PROPOSAL

- The term of the Contract shall be from August 1, 2026 through July 31, 2029.
- The Contract may, by mutual consent in writing, be renewed without rebidding for two (2) years, in one (1) year increments.
- Renewal agreements shall be signed by January 1, 2029 (for August 1, 2029 through July 31, 2030), January 1, 2030 (for August 1, 2030 through July 31, 2031) If not signed by that date, the Contract shall be rebid.
- This contract, including any extension agreed to, may be canceled by YSU for just cause with thirty (30) days' notice in writing, sent by Certified U.S. Mail, to the contractor.
- In no case shall any extension of the Contract exceed three (3) percent for each one (1) year renewal period. Request for any increase in price shall be submitted in detail and justified prior to January 1 of each one (1) year renewal, in writing to YSU Procurement Representative.

#### SCOPE OF WORK

Youngstown State University (YSU) is seeking qualified vendors to do janitorial services for the Steubenville location in accordance with the terms, conditions and requirements set forth in this Request for Proposal (RFP).

<b>Buildings Included in Proposal</b>	<b>Square Footage</b>
Steubenville	180,000*

\*Currently, 60,000 square feet of space is being utilized. Additional square footage will open as the campus population grows.

#### **ENVIRONMENTAL HEALTH AND SAFETY SPECIFICATIONS FOR JANITORIAL CONTRACTORS**

It will be the responsibility of the janitorial contractor to provide for and to ensure that all their employees have the proper personal protective equipment. This will include, but not be limited to, gloves, masks, coverings, etc., necessary for work in all areas of the University where such protective equipment is deemed necessary by the Director of Environmental Health and Safety (EHS) of Youngstown State University. The janitorial contractor will be responsible for training their employees in the proper use of such equipment.

All contracted employees working in areas designated as high-risk areas by the Director of EHS will be required to attend a training session prior to being assigned any duties in those areas. Refresher training will be required for all contracted employees on an annual basis. The staff of the EHS Department will conduct training. No contracted employee will be permitted to work in designated hazardous areas unless he/she has completed the appropriate training.

It will be the responsibility of the janitorial contractor to ensure that all equipment and procedures used by their employees in the performance of their jobs are in accordance with Occupational Safety and Health Administration Standards.

A University incident report form will be filled out for all contracted employees injured while on campus. The report form will be filed with the department of EHS.

Any injury involving hazardous chemicals, infectious agents, radioisotopes will be reported to the Director of EHS via Campus Police immediately.

All treatments for injuries and medical surveillance, including inoculations and laboratory testing) required by contracted janitorial employees will be the responsibility of the janitorial contractor and not the University.

Contracted janitorial employees will adhere to all policies and procedures developed by the department of EHS.

Contractor must have these programs in place:

- Hazard Communication Standard and Bloodborne Pathogen.

Contractor must ensure YSU, in writing, that they have in place the above listed programs. Also, the contractor must provide YSU with any training log records from the above-named programs.

The janitorial contractor will provide the department of EHS current Material Safety Data Sheets/Safety Data Sheet on all chemical products before their use on campus.

The Director of EHS will inform the janitorial contractor of any changes or updates of hazardous areas as needed.

### **SPECIFICATIONS FOR JANITORIAL SERVICES**

Please submit your proposals on the Bid Form. The award will be in the best interest of the University. The Contractor cannot subcontract any work without the express written consent of the University.

#### **I. Facilities, Equipment and Supplies:**

**Utilities:** The University shall furnish the water and the necessary electrical energy for this contract without charge to the contractor. The contractor agrees to conserve utilities and treat all facilities and equipment with prudent care.

**Regulations Conformity:** All materials, equipment and/or supplies used by the contractor must conform to the regulations of the Department of Labor and Industry or any other departments having established State standards.

**Product Specifications:** The contractor shall make available to duly authorized representatives of the University product specifications of supplies (cleaners, disinfectants, waxes, etc.) used in university building. The University can reject supplies found to be unsuitable by reason of durability, service, harmful to health, etc. Contractor shall not use any Trisodium Phosphate (TSP) on any floors. At the time of bid, the contractor shall attach to bid sheets all product MSDS forms; this includes the specifications sheet for disinfectant that will be used. Disinfectant should be of good quality and E.P.A., U.S.D.A. and Department of Health approved and registered.

**Storage of Materials and Supplies:** The contractor shall be required to store materials and supplies in a manner that will protect them against dampness and corrosion, at locations that will not interfere with university operations. The locations and methods of storage shall be subject to the approval of the YSU Site Manager or Designee(s). The YSU Site Manager or Designee(s) will make regular inspections of all janitorial rooms/closets. The contractor is responsible for security of their stored goods and cleanliness of janitorial rooms/closets. It is mandatory that all products be properly labeled and MSDS/Safety Data Sheets forms submitted to the YSU Site Manager or Designee(s); this should include updated forms as new products are used.

## Equipment and Supplies:

1. The contractor shall provide the appropriate number of supplies and equipment per building based on the cleaning needs of the facility (Appendix A). The YSU Site Manager or Designee(s) will make this determination. All equipment brands need to be approved by the YSU Site Manager or Designee(s) before being used on campus and cannot be more than one year old at that time. The following supplies and equipment must be provided, at a minimum, plus any other equipment and supplies necessary to best perform the work as described in the contract. Upon request, a list of all equipment and types of supplies to be used shall be submitted to the YSU Site Manager or Designee(s) for approval. [06]
2. The University will deduct (see Deductions) from the monthly invoices for each occurrence of failure to maintain on the premises any of the above listed items. The Contractor as part of this specification shall provide all equipment. The Contractor shall not use University-owned rolled paper towels for cleaning.
3. Cleaning equipment must be in good operating conditions at all times. The appearance, cleanliness, and suitability for the job of all equipment must be acceptable to the YSU Site Manager or Designee(s). Improperly maintained equipment and equipment found to be causing damage to building surfaces or furnishings for any reason shall be subject to automatic removal by the YSU Site Manager or Designee(s).

Items to be Furnished by the Contractor: The contractor shall furnish all labor, equipment, materials, and supplies to perform the services specified under this contract. Equipment shall include but not be limited to automatic scrubbers, vacuum cleaners, floor polishers, air handlers, scrubbers, wall washing machines, power washers for all shower and restroom areas, microfiber cleaning system or approved equivalent for mopping and other equipment necessary to perform the services. Materials and supplies shall include but not be limited to soaps, cleaners, wax removers, waxes, polishes, brooms, gloves, disinfectants, whiteboard cleaner, rags, and other materials necessary to perform the services specified under this contract. All trash containers will be lined with plastic liners. Milsek stainless steel cleaner is the required cleaner for stainless steel. National Chemical Laboratories Flexi Clean and Flexi Sheen are required for rubber floor care. Consume Ecolyzer is required for the restroom floors

Items to be Furnished by the University: The University will furnish hand towels, toilet paper, hand soap, urinal screens, sanitary wax bags, and walking mats at building entrances. The University will not supply plastic trash liners.

## II. Personnel:

Account Manager/Supervisor: The contractor shall have on their staff a professionally trained and experienced member who has education and/or experience in management of janitorial services in/or for educational institutions and has authority to make decisions. This person should be available to YSU during operating hours. This person must participate in the University's operation. Contractors will provide names of managers/supervisors with resumes of training, education, and experience, for approval by the University. The manager/supervisor will have a company cell phone and email address. The cell number and email address will be given to the Site Manager or University designee(s). Regular mandatory meetings will be held with Site Manager or University designee(s).

Employee Schedules: An employee list will be given to the YSU Site Manager or Designee(s). An updated list will be given when changes are made to the schedule.

Acceptability of Employees: The contractor shall assign duty at the University, only employees acceptable and approved by the University. If the University feels that any employee of the contractor is not acceptable for any reason, the contractor shall, after being notified by the

University designee(s), remove that employee from assignment to the University and replace them with an employee who is acceptable to the University. A complete list of names, addresses, and telephone numbers of employees must be turned into the Site Manager or University designee(s) two (2) weeks prior to the contract date. This list must be kept current, and information turned into the University designee(s) immediately upon employee changes.

Appearance of Employees: The contractor's employees must be attired in appropriate uniforms, approved by the Site Manager or University designee(s). These will be supplied by the contractor and expected to be kept neat, clean, and properly worn during all regular working hours. If an employee is observed working on the YSU campus out of an approved uniform, there will be a deduction (see deductions) per occurrence. The contractor is also responsible for the conduct of employees, who should always be pleasant and courteous.

Identification: All contractor personnel are required to wear a contractor identification (ID) badge that must always be visible on the employee(s). If an employee is observed not wearing an ID badge during working hours, there will be a deduction (see deductions) on the monthly invoice per occurrence. ID badges are to be worn above the waist.

Training Program: A training program for contractor's employees who are assigned to the University shall be conducted by the contractor and shall include information regarding required standards of sanitation, housekeeping, biohazard, the care of facilities and equipment. New staff must have at least eight (8) hours of documented training with a crew leader or supervisor, and access to a campus-specific training video.

The program shall be designed to train new employees and serve as a review of essential information for continuing employees. The agenda is to be approved by the Site Manager or University Designee(s) and may include University staff presentations. The University reserves the right to conduct a specific contractor-training program at our discretion.

Personnel: Persons furnished by the contractor to perform the functions included in this contract shall be employees of the contractor, and the contractor shall pay all salaries, wages, social security taxes, federal and state unemployment insurance, worker's compensation, fringes, and any other taxes and benefits relating to such employees. The contractor shall be responsible for all damages done by their employees.

Replacements for Absent Personnel: It shall be the contractor's responsibility to furnish an adequate number of personnel to provide the services per this contract. This will include providing replacements for personnel absent because of vacation, illness, or other reasons. If an employee calls off for a shift, a replacement is expected to arrive as soon as possible on that day. If there is no replacement for the shift, the shift hours will be deducted from that month's invoice (see Deductions). The Manager/Supervisor is responsible for notifying the YSU Site Manager or Designee(s) to call offs and who is replacing the call off. The buildings shall be properly and adequately staffed.

### III. Deductions:

The following amounts will be withheld from the Contractor's invoice for the described neglect of duty circumstances in addition to expenses incurred by the University to correct or furnish services not done, or done unacceptably, by the Contractor:

1. \$500 for a contract employee not immediately terminated, as requested by YSU, and is observed working on the YSU campus for the same Contractor.
2. \$25 for a contract employee observed working on the YSU campus out of an approved uniform.
3. \$100 for each occurrence of failure to maintain on the premises required supplies/equipment.
4. \$75 for three (3) repeat reported complaint issues in an area within a 3-month period.

5. If an employee is not in place by the start of the shift, the company will be charged the hourly amount given in contract for every hour the building does not have an employee for that day until one comes in.

#### IV. General Provisions:

Safeguards: The contractor shall provide all proper safeguards and shall assume all risks in performing the work and/or causing the work to be performed for which the contractor is legally responsible.

#### V. Dispute Resolution:

Any claim against the University contract administrators, (i.e., Janitorial Services), shall be made in writing to the Director of Support Services no more than ten (10) days after the initial occurrence of the facts which are the basis of the claim. Failure of the contractor to timely provide such notice shall constitute a waiver by the contractor of any claim for additional compensation. If the claim is not resolved by the Director of Support Services, the Vice President of Finance and Administration will have final resolution for settlement of the issues in dispute.

#### VI. Use of the Building:

The building will be used year around. In addition to being used by university students and employees, buildings will be used by the University for meetings and conferences. There will be no additional payment to the contractor more than their monthly bid to cover additional janitorial services caused by meetings, conferences, and any additional scheduled events for the seven (7) day school/work week. They should also be responsible for checking the building's University activity schedules, building closing schedules, etc. The YSU Site Manager or Designee(s) will supply contractors with copies of any scheduled events in each building. The contractor is responsible for checking this schedule and making provisions to cover the event before and after.

#### VII. Beginning Janitorial Services in a Building:

After the contract is approved, the University will notify the contractor as to the date on which janitorial services are to begin in the building. The contractor shall be able to furnish full services within fifteen (15) days after notification from the University.

Janitorial services in a building that is being occupied for the first time will have to begin a few days in advance of the date of occupancy so that the building is clean and ready to occupy. The University and the contractor shall work out a mutually agreeable number of days. The contractor's charge to the University for a building in which janitorial services have just started will begin on the date that services start. For example: If services start on the 22nd day of a 31-day month, the contractor shall invoice the University for 10/31sts of a full month charge for that building for the first month.

#### VIII. Ending Janitorial Services in a Building:

If the University must discontinue the normal use of a building because of major construction, a fire, or damage to the building, the University shall inform the contractor of the date on which janitorial services in that building are to stop. The contractor shall stop services on that date and shall invoice the University only for the portion of the month from the first day of the month to the date services stopped; for example, if the contractor would invoice the University for 17/30ths of a month's charge for that building.

#### IX. Services to be Performed:

The services specified in this section are applicable unless otherwise specified in the following sections which describe special services. Days on which service is to be provided (except where otherwise specified in the following sections describing special services):

1. Regular services Monday through Friday for eight (8) work hours. The University shall

notify the contractor of the weekend schedule where service may be needed on Saturday and/or Sunday after an event. If an event needs to be staffed, there will be an additional charge.

2. The contractor shall extract or mop up water due to rain, plumbing failure, leaks, or accidents as requested by the YSU Site Manager or Designee(s).
3. An initial employee shift schedule must be submitted to the Site Manager or University Designee(s) for listing shift beginning and ending times. Changes to this schedule must be submitted prior to implementation.
4. All employees must be provided with a cell phone for their shift to be able to communicate with them throughout the day.
5. During academic breaks, which are between semesters and no classes are scheduled and summer semester, significantly more intensive cleaning is required to complete monthly and academic break requirements specified in this contract document.
6. In inclement weather, additional cleaning of lobbies and entranceways must be provided to ensure cleanliness and safety. The University will expect the contractor to supply labor on inclement weather days at no additional cost to the University. Declared inclement weather days shall not exceed Ninety (90) days. Additional hours shall be paid for at the cost per labor hour rate listed on the bid sheets.
7. The University will utilize a fulltime employee, the YSU Site Manager or Designee(s), to work with the contractor's manager/supervisor as an inspector to coordinate and make sure all items are done according to the specifications and as the frequency indicates. Also, a weekly inspection form, approved by the University, will be supplied by the contractor, which will be initialed by both the contractor and the University, indicating work completed for the week according to the specifications. Two months before each academic break/yearly terminal cleaning, the contractor will provide a schedule in excel format of the appropriate floors that will be scrubbed, stripped and or waxed per room. The contractor is responsible for giving a one (1) week notice before the start of the terminal cleaning. At the end of the academic break, the contractor will update that schedule on what was and was not accomplished. The contractor will keep a yearly log starting from July 1 to June 30 of all the appropriate rooms that have been stripped and waxed to ensure that all appropriate rooms have been stripped and waxed at least once per contracted year. Included in the list there should be the name of the wax used on the floor.

X. Bidder Requirements:

The bidder will attach and make a part here of the form showing:

- Total hours to be utilized daily and monthly with work schedule showing date of items to be completed quarterly, semiannually, or annually.
- Total number of hours for project crew for terminal clean per building which is done once per year.
- Total bid price per month and per year for each building.
- Grand total of hours and dollars of the building per month and per year.

Youngstown State University considers it to be of utmost importance that the successful bidder presents evidence of their ability to perform prior to the awarding of a contract. The contract shall be awarded to the "lowest and best responsible bidder", in addition to price, the University shall

consider:

- Ability, capacity, and skill of the bidder.
- The reputation and experience of the bidder.
- The quality of performance of previous contracts.
- The sufficiency of the financial resources of the bidder.

Youngstown State University reserves the right to reject any bids, which are not in the University's best interest.

The bidder must present a summary of their methods of operations showing:

- Method of work.
- Quality Controls exercised.
- The number of supervisors to be used daily.

XI. Areas to be Serviced:

Office areas, laboratories, auditoriums, book areas, restrooms, lobbies, galleries, halls, classrooms, custodial rooms, service areas, locker/shower rooms, courts, gyms, stairwells, and seminar rooms.

XII. Areas NOT to be Serviced:

All mechanical, maintenance rooms, and storage rooms.

XIII. Access to Building:

University Keys: Contractor will arrange access through the YSU Site Manager or Designee(s).

Parking: All contractors will be responsible for obtaining correct and current information regarding university parking permit requirements, and for informing all employees of these requirements. Contractors shall also be responsible for the purchase of parking permits for each semester at the current University set rate. Any questions pertaining to university parking regulations may be directed to the Parking Services Department at (330) 941-3546.

**FREQUENCY OF SERVICES**

SU Janitorial Services follows protocols based on best practices for higher education institutions.

**CLASSROOMS AND TEACHING LABS**

TASK	FREQUENCY
Clean / Wipe Down Desks and Common Use Surfaces	Daily
Empty Trash Containers / Replenish Liners	Daily
Empty Recycling Containers / Replenish Liners	As Needed
Sweep / Dust Mop Floors or Vacuum	Daily
Dust Flat Surfaces / Furniture	Twice (2x) per Month
Clean Boards / Trays / Erasers	Daily

Empty Pencil Sharpeners	Once per Month
Damp Mop Floors	Once per Week
Clean Trash and Recycling Containers	Once per Year
Spot Clean Walls / Doors / frames	Twice (2x) per Year
Dust Vents	Twice (2x) per Year
Shampoo Carpets; Strip / Refinish Floors	Once per Year

**CONFERENCE ROOMS; LIBRARIES; LOUNGES**

TASK	FREQUENCY
Sweep / Dust-Damp Mop or Vacuum	Twice (2x) per Week
Spot Clean Carpet	Once per Month
Empty Trash Containers / Replenish Liners	Daily
Empty Recycling Containers / Replenish Liners	As Needed
Dust Furniture / Flat Surfaces	Twice (2x) per Month
Spot Clean Walls / Doors / Partitions	Twice (2x) per Year
Clean Trash and Recycling Containers	Once per Year
Shampoo Carpets; Strip / Refinish Floors	Once per Year

**ENTRANCE WAYS**

TASK	FREQUENCY
Sweep/Dust Mop Floors	Daily
Vacuum ALL Carpet / Roll-Up Walk-Off Mats	Daily
Sweep Outside Ramp/Landing	Daily
Empty Trash Containers / Replenish Liners	Daily
Empty Recycling Containers / Replenish Liners	As Needed
Clean Window / Door Glass	Daily
Damp Mop Floor	Twice (2x) per Week
Spot Clean Walls / Doors	Once per Month

Clean Trash and Recycling Containers	Once per Year
Shampoo Carpets; Strip / Refinish Floors	Once per Year

**HALLWAYS; LOBBIES**

TASK	FREQUENCY
Empty Trash Containers / Replenish Liners	Daily
Empty Recycling Containers / Replenish Liners	As Needed
Clean Water Fountains	Daily
Sweep / Dust Mop Floors	Daily
Clean Elevator	Once per Week
Wet Mop Floors (Auto scrub)	Once per Week
Dust Flat Surfaces	Once per Month
Clean Trash and Recycling Containers	Once per Year
Dust Vents	Twice (2x) per Month
Shampoo Carpets; Strip / Refinish Floors	Once per Year

**OFFICES**

Circulation Space in Office Suite; Private Offices and Cubicles

TASK	FREQUENCY
Service Trash Containers	Daily
Service Recycling Containers	Once per Week or As Needed
Sweep/Dust-Damp Mop or Vacuum	Once per Week
Spot Clean Walls/Doors/Partitions	Once per Month
Clean Trash and Recycling Containers	Once per Year
Shampoo Carpets; Strip / Refinish Floors	Once per Year

**RESEARCH LABS**

TASK	FREQUENCY
Empty Trash Containers / Replenish Liners	Daily
Empty Recycling Containers / Replenish Liners	Daily
Sweep and Dust Mop Floors or Vacuum	Daily
Dust Flat Surfaces and Furniture	Twice (2x) per Month
Clean Boards, Trays, and Erasers	Daily
Empty Pencil Sharpeners	Once per Month
Damp Mop Floors	Once per Week
Clean Trash and Recycling Containers	Once per Year
Spot Clean Walls, Doors, and Frames	Twice (2x) per Year
Dust Vents	Twice (2x) per Year
Shampoo Carpets; Strip / Refinish Floors	Once per Year
Lab Benches and Sinks (Responsibility of Lab)	Not cleaned by Custodial
Dust ledges, horizontal surfaces, and furniture	Twice (2x) per Month
Clean and disinfect doorknobs, lever handles, push plates, pull bars and handles	Once per Week

**RESTROOMS**

TASK	FREQUENCY
Restock Dispensers	Daily
Empty Trash Containers / Replenish Liners	Daily
Clean / Disinfect Toilets/Sinks/Urinals	Daily
Clean Mirrors	Daily
Sweep/Damp Mop Floors	Daily
Clean Partitions / Doors	Once per Week
Dust Flat Surfaces	Twice (2x) per Month
Spot Clean Walls / Doors	Once per Week

KaiVac Detail Wall and Floors	Once per Month
Clean Trash Containers	Once per Year
Dust Vents	Twice (2x) per Month
Restock Dispensers	Daily

**Special Note:**

Due to the number of persons on campus and the varied activities, it is mandatory that all restrooms and/or shower rooms are cleaned and disinfected no less than 2 Times daily.

**STAIRWELLS**

TASK	FREQUENCY
Sweep Stairs / Landings	Twice (2x) per Week
Damp Mop Stairs / Landings	Twice (2x) per Week
High / Low Dusting / Clean Rails	Once per Month
Spot Wash Walls / Doors	Twice (2x) per Year
Scrub / Recoat Landings / Shampoo Carpet / Strip / Refinish Floors	Once per Year

**WINDOWS/GLASS**

TASK	FREQUENCY
Wash Interior Windows/Glass	Once per Year between May and June. May be sub-contracted with written permission from YSU.

**RFP No: #26-041526 – Steubenville Custodial Services****MINIMUM EQUIPMENT REQUIREMENTS**

EQUIPMENT	QUANTITY
Cellular Phone for Each Employee (Requests & Emergencies)	One (1)
24-inch Dust Mop	Two (2)
36-inch or Larger Dust Mop	Two (2)
Wet Floor Signs	One (1) for Each Building Entrance and One (1) for Each Set of Restrooms.
Cleaning Cloths (Different Colors; multiple surfaces, glass, sinks, toilets and urinals)	Adequate Supply
Lobby Broom and Dustpan	One (1) per Worker
Bucket/Microfiber System (Restrooms Only)	One (1)
Mop Head (Different Color; Restrooms Only)	One (1)
Bucket/Microfiber System (Common Areas & Classrooms)	Two (2)
Mop Head w/Own Mop Handle (Different Color; Common Areas & Classrooms)	One (1)
Barrel w/Apron or Maid Cart for Larger Buildings	At Least One (1)
18-inch Window Squeegee	One (1) per Cart
14-inch Professional Wetter for Window Cleaning	One (1)
8-foot Extension Pole	One (1)
Biohazard Cleanup Kit Approved by OSHA	One (1)
Commercial Rated Floor Model Vacuum Cleaner w/Hose Capability	One (1)
High Duster	One (1)
Bowl/Urinal Cleaning Device	One (1) per Cart
20-gallon Wet/Dry Vacuum w/Wand, Hose, Dust Filter Bag and Adapters for Wet/Dry Pick-Up	One (1)
Commercial-Rated Backpack Vacuum	One (1)
Commercial-Rated Floor Model Vacuum	One (1)

**RFP No: #26-041526 – Steubenville Custodial Services**

**SPECIAL EQUIPMENT REQUIREMENTS**

EQUIPMENT	QUANTITY
Automatic Floor Scrubbing Machine. Scrubbing Capacity of 21-inches or larger w/10-gallon pickup capacity (Minimum) and 130 Ah (Minimum).  Note: A midsize 26-to-32-inch Machine w/a 22 1/2- gallon Pick-Up Must Have 225 Ah Minimum.	One (1)
Walk-Behind Battery Sweeper	One (1)

**RFP No: #26-041526 – Steubenville Custodial Services**

**STEUBENVILLE BID SHEET**

Steubenville	Total Cleaning Square Feet – 180,000*
Total bid year complete	\$
Cost per hour for extra work such as Special events or emergencies.	\$
Total bid per month complete	\$
Total labor hours per day shift	**
Total labor hours per month	
Total labor hours per year	
Total floor/project crew hours separate from daily cleaning hours for yearly terminal floor work	
Authorized Signature	
Company	
Date	

I propose furnishing the necessary labor and materials as noted in the specifications to do the cleaning at Youngstown State University.

Note: All items must be filled in for bid to be valid.

\*Currently, 60,000 square feet of space is being utilized. Additional square footage will open as the campus population grows.

\*\*Minimum eight (8) hours during University Hours of Operation. Tentative 8:00 am – 9:30 pm.

## **RFP No: #26-041526 – Steubenville Custodial Services**

### **Revisions to RFP**

In the event that it becomes necessary to revise any part of this RFP prior to the assigned return date, revision will be provided by YSU's Procurement Services, or designee, to all Respondents involved in the project. Changes in the specifications will be provided to all Respondents through an addendum made by Procurement Services.

YSU will be the sole determinant of whether any revisions/addenda should be issued as a result of any question or other matters, and may extend the proposal deadline, if in YSU's judgment such information significantly amends this solicitation, or makes compliance with the original proposed due date impractical.

Written requests for proposal results must include the proposal name, number and closing date.