

Summit County Board of Elections

470 Grant Street – Akron, Ohio 44311-1157
(330)-643-5200 – Fax (330)-643-5422
www.summitcountyboe.com

Members:

Wayne Jones
Timothy N. Gorbach
Democrats

Alex R. Arshinkoff
Ray L. Weber
Republicans

Timothy N. Gorbach
Chairman

Joseph P. Masich
Director
Kimberly A. Zurz
Deputy Director

Request for Quote:

The Summit County Board of Elections is seeking quotes from qualified Vendors for as needed window cleaning services for the offices located at 470 Grant Street Akron, Ohio 44311. This includes the inside and outside of the exterior windows and doors for the office building. The office building has two floors. For more information on the size of the building go to: <http://fiscalweb.summitoh.net/clt/refintg3.main>

Vendor is responsible for the following:

The quote shall include all materials, supplies, products, tools and equipment necessary to carry out the window and door cleaning operations.

Vendor shall meet the standards of the Federal Occupational Safety and Health Administration (OSHA), the State of Ohio safety codes and the County of Summit Codified Ordinance.

The quote shall contain proof that the Vendor carries a minimum of \$1,000,000 (one million dollars) of General Liability Insurance. Once the Board has made a decision, proof is required that the County of Summit will be added as an Additional Insured to the Vendor's policy. This must be provided prior to providing services. Vendor should also provide in the quote if the Vendor carries Third Party Fidelity Coverage. Vendor shall have Worker's Compensation Insurance in such limits as prescribed by law.

Hours:

Window and door cleaning must take place during regular Board hours, Monday – Friday 7:30 am – 5:00 pm. The Board is open to the public from 8:00 am – 4:30 pm but the building is staffed by Board Employees ½ (one half) hour before opening and ½ (one half) hour after closing.

Please include in the quote the length of time required to complete the cleaning operations.

Site visit:

It is in the best interest of the potential Vendor to come and visit the location prior to submitting a quote. Should the potential Vendor need to speak with any of the Board staff, an appointment must be made. Call 330-643-5200 and ask for Peggy Steen or Sharon Boykin to make an appointment. Appointments will be taken from 8:30 am – 10:00 am or 1:30 pm – 3:00 pm. Potential Vendors are responsible for calculating and knowing the cleanable square footage of windows using the information gathered during their visit in order to prepare their quotes. Should the potential Vendor provide a price per square foot in the quote, the total cost of cleaning must be provided in the quote as well.

Indemnification:

Potential Vendors agree to indemnify, defend and hold harmless the Summit County Board of Elections and the County of Summit all of its employees and agents from any and all losses, liabilities, negligence, expenses, claims or damages arising from or relating to the potential Vendor including the potential Vendor's employees, agents, representatives, or any other party working on its behalf. This indemnification survives the termination of any agreement.

References:

Potential Vendors shall include at least 2 (two) references with the quote.

Termination of Agreement:

The Summit County Board of Elections reserves the right to create and/or terminate any agreement or any part of the agreement at any time for its sole convenience without cause and without a termination fee.

Appointment Schedule:

Appointments will be accepted on a limited basis Wednesday, May 8, 2013, Thursday, May 9, 2013 and Friday, May 10, 2013. Appointment times are 8:30 am, 9:00 am, 9:30 am, 1:30 pm, 2:00, pm or 2:30 pm on the aforementioned dates. Appointments are only necessary if the potential Vendor wishes to see the interior of the building and speak with staff including, but not limited to, the Director or Deputy Director.

Quote Specifications:

The quote shall be submitted in a sealed envelope with "Window Cleaning Services Quote" written on the outside of the envelope along with Attention: Director Joseph P. Masich and Deputy Director Kimberly A. Zurz by 3:00 pm on Monday, May 13, 2013 to 470 Grant Street Akron, Ohio 44311.

Quote Specifications (continued):

Quotes may not be amended, altered or changed after 3:00 pm on May 13, 2013.

Vendors may not request to see a quote from another vendor until after the Board has made a decision.

Quotes will be valid for a period of 90 days (through August 11, 2013).

Notification to Vendors:

Any alterations to the quote will be posted on the Summit County Board of Election's website: www.summitcountyboe.com.

The Vendor chosen for window cleaning services will be contacted by an employee of the Summit County Board of Elections.