

CUYAHOGA COUNTY

BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

5550 Venture Drive Parma, Ohio 44130
216-201-2000 www.ccbh.net

RFP # 2022-04 Housekeeping & Maintenance Services
Pre-Proposal Conference
October 28, 2022

Presenters: Judy Wirsching, CFO & Becki Burke, Director of Organizational
Development

Overview

- Important Dates
- Proposal Requirements
- Background Information
- Questions & Answers

Important Dates

- All questions submitted before and during the pre-proposal conference will be posted on the Board of Health website by c.o.b. November 1, 2022
- No Questions will be accepted after the pre-proposal conference
- Addenda will be posted on the CCBH website by c.o.b. November 1, 2022
- Sealed proposals must be submitted by November 15, 2022 at 10:30am

Proposal Requirements

Proposal Submission

- Proposals must be sealed and mailed or hand-delivered
- Proposals may NOT be delivered by facsimile transmission, email or other telecommunication or electronic means.
- Submit one original, three copies and one electronic copy
- The proposal, **in its entirety**, must be received at the location, by the due date

Proposal Requirements Cont'd.

Proposal Submission

- The official closing time will be determined by the time clock located in the CCBH Administrative Office – mail area
- Vendors assume the risk of the method of dispatch chosen. CCBH assumes no responsibility for delays caused by any delivery service
- Postmarking by the due date will not substitute for actual proposal receipt
- Any proposal received after the time and date specified will be disqualified and returned unopened

Proposal Requirements Cont'd.

Required Documents

- Cover Page – a sample has been provided in Appendix 2
- Cover Letter
 - Must include telephone number of contact person for proposal
 - Must include statement confirming that the vendor will comply with all the provisions of this RFP
 - Provide brief description of the organization (refer to page 3 of the RFP)
 - A representative authorized to make contractual obligations must sign the cover letter

Proposal Requirements Cont'd.

Required Documents

- Cost Proposal Document (Vendor Generated)
 - Must be signed by vendor's representative authorized to make contractual obligations
- Non-Collusion Affidavit – Must be notarized – refer to Appendix 4
- Certification of Compliance with Section\ 3517.13 of the Ohio Revised Code – refer to Appendix 5
- Vendor's Reference Sheet – refer to Appendix 3

Proposal Requirements Cont'd.

All documents requiring signatures must include original signatures

Refer to Appendix 6 for an outline of how proposals will be scored

Background Information

General Requirements & Scope of Services are listed on pages 19-28 of the RFP

Appendix 7 provides a detailed chart of the cleaning specifications and cleaning frequency

Questions?



CUYAHOGA COUNTY

BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

5550 Venture Drive Parma, Ohio 44130

216-201-2000 www.ccbh.net

