

**Invitation to Bid  
Homemaker Services**

Perry County Job and Family Services (PCJFS) is seeking bids for Homemaker Services for adults age 60 years and older. PCJFS's social services unit provides community-connected resources to adults aged 60 years and older. In certain instances, the agency is unable to arrange in-home services, including Homemaker Services, through the current county senior-related infrastructure due to availability or funding. Contractors of Homemaker Services would be contacted by PCJFS to serve approximately five clients total per month, each receiving two hours a week in cleaning services. Contractors are reimbursed within 30 days for their services following the submission of a monthly invoice.

Contractors should be available to start Homemaker Services for individuals in-need within 24 hours from the initial referral. PCJFS will provide contact information and other pertinent information needed to set up Homemaker Services for individual clients in need. Homemaker Services help our most vulnerable seniors with basic chores to keep their environment safe and healthy, in turn giving them more time to complete community activities.

The following information must be included in the bid:

**1. Requirements for being a Homemaker Services Provider**

A. Provide a statement disclosing the identity of the person(s) or agency that will be providing the Homemaker Services. Please include the following information in the statement:

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|--|---|
| a. Name/Agency Name                                    | e. Tax identification number (if applicable)          |
| b. Medicaid and Medicare provider name (if applicable) | f. National provider identifier (NPI) (if applicable) |
| c. Physical address                                    | g. Days/hours of business-related availability        |
| d. Mailing address (if different)                      |   |

B. Submit business/LLC license or proof of 501(c)(3) standing and liability insurance

**2. Cost information for Bid**

PCJFS will reimburse the Contractor for costs of providing in-home Homemaker Services.

**Please use the information below as a template for submitting cost for the bid. An explanation column has been added for the Contractor to list any additional information that may be necessary to explain the charge.**



Associated Cost	Total Cost	Explanation of Cost
Client Intake and Scheduling	\$	
Home Aide in-home cost per hour	\$	
Additional Cost	\$	

### 3. Delivery of Bids

All bids must be submitted to PCJFS via email to [lori.hollingshead@jfs.ohio.gov](mailto:lori.hollingshead@jfs.ohio.gov) **OR** in a sealed envelope marked "ATTN: Lori Hollingshead ITB" delivered to the following address:

Perry County Job and Family Services  
5250 State Route 37 E  
P.O. Box 311  
New Lexington, Ohio 43764

All information must be received by PCJFS no later than **September 17th, 2025, at noon**. Bids received will be time and date stamped by PCJFS staff. Information received after the deadline may be rejected at the discretion of the PCJFS.

### 4. Opening of Bids and Notice of Awards

Bids will be opened on September 17th at 1:00 p.m. at PCJFS located at 5250 OH-37, New Lexington, Ohio 43764. Notice of award will be issued between September 22nd and 26th, 2025. PCJFS reserves the right to accept or reject all bids on any basis and without disclosure of reason.

### 5. Contract

The selected bidder(s) will be awarded a contract for a period of one year beginning October 1st, 2025, and ending September 30th, 2026. PCJFS, at its sole discretion, may decide to extend the contract for a period of one or two-years contingent, upon the level of future federal and state funding, provider effectiveness and demonstrated need for the services being provided. A contract and any extension require the approval of the Board of Perry County Commissioners. Each additional term will be for a period of one year.

The ITB does not commit PCJFS to award a contract, to pay any costs incurred in the preparation of a proposal for this ITB, or to procure or contract for services.

**For questions regarding this information and/or submission, please contact Lori Hollingshead at (740) 777-7405 or by e-mail at [lori.hollingshead@jfs.ohio.gov](mailto:lori.hollingshead@jfs.ohio.gov).**

