The Board of County Commissioners of Paulding County, Ohio, is requesting a proposal for cleaning the Courthouse and Board of Elections Office during January 1, 2024, thru December 31, 2024. Specifications may be obtained in the Commissioners' office located at 451 McDonald Pike, Suite E, Paulding, OH. The proposal shall be marked "2024 Paulding County Courthouse and Board of Election Office Cleaning" and addressed to the Clerk of the Board of Commissioners 451 McDonald Pike, Suite E, Paulding, OH 45879. The proposal must be received at the office of the Board of County Commissioners not later than 10:00 a.m. on the 22nd day of November, 2023. Specifications may be obtained at the Paulding County Commissioner's Office Monday through Friday from 8:00 a.m. to 4:30 p.m. or online at www.pauldingcountycommissioners.com under the Bid tab.
Should you have any questions, please contact the Paulding County Commissioners' Office at 419-399-8215.

The Commissioners reserve the right to reject any or all bids.

                              HEATHER BARNHOUSE, CLERK
                              BY ORDER BOARD OF
                              COUNTY COMMISSIONERS
                              PAULDING COUNTY, OHIO
                              MARK HOLTSBERRY
                              MIKE WEIBLE
                              LISA McCLURE

Courthouse and Election Board Cleaning Duties

"Exhibit A"

Courthouse Daily Schedule: (Monday – Friday)

- Turn lights off at 4:30
- Dust mop all floors
- Sweep as needed throughout week
- Pick up trash
- Clean and disinfect restrooms
- Stock restrooms

Courthouse Weekend Schedule: (Friday Night, Saturday or Sunday)

- Sweep all rooms
- Mop floors
- Pick up trash
- Clean, disinfect and stock restrooms
- Shine brass and drinking fountains
- Clean door windows
- Order trash bags, paper towels, hand soap and toilet paper for Courthouse and Election Board
- Dust all surfaces

Courthouse Twice Yearly - 'deep' cleaning (spring and fall)

Election Board Weekly Schedule: (Once a week)

- Pick up trash
- Clean, disinfect and stock restrooms
- Sweep and mop as needed

County will furnish trash bags, paper towels, hand soap and toilet paper at their expense. Other cleaning supplies will not be included.