



Request for Proposal (RFP) Janitorial Services Mifflin Township OPS Center

RFP ID: 2026-OPS/Janitorial

RFP Release Date: February 24, 2026

Proposal Submission Deadline: March 17, 4:00 p.m. (Eastern Time)

Service Location: Mifflin Township OPS Center, 400 W. Johnstown Road, Gahanna, OH 43230

RFP Contact: Melanie Barnette, Admin Services Coordinator | (614) 471-4494 | barnettem@mifflin-oh.gov

1. Introduction & Background

Mifflin Township (the “Township”) is soliciting proposals from qualified professional janitorial and commercial cleaning contractors to furnish labor, supervision, equipment, and supplies needed to clean and maintain the Mifflin Township OPS Center. The cleanable area is approximately 21,000 square feet. A loading dock, trash dumpster, and cardboard baler are on the premise and available for use as needed. Expectations and specific space-by-space tasks are provided in Attachment A – Cleaning Schedule & Area List.

The resulting agreement is anticipated to be a one (1) year contract term up to possibly a three (3) year contract term, subject to Township appropriation and satisfactory performance.

2. Scope of Services

The Contractor shall provide routine and periodic cleaning in accordance with Attachment A – Cleaning Schedule & Area List. All work shall be performed in a safe, professional manner with minimal disruption to Township operations, including the Emergency Dispatch Center and other critical areas.

Service standards include, but are not limited to:

- Daily, weekly, monthly, and quarterly tasks appropriate to each space type (offices, restrooms, locker rooms, break areas, lobby, stairs, etc.).
- Proper use of Township-provided consumables (paper products, hand soap, trash bags, trash can liners, etc.) and restocking of dispensers as needed.
- Adequate staffing to meet the required hours and service windows under each scenario in Section 4.
- Quality control: routine inspections, corrective actions, and communication log maintained on-site.
- Safety and security: compliance with Township access procedures, badging, and confidentiality requirements.

3. Areas to be Serviced

- Conference rooms (6)
- Elevator cabs (2)
- Stairwells/Stairways (3)
- Main Restrooms (2)
- Administration/Fiscal area & offices
- Fire and Police area & offices
- Fire collaboration area
- Emergency Dispatch Center
- Emergency Dispatch Center Restroom
- Copy machine areas
- Entrance/Foyer
- Lobby
- Reception area
- Hallways
- Landings
- Locker Room
- Locker Room Restrooms (2)
- Locker Room Showers (2)
- Lactation Room
- Café (Kitchen with seating area)
- Coffee stations/kitchenettes
- Outdoor trashcans (2)
- Drinking fountains (2)

Excluded areas: Data center and storage closets

4. Required Proposal Scenarios

Proposal #1 — Weekdays (Evenings)

- One (1) janitorial personnel
- Five (5) weekdays per week
- Three (3) hours per day
- Service Window: **Weekday evenings**

Proposal #2 — Weekdays (Daytime)

- One (1) janitorial personnel
- Five (5) weekdays per week
- Three (3) hours per day
- Service Window: **Weekday daytime**

Proposal #3 — M/W/F (Evenings)

- One (1) janitorial personnel
- Three (3) weekdays per week (Monday, Wednesday, Friday)
- Three (3) hours per day
- Service Window: **Weekday evenings**

5. Service Requirements & Conditions

5.1 Background Checks

Assigned personnel must successfully pass both BCI&I and FBI background checks at the Contractor's expense prior to beginning work. The anticipated start of services is May 1, 2026, contingent upon completion of said background checks.

5.2 Holiday Schedule (No Service Required)

Township-observed holidays on which services are not required include:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Presidents' Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Veterans Day
9. Thanksgiving Day
10. Day After Thanksgiving
11. Christmas Day

5.3 Pricing Inclusions

- Labor
- Employee benefits
- Payroll taxes and insurance
- Supervision
- All necessary cleaning supplies
- Cleaning equipment

5.4 Pricing Exclusions

Consumable items such as paper products, hand soap, trash bags, trash can liners, and other disposable items are excluded from pricing. The Township will provide these consumables; the Contractor shall restock dispensers using Township-provided supplies.

6. Contractor Qualifications

- Minimum three (3) years of experience with comparable facilities (public sector or critical operations preferred).
- References for at least three (3) current or recent contracts of similar scope.
- Staffing plan detailing number of personnel, supervision, and coverage for absences.
- Quality assurance program, including inspections and corrective action process.
- Health & safety program and training.

7. Insurance Requirements

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate.
- Automobile Liability (owned/non-owned/hired): \$1,000,000 combined single limit.
- Workers' Compensation: Provide a current Certificate of Ohio Workers' Compensation Insurance issued by the Ohio Bureau of Workers' Compensation (BWC). The certificate must verify that the Contractor is in good standing and has active coverage in accordance with Ohio law. The

certificate shall be included with the submitted proposal. Failure to provide this documentation may result in the proposal being deemed non-responsive.

- The certificate must clearly show:
 - The legal name of the employer as registered with the Ohio BWC
 - Policy number
 - Coverage period
 - Confirmation that premiums and assessments are paid and coverage is active
- Umbrella/Excess Liability: \$2,000,000 each occurrence.
 - The Township shall be named Additional Insured on applicable policies; certificates of insurance required prior to start.

8. Submission Instructions

1. Submit one (1) PDF-formatted proposal via email to barnettem@mifflin-oh.gov with subject line: "Janitorial Services – Company Name."
2. Proposals must be signed by an authorized representative of the company.
3. Proposals are due by March 17, 4:00 p.m. (EDT). Late submissions may be rejected.
4. Proposals shall remain valid for ninety (90) days from the submission deadline.

9. Questions & Communications

- All Contractors' questions must be submitted by email to the RFP Contact.
- Deadline for questions: March 10, 2026, 12:00 p.m. (EDT)
- Answers may be distributed to all known recipients to ensure fairness. Contractors are responsible for ensuring they are registered with the RFP Contact to receive addenda/clarifications.

10. Evaluation & Award

The Township intends to award the responsible Contractor whose proposal is most advantageous to the Township, considering price and other factors. Evaluation criteria may include, but are not limited to:

- Price and overall value (40%)
- Relevant experience and references (20%)
- Staffing plan and ability to meet schedule (15%)
- Quality assurance and supervision (10%)
- Past performance and responsiveness (10%)
- Local presence/capacity (5%)

11. Pre-Bid Walkthrough (Optional)

Contractors may request a walkthrough to assess the facility and finalize pricing. To schedule, contact the RFP Contact at least five (5) business days before the quotation deadline.

12. Pricing

A clearly labeled pricing sheet for each of the three proposal scenarios (defined in section 4) is required for consideration.

13. Contract Terms & Conditions

1. Payment Terms: Net 30 days from receipt of undisputed invoice; monthly invoicing is required.
2. Term & Renewal: Initial one (1) year up to a three (3) year term; any extensions subject to mutual agreement and Township appropriation.
3. Termination: The Township may terminate for convenience with thirty (30) days' written notice, or for cause with ten (10) days' notice and opportunity to cure.
4. Non-Performance: Repeated service deficiencies may result in service credits, deductions, or termination.
5. Change Management: Any scope changes require written authorization by the Township.
6. Personnel: Contractor shall ensure continuity of service and provide trained substitutes during absences.
7. Compliance: Contractor shall comply with all applicable federal, state, and local laws and regulations, including OSHA standards.
8. Independent Contractor: Contractor is an independent contractor and not an employee or agent of the Township.
9. Non-Discrimination/EEO: Contractor shall comply with all applicable equal employment opportunity requirements.
10. Confidentiality & Security: Contractor shall protect confidential information.
11. Insurance: As required herein; proof of insurance due prior to start and upon renewal.

14. Attachment

- Attachment A – Cleaning Schedule & Area List

Attachment A - Cleaning Schedule & Area List

General

TASK	DAILY	WEEKLY	MONTHLY	OTHER
Turn off lights in all areas after cleaning unless occupied.	X			
Carpeted areas vacuumed thoroughly with attention to areas under desks and cubicles, corners, and edges.	X			
Doors, doorframes, and wall switches to be cleaned & sanitized of all smudges, handprints, and marks.	X			
Clean all internal glass partitions, Reception area glass window, and door glass.		X		

High Dusting

TASK	DAILY	WEEKLY	MONTHLY	OTHER
Dust all surfaces over 6 feet high, including stairwells.		X		
Dust blinds as one unit from top to bottom.		X		

Low Dusting

TASK	DAILY	WEEKLY	MONTHLY	OTHER
Includes desktops, windowsills, chairs, tables, etc.		X		

All Flooring & Stairwells

TASK	DAILY	WEEKLY	MONTHLY	OTHER
All hard surfaces swept/vacuumed and wet mopped.	X			
Floors stripped and waxed 1x per year.				X
Showers floors stripped and waxed 4x per year.				X

Trash Receptacles

TASK	DAILY	WEEKLY	MONTHLY	OTHER
Empty trash receptacles and transport trash to dumpster.	X			
Breakdown cardboard boxes marked as trash and transport to designated area for baler disposal, as needed.	X			

Line all trash receptacles with suitable plastic bags.	X			
Wash trash receptacles as needed.				X
Empty exterior trash receptacles (2) as needed.				X

Public Areas

TASK	DAILY	WEEKLY	MONTHLY	OTHER
Spot clean walls.		X		
Clean entry doors and elevator thresholds.		X		
Sanitize surfaces and touch points.	X			

Elevators

TASK	DAILY	WEEKLY	MONTHLY	OTHER
Clean interior and exterior control panels and lights.		X		
Clean and polish stainless steel surfaces.		X		
Clean thresholds, hatches, doors, frames, railings, and panels.		X		
Vacuum/wet mop floors.		X		

Restrooms

TASK	DAILY	WEEKLY	MONTHLY	OTHER
Refill all dispensers, toilet paper rolls, seat covers and restock feminine products.	X			
Check operation of dispensers and install new batteries as needed.	X			
Clean and polish mirrors and chrome.	X			
Clean, disinfect sinks, toilet bowls, urinals, and countertops.	X			
Clean/disinfect exterior of commodes.	X			
Clean/disinfect urinals including deodorant screens.	X			
Clean/polish stainless & brightwork.	X			
Sweep, wet mop, and sanitize floors.	X			
Empty all trash receptacles and stall waste bins. Wash receptacles as needed.	X			

Dust intake grills.		X		
Spot clean partitions, stall doors, hinges, and hardware.	X			
Flush floor drains with disinfectant.		X		
Detail clean and sanitize all showers.	X			

Lobby & Reception Area

TASK	DAILY	WEEKLY	MONTHLY	OTHER
Vacuum.	X			
Clean all glass on doors, glass panels, and dividers.		X		
Wipe metal surfaces including HVAC vents, doorframes, kick plates & sanitize touch points, and door levers.	X			
Dust wall surfaces.		X		
Vacuum walk-off mats.	X			
Clean reception counter.	X			
Dust/polish lobby furniture.		X		
Refill hand sanitizer stations as needed.				X

Café / Kitchenettes / Coffee Stations

TASK	DAILY	WEEKLY	MONTHLY	OTHER
Clean tables, chairs, countertops, and sinks.	X			
Restock soap and paper towel dispensers.	X			
Clean microwaves' interior/exterior.	X			
Clean exterior surface of refrigerators. Sanitize handles and polish stainless steel.	X			
Clean trash containers, as needed.		X		

Conference Rooms

TASK	DAILY	WEEKLY	MONTHLY	OTHER
Clean/dust/polish tables & credenzas.	X			
Empty trash receptacles.	X			
Dust light fixtures.			X	
Clean/sanitize telephone equipment.		X		

Offices / Workstations

TASK	DAILY	WEEKLY	MONTHLY	OTHER
Empty trash; replace liners.	X			
Dust desktops, chairs, monitors, cabinets (without moving items).		X		
Vacuum carpet including under desks.	X			
Dust windowsills, shelves & surfaces.		X		
Sanitize telephones.		X		
Dust blinds, furniture, window covers.		X		
Vacuum or brush upholstered furniture.		X		
Remove fingerprints/smudges from walls/fixtures.	X			
Damp clean windowsills, vents, light fixtures.		X		

Artwork & TVs

TASK	DAILY	WEEKLY	MONTHLY	OTHER
Feather dust only.			X	

Drinking Fountains

TASK	DAILY	WEEKLY	MONTHLY	OTHER
Clean and sanitize.	X			
Flush drain with disinfectant.		X		

Janitor's Closet

TASK	DAILY	WEEKLY	MONTHLY	OTHER
Organize supplies and cleaning products.	X			