Request For Proposal for Professional Cleaning Services

Issued by Emerald Development and Economic Network, Inc. on **Friday November 13th, 2026**

All proposals must be submitted by electronic delivery via email to sphillips@edencle.org no later than 5 pm, Cleveland, Ohio local time on **Friday December 18th.**

Any questions regarding this request for proposals should be in writing and delivered via email to

Stephenie Phillips, Facilities

Supervisor sphillips@edencle.org

Emerald Development and Economic Development

Network Inc.

7812 Madison Avenue

Cleveland, Ohio 44102

216-961-9690 ext. 234

Statement of Purpose

The Owner, Emerald Development and Economic Network Inc., is a nonprofit real estate development and property management corporation located at 7812 Madison Avenue, Cleveland, Ohio 44102. The purpose of this Request for Proposals (RFP) is to identify and select a qualified janitorial services provider capable of delivering consistent, high-quality cleaning services at the Norma Herr Shelter and temporary swing space, consisting of the following locations:

- **2219 Payne Avenue, Cleveland, Ohio (East Building – Operational)**
- **2219 Payne Avenue, Cleveland, Ohio (West Building – Under Construction)**
- **1600 East 23rd Street, Cleveland, Ohio (New Addition)**
- **2710 Walton Avenue, Cleveland, Ohio (Temporary Swing Space)**

The East and West Buildings are located at 2219 Payne Avenue. The New Addition at 1600 East 23rd Street is located on the same property and connected by an enclosed walkway. Walton Avenue is located at a separate property.
The West Building is currently under construction and is anticipated to become occupied in June 2027. Contractors must include separate pricing for cleaning services at the West Building in their proposals. Services at this location will begin only upon authorization by EDEN. Cleaning services at 2710 Walton Avenue are anticipated to conclude around June 2027. These dates are estimates and subject to change.
This facility operates as a residential, service-based environment supporting women in a trauma-informed setting. As such, cleaning services are not limited to maintaining cleanliness but also play a critical role in ensuring the health, safety, dignity, and overall well-being of residents and staff.
EDEN Inc. is seeking a vendor that can:

- Provide reliable, daily cleaning services across multiple buildings.
- Maintain high standards of sanitation in both common and residential areas.
- Operate respectfully within an occupied shelter environment.
- Demonstrate strong communication, reporting, and accountability practices.
- Adjust staffing and cleaning services as the West Building becomes operational and services at Walton Avenue are discontinued.

This RFP is structured to ensure that vendors clearly demonstrate how services will be performed, not just what tasks will be completed. Emphasis is placed on staffing, scheduling, problem prevention, and responsiveness.
The selected vendor will be expected to function as an operational partner, supporting EDEN's mission through consistent service delivery, attention to detail, and professional conduct.

Contract Structure

Contract Award & Term

- EDEN intends to award one (1) professional cleaning services contract to a single qualified contractor.
- The initial contract term shall begin January 1, 2027, and end October 31, 2027.
- The Contractor shall provide daily cleaning services at all applicable locations identified in this RFP, beginning on the service commencement date authorized by EDEN for each location.

- Contract award will be based on the Contractor's proposed approach, qualifications, ability to meet service requirements, and total proposed cost.

Changes in Service Locations

- The West Building at 2219 Payne Avenue is currently under construction and is anticipated to become occupied in June 2027.
- Contractors must provide separate monthly pricing for cleaning services at the West Building as part of their original bid.
- EDEN will provide notice authorizing the commencement of cleaning services at the West Building. No charges for this location shall apply before services begin.
- Cleaning services at 2710 Walton Avenue (Swing Space) are anticipated to end in June 2027.
- EDEN will provide notice confirming when services at Walton are to be discontinued.
- Upon commencement of services at the West Building, the monthly contract amount shall be increased by the applicable agreed-upon monthly rate for that location.
- Upon removal of Walton, the monthly contract amount shall be reduced by the agreed-upon monthly price for that location, without penalties or additional fees.
- Services at all remaining locations shall continue without interruption.

Staffing & Supervision

- The Contractor shall maintain adequate staffing to provide continuous daily cleaning coverage during required service hours.
- Staffing and scheduling shall be adjusted as necessary when cleaning services begin at the West Building and end at Walton Avenue.
- A designated supervisor must be assigned to the contract and regularly present on-site during service hours.
- The supervisor shall:
    - Oversee cleaning staff and ensure all required services are completed.
    - Address service deficiencies and concerns promptly.
    - Serve as the primary point of contact for EDEN.
- EDEN staff shall not be responsible for managing or supervising the Contractor's employees.

Contract Renewals

- The Contract may be renewed for one (1) additional one-year term upon mutual written agreement of both parties.
- All rates, terms, and conditions shall remain unchanged during the renewal term.
- Either party choosing not to renew must provide written notice to the other party at least sixty (60) calendar days before the expiration of the current contract term.
- Failure to provide notice shall not result in automatic renewal. Any renewal must be mutually agreed upon in writing.
- No additional renewals shall be permitted.

Procurement Documents

The procurement package consists of:

- Exhibit A: Request for Proposals (RFP)
- Exhibit B: Vendor Pricing Sheet
- Exhibit C: 2219 Payne Avenue Floor Plans – East and West Buildings
- Exhibit D: 1600 East 23rd Street Floor Plans – New Addition
- Exhibit E: EDEN's Standard Cleaning Services Contract, which shall govern the terms and conditions of service.

Contractor Responsibilities

- Perform all cleaning services in accordance with the Scope of Work outlined in this RFP.
- Maintain consistent service quality and daily coverage at all applicable locations.
- Adjust staffing and scheduling as necessary when service locations are added or removed.
- Comply with all requirements of the executed Cleaning Services Contract.

Proposal

All proposals must include the information and documentation outlined below. Contractors shall organize their submissions according to the numbered sections to ensure all requirements are addressed.

1. Cost Proposal

Contractors must complete and submit the Vendor Pricing Sheet (Exhibit B).

Monthly Cleaning Services

Provide fixed monthly pricing for daily cleaning services, seven (7) days per week, from 8:00 AM to 8:00 PM, for the following:

- 2219 Payne Avenue (East Building) – Occupied
- 2219 Payne Avenue (East Building) – Unoccupied (Discounted Rate)
- 2219 Payne Avenue (West Building) – Occupied, anticipated June 2027
- 2219 Payne Avenue (West Building) – Unoccupied (Discounted Rate)
- 1600 East 23rd Street (New Addition) – Occupied
- 1600 East 23rd Street (New Addition) – Unoccupied (Discounted Rate)
- 2710 Walton Avenue (Swing Space) – Separate monthly cleaning cost until services are discontinued, anticipated June 2027.

Pricing Requirements

- Provide separate monthly pricing for each location and occupancy condition listed above.
- Pricing must include all cleaning services required under the applicable Scope of Work.
- Occupied or unoccupied pricing shall apply based on the actual occupancy status of each service area, as determined by EDEN.
- Cleaning services at the West Building are anticipated to begin in June 2027. The agreed-upon monthly rate shall apply only when services are authorized to begin by EDEN.
- Upon discontinuation of services at Walton, the monthly contract amount shall be reduced by the agreed-upon monthly fee for that location, without penalties or additional charges.
- All pricing shall remain fixed throughout the initial contract term and any mutually agreed-upon renewal term.
- No additional charges shall be permitted unless approved in advance, in writing, by EDEN.

Additional Services Pricing

Provide separate, fixed pricing for additional services not included in the routine monthly fee, including but not limited to:

- After Hours Biohazard cleanup (per incident)
- Virus disinfecting (per incident)
- Standard hourly labor rate for out-of-scope work

- Overtime or emergency hourly labor rate for out-of-scope work

All additional services must be approved by EDEN in advance.

Fees Shall Include

All proposed pricing must be fully inclusive of, but not limited to:

- Labor and on-site supervision
- Commercial cleaning supplies, chemicals, and disinfectants
- All cleaning equipment and tools, excluding floor machines provided by EDEN
- Labor required to operate EDEN-provided floor machines in accordance with the Scope of Work
- Transportation, fuel, and associated costs
- Overtime, holiday pay, and extended service hours as required
- Personal protective equipment (PPE) and necessary materials
- Employee wages, benefits, payroll taxes, insurance, and overhead
- All applicable taxes, fees, permits, and other costs required to perform the services
- All labor associated with the proper operation, cleaning, and care of EDEN-provided floor machines

EDEN will provide the floor machines, and the Contractor is required to use them in accordance with the Scope of Work.

EDEN is a tax-exempt organization. Sales tax shall not be included unless required by applicable law.

2. Staffing Plan and Service Approach

Provide a detailed staffing and service plan that includes:

- Number of employees assigned to each shift
- Proposed daily staffing schedule covering 8:00 AM – 8:00 PM
- Plan for maintaining continuous cleaning coverage throughout the day
- Approach to managing high-traffic areas and peak activity periods
- Explanation of how staffing will be adjusted based on facility occupancy, the anticipated June 2027 opening of the West Building, and the discontinuation of services at Walton Avenue

3. On-Site Supervision Plan

Provide a description of the proposed supervision structure, including:

- Designated on-site supervisor and responsibilities
- Supervisor's proposed daily schedule and on-site availability
- Method for monitoring employee performance and completion of required cleaning tasks
- Process for addressing service deficiencies and concerns in real time
- Communication procedures between the supervisor and Norma Herr staff

The Contractor shall be responsible for directing and supervising its employees. EDEN staff will not manage the Contractor's cleaning personnel.

4. Cleaning Schedule and Execution Plan

Submit a proposed cleaning schedule that includes:

- Daily, weekly, and monthly cleaning tasks
- Floor-by-floor cleaning schedule for sleeping quarters, including the West Building once operational
- Estimated time required to clean each residential floor
- Number of employees assigned to each floor
- Proposed cleaning times and task durations
- Plan for completing required cleaning without disrupting residents and facility operations
- Plan for incorporating the West Building into the cleaning schedule upon commencement of services

The proposed schedule must demonstrate how all required cleaning tasks will be completed within the designated service hours.

5. Cleaning Methods and Quality Control

Provide a description of the cleaning methods and quality control procedures, including:

- Methods for keeping showers free of soap scum and buildup
- Procedures for cleaning, disinfecting, and monitoring restrooms throughout the day
- Interior window and glass cleaning procedures
- Floor cleaning methods, including use of EDEN-provided floor machines
- Quality control inspections and frequency
- Process for identifying, reporting, and correcting cleaning deficiencies

6. Biohazard Response, Virus Disinfecting, and Out-of-Scope Work

Provide the following:

- Description of biohazard cleaning capabilities
- Certifications (if applicable)
- Description of procedures for responding to biohazard incidents and virus disinfection requests
- Fixed price per after-hours biohazard cleanup incident, consistent with the Vendor Pricing Sheet (Exhibit B)
- Fixed price per virus disinfecting incident, consistent with the Vendor Pricing Sheet (Exhibit B)
- Hourly labor rates for out-of-scope work, including any applicable overtime or emergency rates

All pricing must be included in Exhibit B.

7. Contractor Qualifications and Experience

Provide the following:

- Company name, address, and primary contact information
- Brief company overview, including years in business
- Relevant certifications held by the company and/or employees
- Description of experience providing cleaning services in residential, shelter, or similar facilities
- Summary of relevant experience and qualifications of key personnel assigned to this contract

8. References

Provide a minimum of two (2) references for similar cleaning services performed.

Each reference must include:

- Organization or facility name
- Contact person's name and title
- Telephone number and email address
- Brief description of services provided

9. Required Written Acknowledgments

Contractors must include written statements confirming the following:

Acceptance of RFP Requirements

- Contractor has reviewed and accepts all requirements outlined in this RFP.

Contract Acknowledgment

- If awarded, the Contractor agrees to execute EDEN's standard Cleaning Services Agreement (Exhibit E) and comply with its terms and conditions.

Insurance Acknowledgment

- Contractor meets and agrees to maintain all insurance requirements specified in Exhibit E.

Performance Bond Acknowledgment

- If awarded, the Contractor agrees to obtain and provide a Performance Bond in the amount of $75,000 at its sole expense.
- The bond shall be submitted to EDEN within thirty (30) calendar days of the contract award date.

- All costs associated with obtaining and maintaining the bond shall be the responsibility of the Contractor, with no additional charges to EDEN.

10. Insurance Requirements

Provide a written statement confirming that the Contractor meets the following minimum insurance requirements:

- General Liability: $1,000,000 minimum
- Automobile Liability: $3,000,000 combined single limit per accident
- Workers' Compensation: Coverage as required by state law

Upon contract execution, the awarded Contractor must provide evidence of the required insurance coverage, naming EDEN Inc., its officers, agents, volunteers, and employees as additional insureds, as applicable to the required policies.

11. Contractor Eligibility and Disclosures

Contractors must provide written confirmation of the following:

Legal and Financial Standing

- The Contractor is an individual or legally organized business entity authorized to conduct business in the applicable jurisdiction(s).
- The Contractor is financially sound and capable of performing the services required under this RFP.

Debarment or Suspension

- Disclose any current or prior debarment, suspension, or other lawful restriction from participating in public procurement activities.
- Failure to disclose such information may result in disqualification or termination of the awarded contract.

Contract Performance and Good Standing

- Disclose any instances in which the Contractor has not been in good standing with EDEN or any Federal, State, or Municipal entity with which it has had a contracting relationship.
- Disclose any contracts terminated by a Federal, State, or Municipal entity due to performance deficiencies or default.
- EDEN will consider all disclosed information when evaluating proposals.
- Failure to disclose required information may result in disqualification or termination of the awarded contract.

12. Proposal Submission Checklist

Contractors must ensure their proposal includes all of the following:

- Completed Vendor Pricing Sheet (Exhibit B)
- Staffing Plan and Service Approach, including West Building staffing adjustments
- On-Site Supervision Plan
- Cleaning Schedule and Execution Plan
- Cleaning Methods and Quality Control Plan
- Biohazard Response and Virus Disinfecting Capabilities
- Contractor Qualifications and Experience
- Minimum of Two (2) References
- Written Acceptance of RFP Requirements
- Written Contract Acknowledgment (Exhibit E)
- Written Insurance Acknowledgment
- Written Performance Bond Acknowledgment
- Insurance Requirements Confirmation

- Contractor Eligibility and Required Disclosures

Mandatory Pre-Bid Walkthrough
A mandatory pre-bid walkthrough will be held to allow prospective contractors to inspect the facilities, review the Scope of Work, and ask questions regarding cleaning requirements.
Walkthrough Details:

- Date: Wednesday, December 9, 2026
- Time: 1:00 PM – 3:00 PM
- Meeting Location: 2219 Payne Avenue, Cleveland, Ohio
- Facilities: Norma Herr Shelter, including a review of the planned West Building cleaning requirements

Attendance Requirements:

- Attendance is mandatory for all contractors intending to submit a proposal.
- Contractors must have an authorized representative attend the walkthrough.
- All attendees must sign the official attendance sheet to verify participation.
- Proposals submitted by contractors who do not attend the mandatory walkthrough will not be accepted or considered for award.

Contractors are responsible for reviewing the Scope of Work and familiarizing themselves with the facility conditions and cleaning requirements during the walkthrough.
Incomplete proposals or proposals that fail to address the required information may be disqualified from consideration.

Contractors shall review Exhibits C and D prior to the mandatory walkthrough and be prepared to address any questions regarding building layouts, cleaning areas, and service requirements. For areas under construction or otherwise inaccessible, contractors shall rely on the provided floor plans and information supplied by EDEN when preparing their proposals.

All proposals must be submitted electronically via email to sphillips@edencle.org or delivered to EDEN HQ, 7812 Madison Avenue, Cleveland, Ohio 44102. Proposals must be received no later than 5:00 PM, Cleveland, Ohio local time, on Friday, December 18, 2026.

Description of Project

Scope of Work

The following scope of services shall be performed daily and as deemed necessary to maintain a clean, sanitary, and fully functioning environment. The Contractor shall perform general cleaning services in accordance with the facility layout, materials, and operational requirements outlined in this RFP, as well as provide an unlimited number of biohazard cleanups during service hours (8:00 AM – 8:00 PM, 7 days per week).
Biohazard services shall include, but are not limited to, the cleanup and removal of feces, urine, vomit, blood, and other discharged bodily fluids, and must be performed promptly and in accordance with all applicable health and safety standards.
The cleaning services contract shall cover the following locations:

- 2219 Payne Avenue – Norma Herr Shelter (East Building)

- 2219 Payne Avenue – Norma Herr Shelter (West Building – Under Construction)
- 1600 East 23rd Street – Norma Herr Shelter (New Addition)
- 2710 Walton Avenue – Temporary Swing Space

Facility Floor Plans

Floor plans for 2219 Payne Avenue (East and West Buildings) and 1600 East 23rd Street (New Addition) are provided as Exhibits C and D, respectively.

These floor plans are provided to assist contractors in understanding the facility layouts, residential areas, bathrooms, corridors, common areas, and other spaces relevant to the cleaning services required under this RFP.

Contractors shall review the floor plans in conjunction with the Scope of Work and account for all applicable cleaning areas when developing their staffing plans, cleaning schedules, and proposed pricing.

The floor plans are provided for reference and do not supersede the cleaning requirements, inclusions, or exclusions established in this RFP. Contractors are responsible for verifying applicable conditions during the mandatory pre-bid walkthrough.

Cleaning services at Norma Herr shall be provided at the applicable occupied or discounted unoccupied rate for each building or section, based on occupancy status as determined by EDEN.

The West Building at 2219 Payne Avenue is currently under construction and is anticipated to become occupied in June 2027. Contractors must include separate monthly pricing for this section in their proposals. Cleaning services will begin only upon authorization by EDEN, and no charges shall apply before services commence.

Cleaning services at 2710 Walton Avenue are anticipated to conclude in June 2027. EDEN reserves the right to discontinue services at this location based on operational needs, with a corresponding reduction in the monthly contract amount.

Residential Units

East Building – 2219 Payne Avenue

- 10 units in the basement
- 16 units on the second floor

West Building – 2219 Payne Avenue (Anticipated June 2027 Opening)

First Floor – South Side:

- 6 private suites
- 1 ADA-accessible suite with its own ADA bathroom
- 11 semi-private suites
- 4 additional bathrooms
- 3 advocate offices

Second Floor – North Side:

- 4 private suites, each with its own ADA-accessible bathroom
- 13 semi-private suites
- 5 additional bathrooms
- 1 advocate office

New Addition – 1600 East 23rd Street

- 42 units on the first floor with private bathrooms

- 50 units on the second floor with private bathrooms

Temporary Swing Space – 2710 Walton Avenue

- 104 dormitory-style beds

Areas Included in Cleaning Services

- Residential units and suites, including applicable private and shared bathrooms
- Shared bathrooms (East Building: 4 in the basement and 4 on the second floor)
- West Building bathrooms, including private ADA bathrooms and 9 additional bathrooms
- Public restrooms and ADA-accessible restrooms
- Common areas, including corridors, hallways, vestibules, lobbies, and lounge spaces
- Conference rooms, navigator bullpen, and staff breakroom
- Laundry rooms located throughout all buildings
- Cafeteria and dining areas (excluding warming kitchen and food preparation areas, except for trash removal)
- Interior glass and windows

The Contractor shall clean all floor types in accordance with manufacturer-appropriate methods, including rigid mineral core plank flooring, concrete flooring, epoxy flooring, and carpet tile.

Areas Excluded from Cleaning Services

- IT rooms
- All private offices and advocate offices (except for trash removal)
- Electrical rooms
- Mechanical rooms (except where access is authorized for basic floor cleaning)
- Kitchen cleaning (except for basic trash removal), as the food provider is responsible for maintaining all food handling and licensing requirements.

Cleaning Frequency Matrix

The contractor shall perform cleaning services in accordance with the following frequency requirements:

Daily Services (7 Days Per Week)

Residential Units

The Contractor shall establish and maintain a consistent, pre-approved cleaning schedule for all residential floors. Each floor must be cleaned within a defined time window, coordinated with EDEN staff. Whether residents will be required to vacate the floors during cleaning will be determined by EDEN based on operational needs and the approved service arrangement. The Contractor shall adhere to the approved daily cleaning schedule, and any deviations must receive prior approval from EDEN. Failure to maintain the approved schedule may be considered a performance issue under the contract.

- Remove trash and replace liners
- Clean and sanitize all bathroom fixtures (toilets, sinks, showers, mirrors)
- Ensure showers are free of soap scum and buildup
- Sweep and mop floors (based on flooring type)
- Sanitize high-touch surfaces

Common Areas (Corridors, Hallways, Lobbies, Vestibules)

- Sweep and mop floors

- Clean and sanitize high-touch surfaces
- Spot clean walls, doors, and glass
- Remove trash

Restrooms (Shared, Public, ADA)

- Clean and disinfect all fixtures
- Restock supplies
- Mop and disinfect floors
- Maintain odor-free conditions throughout the day
- Clean mirrors and partitions

Elevators and Elevator Lobbies

- Clean floors, walls, and doors
- Sanitize buttons and high-touch areas

Stairwells (Interior Only)

- Sweep and mop floors
- Clean railings and high-touch surfaces

Laundry Rooms

- Sweep and mop floors
- Clean and sanitize machine exteriors
- Wipe folding tables
- Remove trash

Cafeteria / Dining Areas

- Clean and sanitize tables and chairs after each meal period
- Sweep and mop floors
- Remove trash

(Warming kitchen excluded except for trash removal)

Building Perimeters and Courtyard

- Remove all trash from waste cans and replace liners
- Pick up all litter discarded around the building
- Maintain the inside of the dumpster enclosure
- Remove and discard any unauthorized donated items

Weekly Services

All Areas

- Clean vents and air returns
- Clean interior windows and glass
- Detail high-touch surfaces
- Edge vacuum carpet areas

Restrooms and Showers

- Deep clean all fixtures and surfaces
- Remove buildup and prevent soap scum accumulation

Common Areas and Stairwells

- Detailed wall and corner cleaning
- Clean edges and base areas

Monthly Services

Floors

- Machine scrub all hard surface floors
- Maintain finish and appearance

All Spaces

- Deep clean common areas
- Baseboard cleaning
- Detailed wall cleaning beyond routine spot cleaning

As-Needed Services

Biohazard Cleanup (Unlimited During Service Hours)

- Immediate response required
- Includes cleanup of:
    - Blood
    - Vomit
    - Urine
    - Feces
    - Other bodily fluids

General Requirements

All services shall be performed in a manner that:

- Minimizes disruption to residents and staff
- Maintains a safe and sanitary environment
- Meets all health, safety, and operational standards
- Aligns with the trauma-informed nature of the facility
-

EDEN reserves the right to adjust cleaning frequencies and service requirements based on operational needs.

Daily Reporting Requirement

The contractor shall submit a **daily report** documenting observations made while performing cleaning services. This report is not intended to be a checklist of completed tasks, but rather a summary of conditions observed throughout the facility during the course of work.

At a minimum, the report shall include:

- Maintenance issues (e.g., broken fixtures, plumbing issues, lighting failures)
- Damaged or unsafe conditions
- Areas requiring attention or follow-up
- Any unusual or concerning conditions observed during service

The purpose of this report is to provide EDEN with visibility into facility conditions and support timely maintenance and operational response.

Reports shall be submitted daily to a designated Norma Herr contact in a format approved by EDEN.

Failure to provide consistent and complete daily reporting may be considered a performance issue under the contract.

Changes in Scope of Services

EDEN reserves the right to add or remove properties from the contract at any time based on operational needs, funding changes, property disposition, or other organizational factors.

It is currently anticipated that services at 2710 Walton Ave may be discontinued on or around June 2027 due to a planned transition. This date is an estimate only and is subject to change. The selected contractor shall continue to provide services at this location until notified otherwise in writing by EDEN.

Contractors shall provide separate monthly pricing for Norma Herr and 2710 Walton Avenue, including occupied and discounted unoccupied rates for Norma Herr, to accommodate changes in occupancy and service locations.

In the event a property is removed, the total contract cost shall be reduced by the corresponding property-level pricing, with no additional penalties, fees, or rebalancing of remaining property pricing.

Supplies, Equipment, & Supervision

Supplies & Equipment
The Contractor must provide all labor, tools, equipment, and materials required to perform the services outlined in this Contract, except for floor scrubbers provided by EDEN.
This includes, but is not limited to:

- Cleaning chemicals and disinfectants (must be commercial grade)
- Floor care equipment (including buffers, vacuums, and other equipment not provided by EDEN)
- Biohazard cleanup materials and supplies
- Personal protective equipment (PPE) for staff

EDEN-Provided Equipment
EDEN will provide floor scrubbers for the Contractor's use. The Contractor shall be required to use these machines as appropriate, ensure employees are properly trained in their operation, and maintain them in a clean and proper condition. Any damage or malfunction must be reported to EDEN immediately.
The Contractor shall be financially responsible for reasonable repair or replacement costs resulting from misuse, negligence, or improper operation by the Contractor or its employees. Normal wear and tear and mechanical failures not caused by the Contractor are excluded.
All products and equipment must be appropriate for the facility's flooring and surfaces, including rigid mineral core plank flooring, concrete flooring, epoxy flooring, and carpet tile, and must be used in accordance with manufacturer recommendations.

Floor Care and Protection Requirement
The Contractor shall be responsible for maintaining all flooring in a clean and undamaged condition. All cleaning methods, chemicals, and equipment must be appropriate for the specific flooring types within the facility, including rigid mineral core plank flooring, concrete flooring, epoxy flooring, and carpet tile.
The Contractor shall follow manufacturer-recommended cleaning procedures and shall not use any products or methods that may cause damage, deterioration, discoloration, or excessive wear.

Any damage to flooring surfaces resulting from improper cleaning methods, chemicals, or equipment shall be the responsibility of the Contractor and must be repaired or replaced at the Contractor's expense.
Failure to comply with these requirements may be considered a performance issue under the contract.

Supervision

- The Contractor must provide consistent on-site supervision.
- A designated supervisor must be assigned to this contract and be regularly present on-site to oversee staff performance, ensure all services are completed in accordance with contract requirements, and address issues in real time.
- The supervisor shall serve as the primary point of contact for Norma Herr staff. EDEN staff will not be responsible for directing or supervising the Contractor's employees.
- The Contractor must conduct regular quality control inspections of the facility and address any deficiencies promptly.
- EDEN reserves the right to require additional assessments, corrective actions, or replacement of supervisory staff if performance expectations are not met.

Cost of Services & Invoicing Requirements

Respondents shall provide:
Fixed Pricing

- Provide a fixed monthly cost for routine cleaning services described in the Scope of Work.
- The monthly price must include all labor, materials, equipment, supervision, and coverage during required service hours (7 days per week, 8:00 AM – 8:00 PM).
- Pricing must include separate occupied and discounted unoccupied monthly rates for Norma Herr, along with a separate monthly rate for 2710 Walton Avenue.
- As properties are added or removed (including 2710 Walton Ave), the total contract cost will be adjusted based on the price provided for that specific property.

Invoicing Requirements

The Contractor shall submit an itemized monthly invoice for services performed during the previous month only.

- Invoices must not be submitted in advance of services
- Invoices received for future work will be rejected without processing
- Each invoice must include actual service dates and a summary of services performed
- Only services performed will be paid

Failure to perform required services, including missed or incomplete cleaning, may result in invoice adjustments or non-payment for affected areas.

Bid Sheet Instructions – Exhibit B

All pricing must be submitted using the provided Vendor Pricing Sheet (Exhibit B). Pricing submitted in any other format may result in disqualification.

This solicitation will result in the award of one (1) contract. Contractors must complete all required fields as outlined below.

1. Monthly Cleaning Services

Provide separate, fixed monthly pricing for each of the following:

- 2219 Payne Avenue (East Building) – Occupied
- 2219 Payne Avenue (East Building) – Unoccupied (Discounted Rate)
- 2219 Payne Avenue (West Building) – Occupied
- 2219 Payne Avenue (West Building) – Unoccupied (Discounted Rate)
- 1600 East 23rd Street (New Addition) – Occupied
- 1600 East 23rd Street (New Addition) – Unoccupied (Discounted Rate)
- 2710 Walton Avenue (Swing Space)

Occupied pricing shall reflect daily cleaning services from 8:00 AM to 8:00 PM, seven (7) days per week.

Discounted unoccupied pricing shall reflect cleaning services from 9:00 AM to 3:00 PM, seven (7) days per week.

Pricing must reflect all applicable cleaning services outlined in the Scope of Work.

Resident counts and square footage are provided for reference only. Contractors are responsible for reviewing the full Scope of Work when determining pricing.

Contractors shall review the floor plans provided in Exhibits C and D and incorporate the applicable cleaning areas into their proposed monthly pricing. No additional charges shall be permitted for cleaning areas identified in the floor plans that fall within the Scope of Work, unless otherwise approved in advance and in writing by EDEN.

2. Changes in Service Locations

- The West Building at 2219 Payne Avenue is currently under construction and is anticipated to become occupied in June 2027.
- Contractors must include separate monthly pricing for the West Building in their original bid.
- EDEN will provide notice authorizing the commencement of cleaning services at the West Building. No charges shall apply before services begin.
- Cleaning services at 2710 Walton Avenue are anticipated to end in June 2027.
- EDEN will provide notice confirming when services at Walton are to be discontinued.
- Upon commencement of services at the West Building, the monthly contract amount shall be increased by the agreed-upon monthly price for that section.
- Upon removal of Walton, the monthly contract amount shall be reduced by the agreed-upon monthly price for that location, without penalties or additional charges.
- The anticipated dates are estimates and subject to change. Pricing for remaining locations shall not be adjusted as a result of these changes.

3. Additional Services Pricing

Provide fixed pricing for:

- After Hours Biohazard Cleanup (Per Incident)
- Virus Disinfecting Cleaning (Per Incident)

Pricing must include all labor, materials, equipment, PPE, containment, disposal, and associated costs.

4. Additional Labor Rates

Provide hourly rates for work outside the base Scope of Work:

- Regular Hourly Rate
- Overtime/Emergency Rate

All additional work must be approved by EDEN in advance.

5. General Pricing Requirements

All pricing must:

- Include all labor, supervision, cleaning supplies, equipment (excluding EDEN-provided floor machines), transportation, insurance, taxes, and overhead.
- Include labor required to operate EDEN-provided floor machines.
- Remain fixed throughout the initial contract term and any mutually agreed-upon renewal term.
- Include all costs necessary to complete the Scope of Work.

EDEN is a tax-exempt organization. Sales tax shall not be included unless required by law.

6. Final Pricing

Contractors must complete all required fields in Exhibit B. Incomplete or unclear bid sheets may not be considered for award.

Exhibit B – Bid Sheet

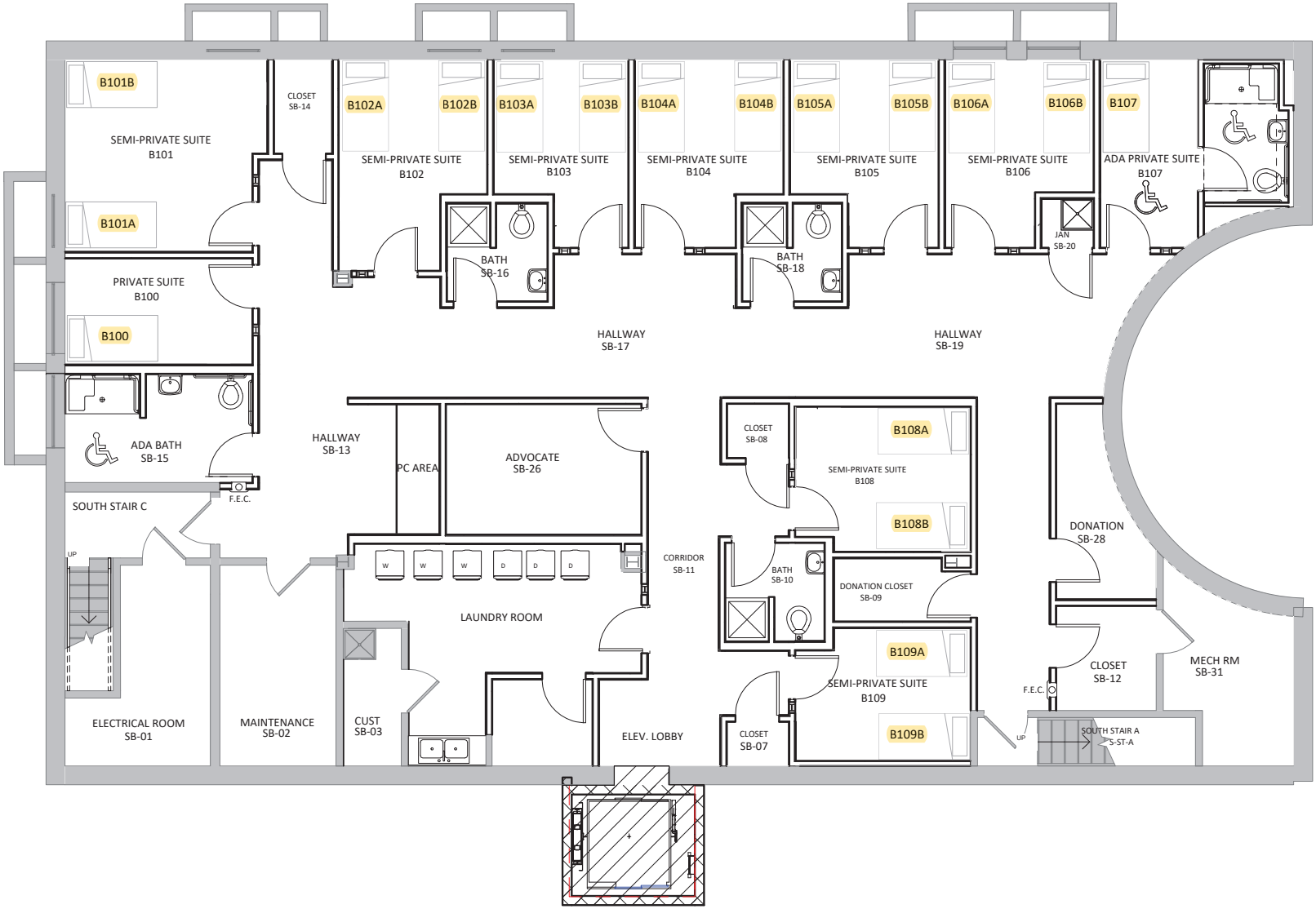
Property	Resident Count	Square Footage	Monthly Cost
2219 Payne Ave, East Building - Occupied	26 Units/ 40 Beds	12,558	
2219 Payne Ave, East Building – Unoccupied (Discounted Rate)	26 Units/ 40 Beds	12,558	
2219 Payne Ave, West Building – Occupied (Anticipated June 2027)	36 Units/61 Beds	11,215	
2219 Payne Ave, West Building – Unoccupied (Anticipated June 2027)	36 Units/61 Beds	11,215	
1600 East 23rd, Occupied	92 Units/ 100 Beds	26,656	
1600 East 23rd, – Unoccupied (Discounted Rate)	92 Units/ 100 Beds	26,656	
2710 Walton Ave, Swing Space	104 Beds (Dorm Style)	16,000	

Additional Labor Rates	Cost
Regular Hourly Rate	
Overtime/Emergency Rate	
Virus Disinfecting Cleaning Per Incident	
Biohazard Cleanup Per Incident	

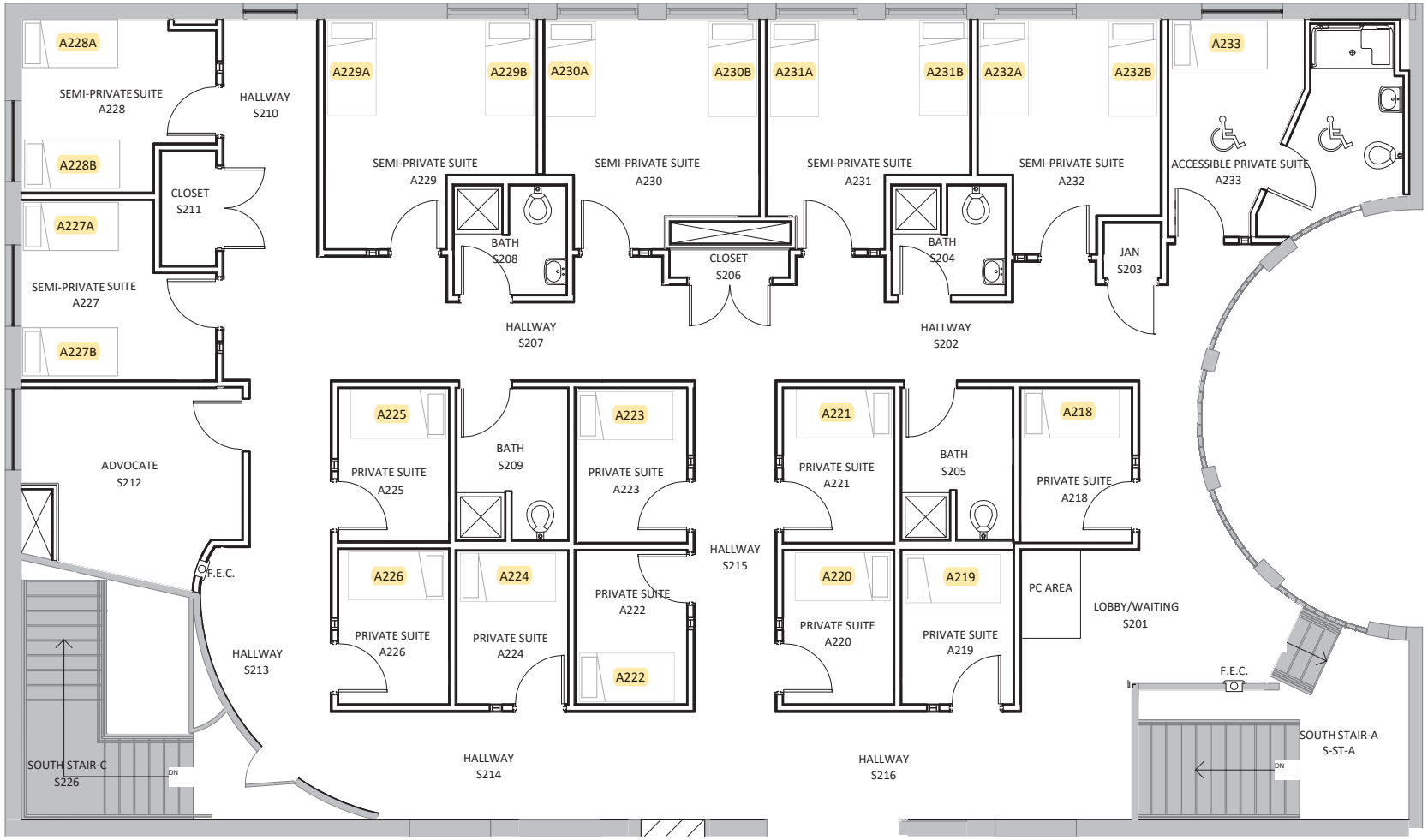
- All pricing should be based on 200 residents.
- The unoccupied discounted rate goes from 9:00 am to 3:00 PM.

EXHIBIT C

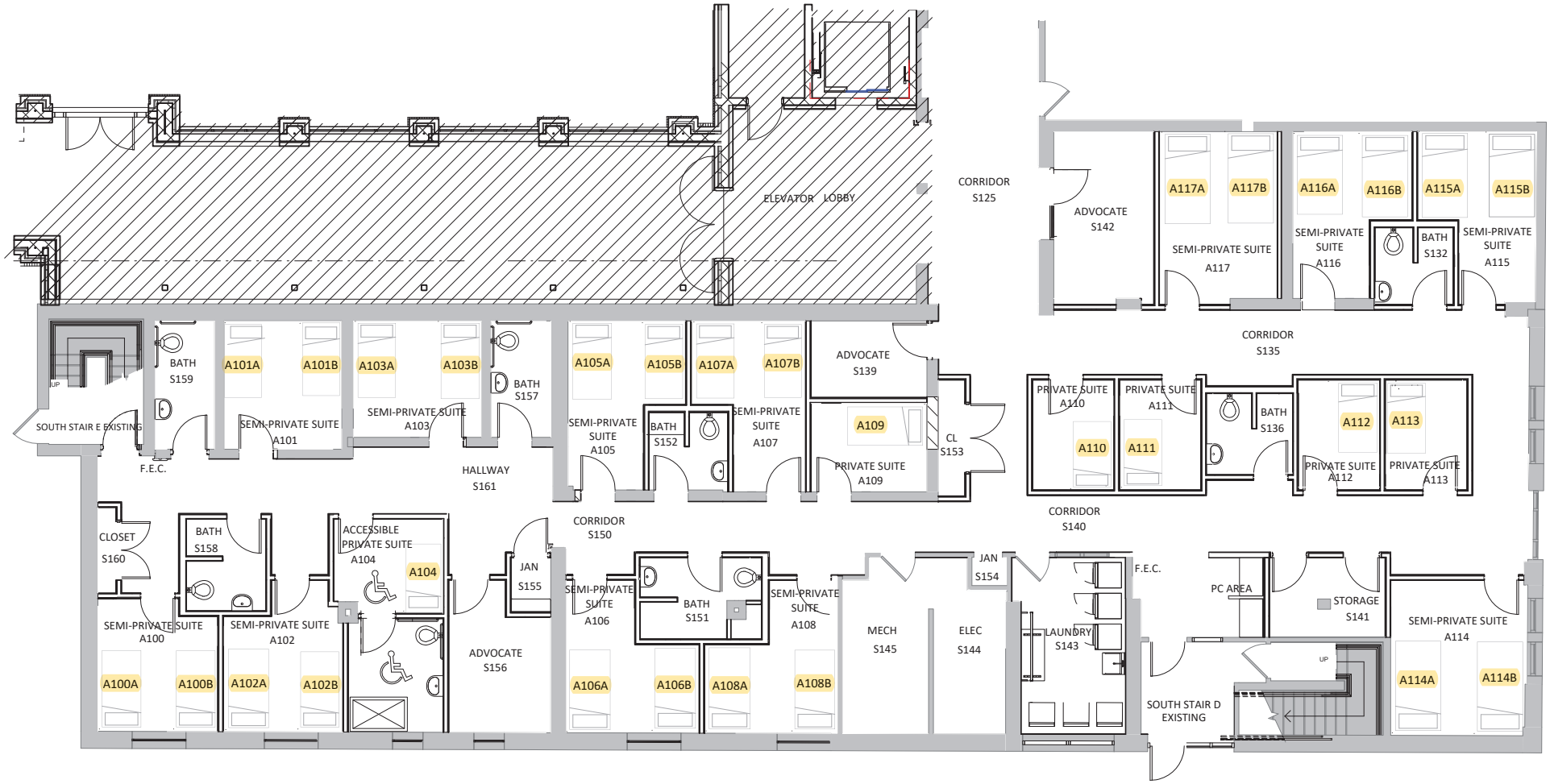
EAST BUILDING LOWER LEVEL



EAST BUILDING SECOND FLOOR



WEST BUILDING FIRST FLOOR



WEST BUILDING SECOND FLOOR

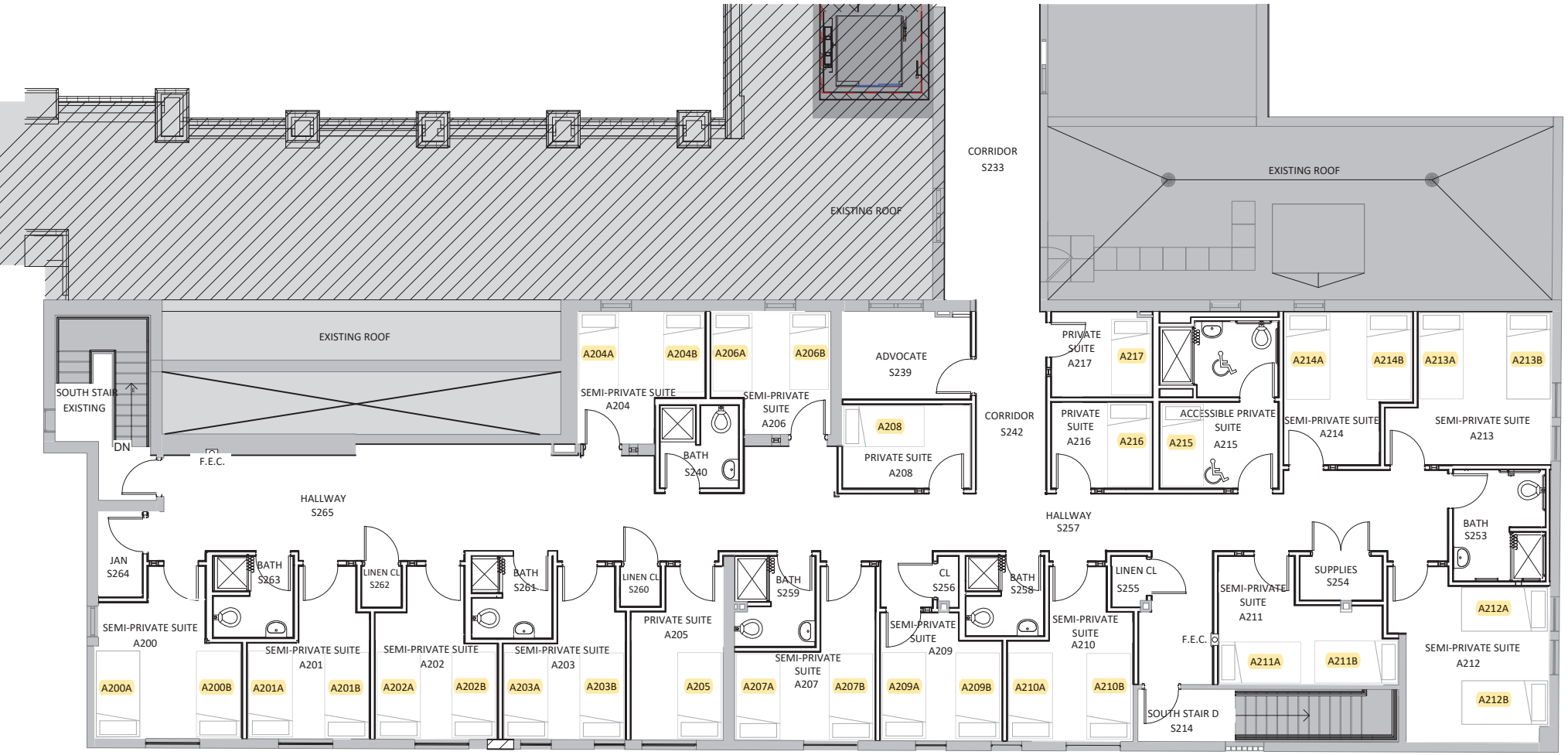


EXHIBIT D

NORTH BUILDING FIRST FLOOR



NORTH BUILDING SECOND FLOOR



SAMPLE CONTRACT

Professional Cleaning Service Agreement
Contract No. 021

This contract made and entered into, by and between Emerald Development & Economic Network ("EDEN"), located at 7812 Madison Avenue, Cleveland Ohio 44102 and TBD ("Contractor), an Ohio corporation, located at TBD and shall consist of the following terms:

Contract Documents / Order of Precedence

This Contract, together with Exhibit A (Request for Proposals/Scope of Work), Exhibit B (Vendor Pricing Sheet), Exhibit C (2219 Payne Avenue Floor Plans), and Exhibit D (1600 East 23rd Street Floor Plans), constitutes the entire agreement between the parties. Exhibits A, B, C, and D are incorporated solely for the purpose of identifying the required scope of services, equipment, facility layouts, and agreed-upon pricing. Except as expressly incorporated herein, no other proposal, quotation, service order, terms of service, master service agreement, website terms, invoice, or other Contractor document shall modify or supplement this Contract. In the event of any conflict, inconsistency, or ambiguity between this Contract and Exhibits A, B, C, or D, or any other Contractor document, the terms and conditions of this Contract shall govern and control.

Scope of Service

The Contractor shall provide professional cleaning services at the Norma Herr Shelter, located at 2219 Payne Avenue (East and West Buildings) and 1600 East 23rd Street, and the temporary swing space located at 2710 Walton Avenue, in accordance with the Scope of Work outlined in Exhibit A (RFP), the pricing set forth in Exhibit B (Bid Sheet), and the floor plans provided in Exhibits C and D. Services shall be provided seven (7) days per week, from 8:00 AM to 8:00 PM, with pricing based on the occupied or discounted unoccupied status of each Norma Herr building, as determined by EDEN. Cleaning services at the West Building are anticipated to begin in June 2027, upon authorization by EDEN, at which time the monthly contract amount shall be increased accordingly. Cleaning services at 2710 Walton Avenue are anticipated to conclude in June 2027, at which time the monthly contract amount shall be reduced accordingly. All services shall be performed in a professional and workmanlike manner consistent with industry standards.

Term of Contract

The term of this Contract shall commence on January 1, 2027, and expire on October 31, 2027 ("Initial Term"). The term of the Contract may, however, be formally modified in writing by the **Facilities Supervisor** as provided below under Contract Management.

Upon satisfactory performance, the Contract may be renewed for one (1) additional one (1) year term upon mutual written agreement of both parties. The renewal shall remain under the same rates, terms, and conditions as the Initial Term. No further renewals shall be permitted.

Either party choosing not to renew the Contract must provide written notice to the other party at least sixty (60) calendar days prior to the expiration of the current contract term. Failure to provide such notice shall not constitute automatic renewal, and any renewal must be mutually agreed upon in writing.

EDEN may discontinue this Contract immediately upon furnishing notice to Contractor if the parties fail to agree upon any deletion, amendment, or addition to this agreement which may be required by statute, executive order, procurement

regulation, or Department of Housing and Urban Development (HUD) regulations. No deletion, modification, addition, or discontinuance of the Contract shall affect any orders hereunder entered prior to the effective date of such change unless mutually agreed to by the parties or otherwise required by operation of law.

Type of Contract/Fee

In no event shall the total Contract exceed the agreed-upon monthly fees set forth in **Exhibit B (Bid Sheet)**, based on the applicable occupied or unoccupied status of each building and adjusted as service locations are added or discontinued, unless the Contract is formally modified in writing by the **Facilities Supervisor**.

Contractor Requirements

- Contractor must comply with all applicable federal, state, and local laws, regulations, and ordinances, including OSHA, EPA, ADA, and cleaning chemical-use regulations.
- Contractor shall use cleaning products and equipment appropriate for the facility's flooring and surfaces and operate all equipment safely to avoid property damage.
- Contractor shall ensure all personnel are trained and qualified to perform the required cleaning services.
- Contractor shall provide timely communication regarding service delays, site issues, or hazards and notify EDEN's designated representative of any issues affecting service delivery.
- Contractor must immediately report any hazards, damage, or incidents occurring during the performance of services.
- Contractor shall provide adequate supervision at all times and remain fully responsible for employees and subcontractors.

EDEN-Provided Equipment

EDEN shall provide floor scrubbers for the Contractor's use in performing the required cleaning services. The Contractor shall be required to use these machines as appropriate, ensure all employees operating them are properly trained, and maintain the equipment in a clean and proper condition. Any damage or malfunction must be reported to EDEN immediately.

The Contractor shall be financially responsible for reasonable repair or replacement costs resulting from misuse, negligence, or improper operation by the Contractor or its employees. Normal wear and tear and mechanical failures not caused by the Contractor are excluded. EDEN reserves the right to seek reimbursement from the Contractor for such costs.

Invoicing and Payment

Invoices or vouchers for payment shall be certified by an approved and responsible official of the Contractor’s organization. Each invoice or voucher shall, at the minimum, be supported by a summary of the cumulative costs, a description of the service provided and the date of the performance of service. Each invoice or voucher must also show the contract number. The Contractor shall submit invoices to EDEN as follows:

EDEN
Attention: Accounts Payable
7812 Madison Avenue
Cleveland, Ohio 44102

And/or

edenaccountspayable@edencle.org

EDEN will pay each invoice after approval of a proper invoice by the **Facilities Supervisor** or other designee and show that there is not disagreement over quantity, quality, or contractor compliance with any contract requirement. Contractor will also be required to submit to EDEN evidence of the final payment, after payment has been made at the conclusion of, or termination of the contract.

In full compensation for the Services to be rendered by Contractor to EDEN agrees to pay Contractor for the Services in accordance with the Fee Schedule set forth on Exhibit B attached hereto and made a part hereof. No work or expenses for which an additional cost or fee will be charged by Contractor shall be furnished without the prior written consent of EDEN.

All payments are conditioned upon Contractor furnishing to EDEN all lien waivers and Contractor's and/or Subcontractor's Affidavits as required by EDEN and applicable Mechanics Lien laws. EDEN may retain out of any amounts due Contractor, sums sufficient to cover all claims of mechanics, laborers or materialmen for work or labor performed or materials furnished under this Agreement as shown on such Affidavits and may pay the same directly to such claimant(s) or by making a check payable, jointly to Contractor or other claimant(s). No payment by EDEN shall be construed to be an acceptance of defective work or improper materials.

Invoices shall be submitted by the Contractor on the first day of each month for services rendered during the previous month to edenaccountspayable@edencle.org. Payment terms shall be a net 30 days from the date on invoice EDEN shall not be responsible for any late fees, penalties, or interest charges associated with delayed payments. These payment terms shall govern and supersede any conflicting payment terms or policies stated in Contractor's standard documentation, including but not limited to invoices, proposals, or service agreements.

Termination of Contract

EDEN reserves the right to terminate this Contract by giving reasonable notice to Contractor. Reasonable notice is defined as no less than **one (1)** and no more than **fourteen (14) days**, commensurate with the exigencies of the situation. If for any reason Contractor fails to fulfil the terms of this Contract to the full satisfaction of EDEN, all legal remedies shall be available to EDEN. In the event of termination, EDEN will only be responsible for payment for services under the Contract which have been authorized by EDEN and rendered by Contractor prior to such date of termination.

Civil Rights Requirements

Contractor shall ensure compliance with the terms, conditions, and requirements of Title VII of the Civil Rights Act of 1964, Executive Order 11625, as amended by Executive Order 12007 (3 CFR, 1971 – 1975 Comp., p. 616 and 3 CFR, 1977 Comp., p. 139) (Minority Business Enterprises); Executive Order 12432 (3 CFR, 1983 Comp., p. 198) (Minority Business Enterprise Development); and Executive Order 12138, as amended by Executive Order 12608 (3 CFR, 1977 Comp., p. 393 and 3CFR, 1987 Comp., p. 245) (Women's Business Enterprise), Age Discrimination Act of 1975 (42 U.S.C. 6101 et.seq.), Section 504 of the Rehabilitaiton Act of 1973 (29 U.S.C. 794); Americans with Disabilities Act of 1990, 42 U.S.C. 12101-213 and implementing regulations at 29 C.F.R. part 1630 and 36 C.F.R. part 1191, and all applicable regulations issued pursuant to these laws are hereby incorporated into and made a part of this contract by reference.

Contractor must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, handicap, or national origin.

Drug Free Workplace

By signing this Contract, the Contractor certifies that it maintains a drug free workplace in compliance with the Drug Free Workplace Act of 1988 which set forth in 41 U.S.C 701 et.seq. and with the federal regulations promulgated by the Department of Housing and Urban Development in 24 C.F.R. 24 et.seq.

- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on Contractor's premises.
- "Controlled substance" for purposes of this statement means a controlled substance listed in Schedules 1 through V of Section 202 of the Controlled Substances Act (21 U.S.C., Section 812), and as further defined by federal regulations, (21 C.F.R., Section 1300.11 through 1300.15). This list includes but is not limited to marijuana, heroin, PCP, cocaine, and amphetamine.
- Further, by signing this Contract, the Contractor agrees to furnish EDEN any and all certificates, documents and/or records pertaining to this Act in such form and as often as EDEN may require.

Access to Records/Audit

EDEN, HUD and the Comptroller General of the United States, or any of their duty authorized representatives shall, have access to any books, documents, papers, and records which are pertinent to this Contract for the purpose of making an audit, examination, excerpts, and transcriptions.

Retention of Records

Contractor shall retain all books, documents, papers, and records for three (3) years after final payment by EDEN and when all other pending matters related to the Contract are closed. Such records may include, but are not limited to, financial reports, intake and participant information, program and audit reports, books, documents, papers, and all other relevant information.

Conflict of Interest

No member, officer, or employee of EDEN, no member of the governing body locality of EDEN, no member of the governing body of the locality in which EDEN was activated, and no other public official of such locality or localities who exercises any functions of responsibilities with respect of the project shall during their tenure, or for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.

Certification of Independent Pricing

By signing this Contract, Contractor certifies that it has not employed any persons to solicit or procure this Contract and that Contractor has not now, and will not acquire any interest, direct or indirect, present or prospective that would prevent its executing the certifications required by this Contract. Contractor further certifies that it has not employed and will not employ any person having such interest during the term this Contract either directly or indirectly. Contractor, if requested, will furnish EDEN with an affidavit setting forth the foregoing representations that Contractor has no such interest and has not made any payment or agreement for payment of any such commission. Upon request, Contractor will promptly procure from each person employed by or associated with Contractor, in connection with the fulfillment of work hereunder, an affidavit that such person has no such interest.

Transfer of Interest

Contractor shall not assign, transfer, or subrogate any interest in this Contract.

Contract Management

EDEN's **Facilities Supervisor**, under the direction of EDEN's **Director of Facilities & Asset Management** herein, shall be the only individual authorized to direct and/or redirect the efforts or amend the items of this Contract or were designated in writing by the **Facilities Supervisor**. EDEN may, by written notice to the Contractor, change such **Facilities Supervisor** at any time. EDEN's **Facilities Supervisor** is:

Stephenie Phillips

EDEN's Facilities Department
7812 Madison Avenue
Cleveland, Ohio 44102
216-961-9690 ext. 234
E-mail: sphillips@edencle.org

Contract Technical Representative (CTR)

The work to be performed by Contractor under this Contract is subject to the surveillance and written technical direction of EDEN's CTR. The following individual shall be the only authorized CTR under this Contract:

Stephenie Phillips
EDEN's Facilities Department
7812 Madison Avenue
Cleveland, Ohio 44102
216-961-9690 ext. 234
E-mail: sphillips@edencle.org

Technical direction is defined as a directive to Contractor within the definitions and requirements of Section 1, Scope of Service, which approves approaches, solutions, designs, or refinements to the Contract or otherwise defines and furnishes technical guidance to Contractor. The CTR shall monitor Contractor's fulfillment with respect to compliance under the requirements of this Contract including, but not limited to, review and inquiries regarding work, schedule, progress, and cost. Technical direction and management surveillance shall not impose new or revised existing tasks and requirements contained in the Scope of Work. In order for the technical direction to be valid it:

- Must be consistent with the general scope of the work set forth in this Contract
- Shall not commit EDEN to any adjustment of the price, cost, fees, or other contract provisions. Any action taken by Contractor in response to any direction given by any individual, other than EDEN's CTR or Facilities Supervisor (as identified above), shall be at Contractor's own risk.

Indemnification

Contractor shall at all times defend, indemnify, and hold harmless the EDEN and its Board of Commissioners, Subsidiaries, Affiliates, directors, officers, agents, servants, and employees from and against any and all claims, actions, causes of actions, liabilities, losses, damages, costs. expenses, judgments or liens, including attorneys' fees, arising from bodily or personal injury, sickness, disease, death, or injury to property of any party arising directly or indirectly from, or in any way relating to, Contractor's acts or omissions whether caused in whole or in part by Contractor, its officers, employees, contractors, subcontractors, agents, or anyone for whose acts the Contractor may be liable.

In any and all claims against the EDEN, its Board of Commissioners, Subsidiaries, Affiliates, directors, officers, agents, servants, or employees by any employee or agent of the Contractor or anyone for whose acts the Contractor may be liable, the indemnification obligation shall not be limited in any way by the limitation, if any, on the amount or type of damage compensation or benefits payable by or for the Contractor under workers' compensation, disability benefits, or other employee benefits provided by law.

The provisions of this Section will survive the expiration or earlier termination of this Contract.

Insurance

- Contractor shall maintain at its sole expense throughout the term of the Contract the following insurance:
- Worker's Compensation Insurance which meets Ohio statutory requirements, and Employer's Liability Insurance in the amount of $1,000,000 each accident, $1,000,000 each disease, and $500,000 for each disease/each

employee.

- If Contractor brings automobiles or other vehicles onto EDEN property, Automobile Liability Insurance in an amount not less than $1,000,000 combined bodily injury and property damage single limit per accident.

- Commercial General Liability Insurance with a limit of $1,000,000 per occurrence and $2,000,000 in the aggregate. This coverage must extend to Contractor's completed operations, be provided on an occurrence basis, and include bodily injury, property damage, personal injury, and advertising injury.

- Other than Workers' Compensation insurance, all such policies shall name EDEN as an additional insured and shall state that Contractor's insurance is primary with respect to EDEN and not excess over any insurance already carried by EDEN. **NOTE: THE APPROPRIATE POLICY ENDORSEMENT MUST BE INCLUDED WITH THE CERTIFICATE OF INSURANCE.**

- Prior to commencing the work, Contractor shall provide certificates of insurance and endorsement(s) evidencing the required coverage and shall submit such certificates for approval to EDEN, **sphillips@edencle.org.**

Disputes

Failure of either party to fulfill any condition contained in the provisions of this Contract shall constitute a dispute under this Contract. Any and all such disputes shall first be resolved to the mutual satisfaction of both parties within fifteen (15) days following written notice by either party that such a dispute exists. Failure of either party to settle the dispute within the specified time period will provide a basis and cause for termination of this Contract as per FAR 52.249-02, Termination (Fixed Price).

Governing Law and Venue

This Contract shall be governed, interpreted, construed, and enforced in accordance with the laws of the State of Ohio, regardless of conflicts of laws principles. Should any portion of the Contract be found unenforceable due to statute or administrative or judicial decision, the operation or effect of the remaining provisions shall continue unaffected. Venue for any claim or dispute arising under this Contract shall be in a court of competent jurisdiction located in Cuyahoga County, Ohio. Contractor consents to and expressly accepts the personal jurisdiction of such court.

Counterparts

This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together constitute one and the same instrument.

Authority to Bind Contractor

The signatory on behalf of the Contractor represents and warrants that the execution, delivery, and performance of this Agreement has been dully authorized by all necessary corporate action, if any, and that he/she possesses authority to sign on behalf of and otherwise bind the Contractor to the terms and conditions of this Agreement.

Independent Contractor Relationship

The parties to this Contract expressly intend to create an independent contractor relationship. The parties further agree that the conduct and control of the work to be performed will lie solely with the Contractor. Neither Contractor, its employees, servants, or agents is an agent or employee of EDEN for any purpose, and no partnership, joint venture, employment, principal-agent, trust, or other relationship is created by this Agreement. In no event shall either party have the right or power, either express or implied, on behalf of the other party or otherwise to bind the other party in any way whatsoever.

Notices

All notices, demands, consents, approvals, and other communications required or permitted hereunder shall be in writing and, unless otherwise specified herein, shall be (i) personally served, (ii) deposited in the mail, (iii) electronically delivered registered or certified, return receipt requested, postage prepaid, or (iv) delivered by reputable courier service with charges prepaid, addressed as set forth below or to such other address as such party shall have specified most recently by written notice to the other.

Elaine Gimmel
Executive Director
7812 Madison Avenue
Cleveland, Ohio 44102
216-961-9690 ext. 251
E-mail: egimmel@edencle.org

Force Majeure

Neither party shall be responsible for any loss, damage, detention or delay caused by labor trouble or disputes, strikes, lockouts, fire, explosion, theft, lightning, wind storm, earthquake, floods, storms, riot, civil commotion, malicious mischief, embargoes, shortages of materials or workmen, unavailability of material from usual sources, government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of either party's suppliers or subcontractors, orders or instructions of any federal, state, or municipal government or any department or agency thereof, acts of God, or by any other cause beyond the reasonable control of either part. Dates for the performance or completion of the work shall be extended by such delay of time as may be reasonably necessary to compensate for the delay.

IN WITNESS WHEREOF, EDEN and Contractor have executed this Contract, consisting of seven pages, 7, typewritten pages, as of the latest date indicated below.

Witness:

_____

EDEN

_____

Elaine Gimmel

Executive Director

_____

Date

Witness:

_____

Vendor Name

_____

Signature of Authorized Representative

_____

Print Name

_____

Title of Authorized Representative

_____

Date