

The Board of County Commissioners of Paulding County, Ohio, is requesting a proposal for cleaning the Sheriff's Office, Municipal Court, Adult Probation, Law Library and OSU Extension offices 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 Sheriff's Office, Municipal Court, Adult Probation, Law Library and OSU Extension" 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

**Sheriff's Office, Municipal Court, Adult Probation, Law Library and OSU Extension
Offices Cleaning Duties**

"Exhibit A"

Paulding County Sheriff's Office Daily Schedule: (Monday-Friday)

- Pick up trash
- Clean, disinfect and stock restrooms
- Vacuum floors
- Mop front lobby and restroom floors as needed
- Take recyclables to shed in the back lot

Municipal Court Daily Schedule: (Monday-Friday)

- Pick up trash
- Clean and disinfect restrooms
- Sweep and mop as needed
- Clean all door windows
- Dust all surfaces
- Stock restrooms as needed
- Order trash bags, paper towels, hand soap and toilet paper for Municipal Court and Adult Probation

Adult Probation Office at Municipal Court Daily Schedule: (Monday- Friday)

- Pick up trash
- Clean and disinfect restrooms
- Sweep and mop as needed
- Stock restroom as needed

Law Library Weekly Schedule: (Once a week)

- Pick up trash
- Sweep
- Dust

OSU Extension Office Weekly Schedule: (Once a week)

- Pick up trash
- Sweep and mop
- Clean, disinfect and stock restrooms
- Clean all door windows
- Vacuum entrance way rugs
- Wipe down and sanitize table tops, kitchen counters and front of cupboards in kitchen
- Order extension cleaning supplies for big hall
- Oder trash bags, paper towels, hand soap and toilet paper for restrooms and kitchen

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