

The Supreme Court of Ohio

REQUEST FOR PROPOSALS

HOUSEKEEPING SERVICES FOR THE THOMAS J. MOYER OHIO JUDICIAL CENTER

RFP No. 253

ISSUING OFFICE: FACILITIES MANAGEMENT

Date of Issuance: January 16, 2025

As defined herein, the Supreme Court of Ohio, Facilities Management Office, is seeking competitive proposals from qualified vendors for the provision of housekeeping services for the Thomas J. Moyer Ohio Judicial Center (“TJMOJC”), located at 65 South Front Street, Columbus, Ohio 43215.

Response Due Date and Time:

February 24, 2025 by 12:00 p.m. EST

NOTICE

R.C. 9.24 prohibits the Supreme Court from awarding a contract to any offeror against whom the Auditor of State has issued a finding for recovery if the finding for recovery is unresolved at the time of award. By submitting a proposal, an offeror warrants that it is not now, and will not become, subject to an unresolved finding for recovery under R.C. 9.24, before the award of any contract arising out of this Request for Qualifications, without notifying the Supreme Court of such finding.

1. Overview

The Supreme Court of Ohio (“Court”), Facilities Management Office, through this Request for Proposals (“RFP”), is soliciting competitive proposals from qualified vendors for the provision of housekeeping services for the Thomas J. Moyer Ohio Judicial Center (“Judicial Center”) located at 65 South Front Street, Columbus, Ohio, to assist in maintaining the cleanliness and integrity of this historic structure. These services will be provided primarily while the building is closed. Erected in 1931, the Judicial Center is home to approximately 300 staff and over 40,000 visitors annually.

For the purpose of this RFP, “Respondent” is defined as the entity or individual who submits a response in relation to this RFP. “Vendor” is defined as the individual or contractor responsible for completing the Scope of Services as described herein, and “Contractor” refers to the successful vendor awarded the contract.

2. Information for Respondents:

2.1 Pre-Proposal Conference:

A pre-proposal conference will be held on **Tuesday, January 28, 2025, at 1:30 p.m. EST** to allow attendees the opportunity to discuss the requirements and objectives of the RFP. Attendance is voluntary; however, Vendors shall be required to comply with and shall be responsible for the information discussed, regardless of whether they attend. The Court will not issue minutes or notes from the pre-proposal conference; however, written addenda may be issued if the Court deems it necessary.

2.2 Site Walkthrough:

A site walkthrough will be held immediately following the pre-proposal conference to allow attendees the opportunity to view the interior of the Judicial Center and its historic features which will be maintained as part of the housekeeping services.

2.3 Email Confirmation of Attendance at Pre-Proposal Conference & Site Walkthrough:

Email confirmation of your participation in both the pre-proposal conference and the site walkthrough shall be sent to Brent Flanik, Procurement Administrator at Brent.Flanik@sc.ohio.gov no later than **Friday, January 24, 2025, at 12:00 p.m. EST** so the Court’s Security Desk may be notified of the number of guests attending before arrival on site.

The pre-proposal conference shall be held at the Thomas J. Moyer Ohio Judicial Center located at 65 South Front St., Columbus, Ohio 43215. It is estimated that the pre-proposal conference and the site walkthrough will take approximately 2+ hours dependent upon the number of attendees and the number of questions raised.

2.4 Questions and Clarifications Related to RFP:

All questions in relation to this RFP shall be submitted in writing to Brent Flanik, Procurement Administrator at Brent.Flanik@sc.ohio.gov, no later than **February 6, 2025, by 12:00 p.m. EST**. Oral inquiries and/or questions will not be accepted.

Questions received after this date and time will not be responded to or answered. An Addenda documenting the Court's responses to all submitted questions will be posted in accordance with the schedule below on the Procurement Opportunities section of the Court's website at:

<https://www.supremecourt.ohio.gov/courts/judicial-system/supreme-court-of-ohio/admin-offices/office-of-fiscal-resources/procurement-opportunities/>

2.5 Proposal Response Submission:

Proposal responses to this RFP are to be received by the Court, via email, **no later than February 24, 2025, by 12:00 p.m. EST**. All responses shall be sent directly to Brent Flanik, Procurement Administrator at the following email address: Brent.Flanik@sc.ohio.gov. Proposals received after this date and time shall be considered late, and as a result, will not be considered for evaluation and award.

The Court is not responsible for late email submissions, and the Court reserves the right to reject any and all proposals. The preparation of this proposal shall be solely at the respondent's expense.

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2.6 Schedule of Key Milestone Events:

Listed below are specific dates and times related to this RFP. Actions with specific dates and times shall be adhered to unless changed by the Court via an addendum. All addenda relating to this RFP will be emailed to all solicited vendors in accordance with the schedule below. It is the sole responsibility of the respondent to ensure receipt of all documentation issued by the Court.

Schedule of Key Milestone Events (All times are in EST):

RFP Issuance	January 16, 2025
Email Confirmation Due for Attendance at Pre-Proposal Conference and Site Walkthrough	January 24, 2025 at 12:00 p.m.
Pre-Proposal Conference and Site Walkthrough	January 28, 2025 at 1:30 p.m.
Deadline for Submitting Vendor Questions	February 6, 2025 at 12:00 p.m.
Final Addendum to be Issued (If Applicable)	February 14, 2025
Proposal Responses Due	February 24, 2025 at 12:00 p.m.
Evaluation of Proposals Complete (Estimated)	Mid/Late March, 2025
Vendor Interviews (In-Person): Selected vendors invited to participate in vendor interviews shall be prepared to attend.	Early April, 2025
Finalize Award Determination (Estimated)	Mid-April, 2025
Executed Contract (Estimated)	Late April/Early May, 2025
Service Start Date	July 1, 2025

3. Communication with Court Personnel:

Respondent shall not meet or initiate communication with Court staff during the RFP process, except as otherwise provided in this RFP, or with respect to current or ongoing work. The RFP process is considered to have begun on the date it is issued and is considered concluded on the date on which any resulting contract has been fully executed. Any attempt to meet or initiate contact during the RFP process, other than that expressly authorized by the RFP, may result in disqualification of the respondent.

4. Scope of Work:

The awarded Contractor shall be responsible for providing all labor, wages, benefits, supervision, insurance, training and, unless specifically noted otherwise, all equipment, chemicals, and other supplies necessary to complete all housekeeping services effectively and efficiently as listed in **Appendix A / Cleaning Specifications and Schedule.**

Due to the historical nature of the Judicial Center, Contractor's staff shall always ensure the proper care and maintenance of the numerous finishes, existing structures, furniture, and other materials contained in the Judicial Center, as well as various flooring materials as listed in **Appendix B / Judicial Center Square Footage Chart**.

Any damages caused by Contractor's staff shall be repaired or replaced at the Contractor's expense and to the satisfaction of the Court. All non-restroom, non-kitchen, and other metal furnishings not specifically identified here, are excluded from this proposal.

4.1 Work Hours:

All housekeeping services shall be provided between the hours of 5:30 p.m. and 1:00 a.m. Eastern Standard Time ("EST"), Monday through Friday. Under no circumstances shall Contractor's staff remain in the Judicial Center past 1:00 a.m. There shall be no exceptions to these work hours without the written permission of the Director of Facilities Management.

With the exception of Independence Day (July 4th), housekeeping services are **not required** on the following Supreme Court of Ohio Observed Holidays when the Judicial Center will be closed:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

4.2 Site Supervisor:

The Contractor shall identify and assign a Site Supervisor, who shall be exclusively assigned to the Judicial Center, and who will remain onsite while staff are present. The Site Supervisor shall have the authority to assign staff and investigate any complaints or staff disciplinary actions as they arise. The Court prefers that the Site Supervisor's shift begin at 4:30 p.m.

Additional Site Supervisor responsibilities include the following:

- A. Coordinate the scheduling of assigned staff with the Director of Facilities Management or the Director's designee.
- B. Ensure staff complete all required duties as specified.

- C. Ensure staff always conduct themselves in a professional manner, adhering to the Contractor's established code of conduct as well as the designated Court Administrative policies, included here in **Appendix F**, and the Thomas J. Moyer Ohio Judicial Center ("TJMOJC") Building Regulations, included here in **Appendix G**.
- D. On a nightly basis, before leaving, complete and e-mail to designated Court staff a nightly summary in a format approved by the Court.
- E. As requested, meet and/or attend meetings with Court staff.

4.3 Chemicals, Equipment, and Material Maintenance:

The Contractor shall be responsible for providing all chemicals, equipment, and materials to complete all tasks effectively and efficiently as identified in **Appendix A**. Before service implementation, the Contractor shall provide the Court with copies of the Material Safety Data Sheets for all proposed chemicals intended to be used in the Judicial Center. Under no circumstances may chemicals be used that could cause potential harm to existing structures and/or finishes, including but not limited to, acid bowl cleaner or bleach as a cleaner. Before use, all chemicals shall be approved by the Court.

The Court shall provide the following materials:

1. Can liners
2. Toilet tissue
3. Hand towels
4. Roll towels
5. Sanitary liners
6. Dish detergent (liquid and powder)
7. Liquid hand soap
8. Cleaner for the Fitness Center
9. Floor Finish and Restored which shall be utilized on all hard surfaces (no alternate may be used).

In addition, the Court shall provide:

1. Storage area for the Contractor's materials and cleaning equipment.
2. Access to an office area that the Site Supervisor can use while at the Judicial Center. Within this area, the Court shall provide access to a computer with internet access to be used for the sole purpose of maintaining communication with the Court, a phone, and a copier.
3. The Court shall be responsible for laundering the rags and dust mops (as supplied by the Contractor) within the Judicial Center. As a result, these materials shall remain at the Judicial Center.

The Contractor shall be responsible for providing the following:

1. E-Mail account to ensure ongoing communication with Court staff.
2. Printer and paper (if deemed required) for the designated office area.

4.4 Quality-Control Plan:

Before service implementation, the awarded Contractor shall submit to the Court a comprehensive quality-control plan that details how the Contractor will monitor and ensure that all services are completed in an efficient and effective manner, as specified in **Appendix A**, and in accordance with the Scope of Work.

4.5 Vendor Qualifications and Requirements:

It is the intent to describe the minimum qualifications and requirements required by the Court for the awarded Contractor and their assigned Staff to successfully complete the services as identified.

- A. The Contractor shall have documented experience in successfully implementing, managing, and completing similar services in a building comparable in both size and scope to the Court as those being requested.
- B. The Contractor shall have an established Code of Ethics/Conduct, which all assigned staff adhere to.
- C. Within the designated work pool, the Contractor will identify and assign a Site Supervisor, who shall be exclusively assigned to the Judicial Center.
- D. All staff assigned to the Judicial Center shall be able to read and write English fluently.
- E. The Contractor shall be responsible for supplying and properly maintaining a uniform shirt for all staff assigned to the Judicial Center. All uniform pieces shall be approved for use by the Court prior to the start date of the awarded contract for these housekeeping services.
- F. Before contract execution, and throughout the life of the contract, the Contractor shall be responsible for obtaining and maintaining all licenses and permits as required by federal, state, and local statutes.
- G. Before contract execution, and throughout the life of the contract, the Contractor shall maintain adequate and associated insurance typical to the industry, attached as **Appendix H**. At a minimum, the policy shall include general-liability coverage that covers theft by employees. Confirmation of such insurance shall be provided to the Court upon request.

5. Additional Requirements – Background Checks & Drug-Testing:

Before the service start date, all staff identified to be assigned to the Judicial Center shall submit to and complete a background check and drug test through an entity identified by the Court. The selected Contractor shall be responsible for the scheduling, transportation, and incurred costs required for all staff to complete the background check and drug test. As a portion of this process, all of Contractor's staff shall provide all documentation and supplemental information as required. Completed results shall be sent directly to the Court's Director of Human Resources for review and approval. Upon receipt, the Court shall be responsible for communicating the results with the selected or.

Under no circumstances will anyone who has not completed the background-check and drug-test process and received supplemental approval by the Court work in the Judicial Center. Upon the Court's determination, Contractor's staff will receive Court-issued badges, which shall be displayed at all times while onsite.

Once approved by the Court, no modifications to the Contractor's assigned staff shall be made without the prior approval of the Director of Facilities Management or his designee. The Court reserves the right to have anyone removed from the premises at any time, including Contractor's staff.

6. Subcontractors:

As a portion of their proposal response, Vendors shall identify any subcontractors that they intend to use and for what specific purposes. All subcontractors shall work at the sole expense of the Vendor, and the Vendor shall be solely responsible for ensuring proper payment to the subcontractors. The Vendor shall assume responsibility for all work performed by subcontractors and ensure that all subcontractors comply with all contractual terms and conditions and policies of the Court.

Proposed subcontractors shall also be considered and reviewed as a portion of the evaluation criteria. The Court reserves the right to review information regarding all proposed subcontractors and reject any identified before a contract is awarded. If the Vendor has proposed use of any subcontractors, staff of subcontractors assigned to the Judicial Center shall submit to and complete a background-check and drug-test pursuant to **Section 5 / Additional Requirements – Background Checks and Drug Testing** of this RFP. Additional Requirements of this Request for Proposal shall apply to each subcontractor and each of its employees as if the subcontractor stood in Vendor's shoes.

7. Proposal Response Criteria:

Submitted proposal responses shall provide concise statements of the Vendor's experience and capability to perform the services as requested. Proposal responses shall be organized per the specified categories below and shall include all information and documentation as requested. Failure to submit all information or documentation as requested, may result in the proposal being found nonresponsive.

7.1 Experience:

Vendors shall submit with their proposal an Executive Summary, not to exceed two pages in length, detailing the Vendor's experience in completing similar services to those being requested, including any experience in providing these services in historic buildings. The summary shall also include the name, address, telephone number, and e-mail of the Vendor representative(s) who should be contacted regarding the proposal response.

In addition, the Vendor shall provide a minimum of three references from entities for whom the Vendor has performed similar services within the last four years. References shall include the name of the entity, services completed, dates in which services were completed, and the name and contact information of the person through whom the reference can be verified by the Court. Neither the Court nor any of its employees may be identified as a reference.

7.2 Staffing Plan:

Using **Appendix D / Proposed Staffing Schedule**, the Vendor shall identify by title all key personnel who shall be assigned to the Judicial Center, including their proposed schedule and number of daily hours. Alternate forms or documentation will not be accepted.

In addition, the Vendor shall describe the approach that shall be used to ensure ample staff coverage in the event of employee absenteeism. Throughout the term of the awarded contract, the Contractor shall maintain the staff according to the requirements set forth in Appendix C.

7.3 Site Supervisor:

Provide the résumé of the proposed Site Supervisor who shall be assigned to the Judicial Center. In addition, describe what tools and resources the Vendor will provide to support the designated Site Supervisor within their role.

Upon execution of the awarded contract the Contractor shall provide the name of the designated Site Supervisor assigned to the Court. In the event the Site Supervisor must call-off work, the Contractor shall provide the Director of Facilities Management or his designee with the name of the alternate Assistant Site Supervisor / Lead assigned to the Court for the duration of the Site Supervisor's absence.

7.4 Quality-Control Plan:

Before service implementation, the awarded Contractor shall submit to the Court a comprehensive quality-control plan that details how the Contractor will monitor and ensure all services are being completed in an efficient and effective manner, as specified in **Appendix A**, and in accordance with the Scope of Work. This quality-control plan shall describe the approach, including any resources, that the Vendor will use to ensure quality assurance throughout the life of the contract.

7.5 Communication and Scheduling:

In their proposal response, the Vendor shall describe how they will ensure effective communication with Court Staff. In addition, they shall describe how often staff scheduling is completed (weekly/biweekly/monthly), and how this shall be communicated to the Court on a regular basis. As part of their proposal response, Vendor shall include a sample staffing schedule.

7.6 Administrative Support:

Describe what administrative support the Vendor will provide during the life of the contract, including, but not limited to, the development and management of invoices. As part of their proposal response, the Vendor shall include a sample invoice.

7.7 Proposed Costs:

Using **Appendix E / Cost Proposal Form**, the Vendor shall identify the proposed costs, as requested. Alternate forms or documentation will not be accepted.

7.8 Additional Documentation to be included in the Proposal Response:

In addition to the items included within Sections 7.1 through 7.7 of this RFP, Vendors are required to submit with their proposal response the documentation or information identified below. Failure to submit all information or documentation requested below may result in the proposal response being found nonresponsive:

- A. Completed **Appendix C / Proposal Response Form**.
- B. Photo and description of the uniform shirt all assigned staff shall wear at the Judicial Center.
- C. Copy of the Vendor's established Code of Ethics/Conduct.
- D. Listing of any proposed Subcontractors as described in Section 6 of this RFP.

8. Proposal Response Format:

8.1 Proposal Response - Format and Content:

Proposal responses shall be formatted and submitted in a single PDF format. It is the responsibility of the Respondent to ensure that sufficient documentation has been included to satisfy the requirements specified within the proposal response. Failure to meet any of these submission requirements may result in the proposal being found non-responsive.

8.2 Executive Summary – Information to be Included:

Respondents shall provide an executive summary detailing your understanding of the services being offered, as detailed below. Respondents shall include the following in their proposals:

- A. **Cover Letter:** A cover letter that includes the Vendor's legal company name, and address.
 1. **Contact Information:** The cover letter shall include the legal name, title, and address of the individual(s) involved in the preparation of the RFP response. If inquiries relating to the RFP response need to be directed to someone other than the specified individual(s), please provide the name and email address of the person to whom inquiries about the proposal should be directed.
 2. **Total Number of Employees in Company**
 3. **Year Business Started**
 4. **State of Incorporation and Location of Headquarters**
- B. **Key Personnel – Team Dedicated to Project:** The Vendor shall assign a dedicated team to the oversight of this project for its entirety. The proposal response shall provide the titles of these key personnel similar in nature to the titles listed below and their areas of responsibility:
 1. **Director of Operations**
 2. **Area Manager**
 3. **Site Supervisor**
 4. **Assistant Site Supervisor**

C. **Key Personnel Roles and Experience:** For the list of key personnel assigned to this project, please define the following:

1. **Role & Name:** the role of each key personnel and their name;
2. **Number of Employees:** if more than one, list the number of employees assigned to each of these positions; and
3. **Length of Time:** include the length of time in their currently held position.

D. **References:** Respondents shall provide a minimum of three current references from entities for which respondent has performed similar housekeeping services comparable in both scope and size (i.e.: size of building, number of occupants in building, etc.) within the last four years.

References shall be listed in chronological order, and shall include:

1. The name of the entity.
2. Services completed.
3. Dates on which services were completed.
4. The name and contact information of the person with whom the Court may verify the reference.

The Court and any current Court staff may not serve as a reference.

9. Evaluation of Proposals and Evaluation Criteria:

9.1 Evaluation of Proposals: All proposal responses received shall be reviewed and evaluated by a team of representatives (“Evaluation Committee”) identified by the Court. The Court may accept or reject any or all proposals, in whole or in part, or waive minor defects in a proposal, if no prejudice results in the rights of another potential Vendor, or to the public. Nonresponsive proposals will not be considered. Nonresponsive proposals are defined as those that do not meet, or are not compliant with, the requirements as specified in the RFP.

A. **Evaluation Criteria:** Responsive proposals shall be evaluated in accordance with the proposal response criteria specified above in Sections 7 and 8, including proposed price, and as itemized below, along with any requested supporting documentation, as well as prior conduct and performance, as applicable. The corresponding weights assigned to each of the categories has been listed below:

CATEGORY	PERCENTAGE
<p>Vendor Experience Including References: (Sec. 7.1 & 8.2) Demonstration of vendor’s overall capabilities and experience in completing the services identified for the Court. Evidence of the depth and breadth of experience in servicing comparably sized locations, as well as feedback on vendor’s reputation.</p>	45%
<p>Price Proposal: (Sec. 7.7 & Appendix E) Price will be a factor in the final award, but it is <i>not</i> the only component. Examination and comparison of respondent’s price proposal, in conjunction with the requirements listed above, allow the Court to determine the reasonableness of the proposed price, and the economic feasibility of this price for the Court.</p>	35%
<p>Employee Information: (Secs. 7.2 & 7.3 and Appendix D) Provides evidence of vendor’s ability to provide knowledgeable employees to service the Court’s needs successfully and within the specified time periods listed.</p>	20%

10. Proposal Clarification:

The Court may contact any Vendor in order to clarify uncertainties or eliminate confusion concerning the contents of a proposal. However, Vendors will not be able to modify proposals as a result of any such clarification request.

11. Reference Verification:

The Court reserves full discretion to determine the competence and capabilities of any Vendor. The Court may contact any customer of the proposed Vendor, whether or not included in the submitted reference list, and use such information in the evaluation process.

12. Best and Final Offer:

The evaluation process may include, at the Court’s discretion, a request for a selected Vendor(s) to prepare a Best and Final Offer (BAFO). A Vendor(s) participation in the BAFO process shall not be construed as an award of a contract or as a guarantee that a contract shall be awarded.

13. Contract Award:

Following the evaluation, including any proposal clarifications, reference verifications, or Best and Final Offers (BAFO), the Court shall proceed in recommending a contract award be made to the Vendor who can best complete all services as identified, at the best overall value to the Court. In the event that the Court and the selected Vendor are unable to reach an agreement in a timely manner, the Court reserves the right to terminate negotiations with that Vendor. If that happens, the Court reserves the right to enter into negotiations with an alternate Vendor. The Court will award one contract for these housekeeping services.

14. Contract Term:

Services provided under this contract shall begin on July 1, 2025, and shall remain in effect for two (2) years through June 30, 2027, unless otherwise terminated or modified per the terms of the Agreement. Upon mutual agreement by both parties, this agreement may be extended for two (2) additional one-year terms.

15. Independent Contractor:

All Vendors shall acknowledge and agree with the Court that services performed under this contract are being performed as an independent contractor, and not as a public employee, pursuant to R.C. 145.01 et. seq. The Vendor shall be required to complete and sign the Ohio Public Employees Retirement System form PEDACKN and return it to the Court before payment will be made for any services.

16. General Terms and Conditions:

1. The Court assumes no responsibility for costs incurred by any Vendor before the award of any Contract resulting from this RFP;
2. All proposed offers submitted to the Court are firm and shall remain in effect for 120 days from the proposal due date. Respondents are well-advised to check their proposal carefully before submitting. Errors cannot be corrected after the proposals are opened. It shall be a condition of any award that the selected Respondent shall deliver all services at the fee or cost quoted, even if in error.
3. A proposal, upon acceptance by the Court, immediately creates a binding contract between the Respondent and the Court. Except as otherwise provided in this RFP, once accepted, it may not be rescinded, canceled, or modified by the Respondent unless mutually agreed in writing by the parties.
4. All responsive proposals shall be evaluated by the Court, which may accept or reject any or all proposals, in whole or in part, and may waive minor defects in a proposal if no prejudice results to the rights of another Vendor or to the public;

5. At the sole discretion of the Court, the RFP may be cancelled or reissued in whole or in part, or a contract may not be awarded, if **any** of the following apply:

a. The goods or services offered are not in compliance with the requirements, specifications, or terms and conditions set forth in the request for proposals;

b. The price offered is considered excessive in comparison with existing market conditions, in comparison with the goods or services to be received, or in relation to available funds;

c. It is determined that the award of a contract would not be in the best interest of the Court;

6. By submitting a quotation, the Respondent certifies that he/she is (sole owner, partner, president, secretary, etc.) of the party making the forgoing proposal; that such proposal is genuine and not collusive or sham; that the Respondent has not colluded, conspired or agreed, directly or indirectly, with any other Respondent or person, to put in a sham bid; or colluded or conspired to have another not submit a proposal and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the price of its proposal or any other Respondent, or to fix any overhead, profit or cost element of the price, or of that of any other Respondent, or to secure any advantage against any Respondent or any person or persons interested in the proposed contract and that all statements contained in the bid are true; and further, that the Respondent has not, directly or indirectly, submitted this bid, or the contents thereof, or divulged any related information or data to any association or to any member or agent of any association;

7. The Court requires any Vendor wishing to do business with the Court to provide their Federal Taxpayer Identification Number. The Court does this so that it can perform statutorily required “responsibility” analyses on those Vendors and contractors doing business with the Court and, under limited circumstances, for tax-reporting purposes.

8. The Court is exempt from taxation. Federal transportation and excise taxes, as well as state excise taxes shall not be included in the proposal prices. Excise-tax-exception certificates shall be furnished upon request.

9. Vendor warrants that it is not subject to an unresolved finding for recovery under R.C. 9.24. If the warranty is false on the date the parties sign a contract awarding Vendor’s proposal, the contract is void *ab initio*, and the Vendor shall immediately repay to the Court any funds paid under the contract.

10. Any contract resulting from this request for proposals is binding on the successful Vendor. Failure of the contractor to meet or perform any of the contract terms or conditions shall permit the Court to rescind or cancel the contract and purchase replacement articles

or services of comparable grade in the open market. The Vendor shall reimburse to the Court costs and expenses in excess of the contract price necessitated by such replacement purchases. The Court does not waive the right to insist upon future compliance with these proposal specifications when there is undiscovered delivery of nonconforming goods or services.

11. The awarded Contractor shall ensure their Staff complies with the designated Court policies listed within **Appendices F** (SCO Admin. Policies) and **G** (TJMOJC building regulations).

12. The Court hereby advises all Respondents that all documents submitted in response to this RFP, including those documents that purportedly contain trade secret information, will become public records. The Court will allow the public, including other Respondents, to inspect and obtain copies of these documents in accordance with Ohio Rules of Superintendence 44-46 after the Request for Proposal deadline expires unless: 1) in its response to this Request for Proposal, the Respondent clearly identifies the document or document excerpt that the Respondent believes is not a public record as defined in Ohio Sup. R. 44; 2) in its response to this Request for Proposal the Respondent identifies the provisions that exempt the document or document excerpt from the public records provisions of Ohio Sup. R. 44-46; and 3) Court staff determine that the document or document excerpt is not a public record as defined in Ohio Sup.R. 44. In weighing whether a Respondent's proposal contains trade secret information that may be protected from disclosure under Ohio Sup. R. 44-46 and *State ex rel. Seballos v. School Employees Retirement Sys.* (1994), 70 Ohio St.3d 667, Supreme Court staff may consider the definition of "trade secret" in R.C. 1333.61(D) and the factors described in *State ex rel. The Plain Dealer v. Ohio Dept. of Ins.* (1997), 80 Ohio St.3d 513.

17. Supreme Court of Ohio - Administrative Policies (Appendix F):

1. Administrative Policy 5 - Equal Employment Opportunity Policy:

The Court is an equal opportunity employer. Persons conducting or seeking to conduct business with the Supreme Court are subject to Adm. P. 5 (Equal Employment Opportunity), a copy of which is attached.

2. Administrative Policy 20 — Use of Court Equipment:

The Court intends to establish consistent standards and expectations for the appropriate standard care when using Court equipment. Persons conducting or seeking to conduct business with the Supreme Court are subject to Adm. P. 20 (Use of Court Equipment), a copy of which is attached.

3. Administrative Policy 22 – Alcohol and Drug Free Workplace:

The Court intends to provide an alcohol and drug free workplace. Persons conducting or seeking to conduct business with the Supreme Court are subject to Adm. P. 22 (Alcohol and Drug Free Workplace), a copy of which is attached.

4. **Administrative Policy 23 – Weapons and Violence Free Workplace:**
The Court intends to provide a weapons and violence free workplace. Persons conducting or seeking to conduct business with the Supreme Court are subject to Adm. P. 23 (Weapons and Violence Free Workplace), a copy of which is attached.
5. **Administrative Policy 24 – Discrimination and Harassment:**
The Court intends to provide a discrimination and harassment free workplace. Persons conducting or seeking to conduct business with the Supreme Court are subject to Adm. P. 24 (Discrimination and Harassment), a copy of which is attached.

18. Appendices:

Appendix A:	Cleaning Specifications and Schedule
Appendix B:	Judicial Center Square Footage Chart
Appendix C:	Proposal Response Form
Appendix D:	Proposed Staffing Schedule Form
Appendix E:	Cost Proposal Form
Appendix F:	The Supreme Court of Ohio/Adm. Policies & Procedures
Appendix G:	The Thomas J. Moyer Ohio Judicial Center ("TJMOJC") Regulations
Appendix H:	Minimum Scope & Limit of Liability

Appendix A Cleaning Specifications and Schedule

This Appendix contains the cleaning specifications of the Judicial Center per area, including the supplemental duration in which they are to be completed.

Elevators, Lobbies and Hallways (Special Instructions: The brass areas fixtures located in elevator cars shall be dry dusted only. These include the handrails, indicator panels, thresholds and back of the elevator doors. Under no circumstances shall damp cloths be utilized.)						
Cleaning Specification	Nightly	Weekly	Monthly	Quarterly	Semi Annually	Annually
Dust mop all hard surface floors. Upon completion, damp mop all areas with a neutral cleaner	x					
Vacuum and spot clean all carpet	x					
Spot clean all wall surfaces to remove smudges and handprints	x					
Clean and sanitize drinking fountains using approved cleaner	x					
Spot clean elevators and elevator tracks	x					
Clean marble area in elevators	x					
Burnish all hard surface floors		x				
Clean all elevators, inside and outside, including marble on floor		x				
Vacuum and clean all elevator tracks		x				
Dust all marble walls		x				
Clean and extract all elevator carpeting. Upon completion, clean all surrounding marble			x			
Scrub and recoat all tile and hard surfaces				x		
General Office Areas, Conference Rooms and Libraries (Floors 2-12)						
Cleaning Specification	Nightly	Weekly	Monthly	Quarterly	Semi Annually	Annually
Empty and dispose of all wastepaper and recycling containers to designated areas: Upon completion, replace liners	x					
Dust mop all tile and hard surfaced floors	x					
Vacuum all carpeted areas including carpeted stairwells	x					
Spot clean carpeted areas	x					
Remove fingerprints from desk, tables, cabinets, doors, light switches and glass	x					
Clean and sanitize drinking fountains using approved cleaner	x					
Dust desk tops and counters if cleared, spot clean glass surfaces; Spot dust remainder of area	x					
Dust low, horizontal, and vertical surfaces		x				

Appendix A
Cleaning Specifications and Schedule

	Nightly	Weekly	Monthly	Quarterly	Semi Annually	Annually
Vacuum and edge all carpeted areas		X				
Vacuum desk chairs		X				
Clean desks, file cabinets, tables, etc.		X				
Burnish all hard surface floors, dust mopping upon completion		X				
Dust exposed areas of library shelving		X				
Clean all glass tops and sanitize telephones		X				
Dust blinds, light fixtures and complete other high dusting			X			
Vacuum all upholstered furniture			X			
Wash partition and door glass (Does not include and exterior wall glass)				X		
Machine scrub hard surface flooring, apply finish				X		
Clean all trash and recycling containers				X		
Vacuum draperies					X	
Clean and sanitize all carpeting using an approved hot water extraction method						X
Strip and finish all tile and hard surface flooring						X
Restrooms (All Floors) and Fitness Center (2nd Floor)						
Cleaning Specification	Nightly	Weekly	Monthly	Quarterly	Semi Annually	Annually
Empty and dispose of all wastepaper containers to designated areas; Upon completion, replace liners	X					
Clean and fill all dispensers with supplies furnished by the Court	X					
Dust and clean all doors, ledges and partitions	X					
Clean and sanitize wash basins, toilets and urinals	X					
Clean and polish dispensers, chrome fixtures, mirrors, and entrance doors	X					
Dust mop and damp mop floors using a disinfectant cleaner	X					
Machine scrub hard surface floors		X				
Dust and/or vacuum ceiling vents		X				
Wash partitions, walls and doors		X				

Appendix A

Cleaning Specifications and Schedule

Kitchenettes, Vending Area and Dining Room (Special Instructions: The vending area and dining room are located on the second floor. Kitchenettes are located throughout the building)						
Cleaning Specification	Nightly	Weekly	Monthly	Quarterly	Semi Annually	Annually
Empty and dispose of all wastepaper and recycling containers to designated areas; Upon completion, replace liners	x					
Dust mop hard surface areas	x					
Damp mop hard surface areas using neutral cleaner	x					
Vacuum carpet and spot clean	x					
Spot clean upholstery furniture in dining room	x					
Clean tabletops in dining areas	x					
Spot clean walls	x					
Wipe sinks and countertops in vending area	x					
Spot clean exterior and interior of microwaves	x					
Spot clean exterior of refrigerators	x					
In the kitchenettes, Clean and fill all dispensers with supplies furnished by the Court	x					
Burnish tile areas		x				
Wipe clean exterior of refrigerators and microwaves		x				
Brush or vacuum upholstery furniture in dining room		x				
Dust blinds, light fixtures and complete other high dusting			x			
Clean all waste containers			x			
Machine scrub tile areas and refinish				x		
Clean and extract carpet in high traffic areas as identified by the Court					x	
Clean and vacuum light fixtures						x
Strip and finish all tile and hard surface areas						x
Clean and sanitize all carpeting using an approved hot water extraction method						x
Stairways (Levels B-15)						
Cleaning Specification	Nightly	Weekly	Monthly	Quarterly	Semi Annually	Annually
Police stairways for removal of trash or debris	x					
Dust light fixtures		x				
Dust handrails, doors and door frames		x				
Sweep and damp mop all hard surface floors		x				

Appendix A Cleaning Specifications and Schedule

	Nightly	Weekly	Monthly	Quarterly	Semi Annually	Annually
Vacuum and edge all carpeted stairs (Floor 11-15)		x				
Wipe clean fire extinguishers or fire hose cabinets		x				
Basement Floor (Special Instructions: There are no carpeted areas in the basement in which the vendor will be responsible for)						
Cleaning Specification	Nightly	Weekly	Monthly	Quarterly	Semi Annually	Annually
Dust mop all hard surface floors. Upon completion, damp mop with a neutral cleaner	x					
Vacuum mats and spot clean	x					
Spot clean all wall surfaces to remove smudges and handprints	x					
Clean and fill all dispensers with supplies furnished by the Court	x					
Clean and sanitize drinking fountains	x					
Dust and vacuum ceiling vents, restrooms and hallway			x			
Wash partitions, walls and doors			x			
Machine scrub hard surface flooring, apply finish				x		
Strip and finish all tile and hard surface surfaces						x
Ground Floor						
Cleaning Specification	Nightly	Weekly	Monthly	Quarterly	Semi Annually	Annually
Empty and dispose of all wastepaper containers to designated areas. Upon completion, replace liners	x					
Dust mop all hard surface floors. Upon completion, damp mop all areas with a neutral cleaner.	x					
Vacuum mats and spot clean	x					
Vacuum Tunnel elevator	x					
Spot clean glass entrance doors and all wall surfaces to remove smudges and handprints	x					
Clean and sanitize drinking fountains	x					
Clean desks, file cabinets, tables, etc. Sanitize phones	x					
Dust low and horizontal and vertical surfaces		x				
Vacuum all upholstered furniture		x				
Detail vacuum corners, edges and hard to reach areas not vacuumed nightly		x				
Dust blinds, light fixtures and other high dusting			x			
Machine scrub hard surface flooring in restrooms			x			

Appendix A Cleaning Specifications and Schedule

	Nightly	Weekly	Monthly	Quarterly	Semi Annually	Annually
Clean all trash containers				x		
Strip and refinish all tile and hard surface flooring						x
First Floor (Grand Concourse)						
Cleaning Specification	Nightly	Weekly	Monthly	Quarterly	Semi Annually	Annually
Dust mop all hard surface floors. Upon completion, damp mop all areas with a neutral cleaner	x					
Vacuum carpet, mats and spot clean. Spot Clean glass doors at all entrances	x					
Clean and sanitize drinking fountains	x					
Empty and dispose of all wastepaper containers to designated areas. Upon completion, replace liners	x					
Clean office areas of Civic Education Center, Security Desk, Public Information desk as described in other office area and all conference rooms excluding 102, 106, Robing Room and the Court Room	x					
Dust low and horizontal and vertical surfaces		x				
Detail vacuum corners, edges and hard to reach areas not vacuumed nightly		x				
Clean desks, file cabinets, tables, etc. Sanitize phones		x				
Vacuum upholstered furniture		x				
Burnish all hard surface floors. Upon completion, dust mop		x				
Clean the Grand Course staircase and damp mop hard floor surfaces		x				
Dust blinds and complete other high dusting			x			
Vacuum all upholstered furniture			x			
Machine scrub all hard surface flooring in restrooms			x			
Machine scrub hard surface flooring, apply finish				x		
Clean all trash containers				x		
Strip and finish all tile and hard surface flooring						x
Specialty						

Appendix A
Cleaning Specifications and Schedule

Miscellaneous
The Contractor and its employees shall coordinate use of the loading dock and elevators with the Office of Facilities Management.
As requested by the Court, scrub or strip and finish tile areas in janitor closets
Prior to leaving the Judicial Center on a nightly basis, ensure all trash or debris has been removed from the dock area.
On a nightly basis, clean all large waste and recyclable carts located at the loading dock

Appendix B
Judicial Center Square Footage Chart

Floor	Square Footage	Vinyl Comp Tile	Carpet	Traffic Coating	Terrazzo/Ceramic/Marble	Access Flooring	Rubber Floor	Restrooms	Kitchenettes	Janitor Closet
Basement	4,117	1,947	0	1,875	295	0	0	2	0	1
Ground	21,600	2,464	0	0	8,586	0	0	3	1	1
1st Floor	21,600	396	1,946	0	10,055	0	0	3	2	1
2nd Floor	21,600	1,500	3,840	0	645	0	1,180	6	2	1
3rd Floor	21,600	290	17,350	0	775	0	0	6	2	1
4th Floor	21,600	960	15,670	0	645	0	0	4	2	1
5th Floor	21,600	458	14,980	0	645	0	0	4	2	1
6th Floor	21,600	664	15,600	0	645	0	0	4	2	1
7th Floor	21,600	290	13,420	0	645	0	0	4	2	1
8th Floor	21,600	290	17,320	0	645	0	0	4	2	1
10th Floor	21,600	2,140	13,950	0	645	1,020	0	4	2	1
11th Floor	21,600	0	18,960	0	578	0	0	2	0	1
12th Floor	21,600	726	15,872	0	396	0	0	2	1	1
13th Floor	11,808	0	9,957	0	0	0	0	0	0	0
14th Floor	11,808	0	7,926	0	40	0	0	1	0	0
15th Floor	11,808	0	9,447	0	0	0	0	0	0	0
Totals	298,741	12,125	176,238	1,875	25,240	1,020	1,180	49	20	13

Appendix C

Proposal Response Form

By submitting a response to this RFP, the Vendor acknowledges that they have read and are thoroughly familiar with all specifications and requirements of the RFP and are fully aware of and understand all instructions and associated terms and conditions. Failure or omission to review the document in its entirety shall in no way relieve the Vendor from any obligation in responding to this RFP.

The individual's signature below warrants that the person submitting the proposal response is authorized to bind the Vendor to this response, including the cost proposal. Failure to complete and submit in this form its entirety may result in the proposal being found nonresponsive.

Proposal Submitted

By:

Title

Signature

Date

Company Name

Address

Name of Contact

E-Mail

Phone No.

Appendix E

Cost Proposal Form

All Vendors shall complete this form in its entirety and submit with their proposal response. Failure to complete and submit in its entirety may result in the proposal being found non-responsive. Alternate forms will not be accepted.

Services provided under this contract shall begin on July 1, 2025 and shall remain in effect until June 30, 2027. The Court reserves the right to extend the contract for two 1 year extensions.

Services under this contract shall be paid at an identified fixed monthly rate. The proposed service rate shall incorporate all resources required to successfully complete all services as identified here in, including, but not limited to the provision of all labor, supervision, insurance, equipment, chemicals, and supplies.

Monthly Rate for Services	\$
Yearly Rate for Services	\$

On occasion, the Court may require additional staff to assist in in completing services. All Vendors are asked to provide an hourly rate for utilizing additional staff as needed (i.e. assistance in covering leave). Please provide an hourly rate below for these services.

Hourly Rate for General Cleaner	\$
Hourly Rate for Site Supervisor	\$

Authorized Signatory _____

Title _____

Date _____

Agency Name _____

Appendix F

Administrative Policy 5. Equal Employment Opportunity.

This policy is intended to establish consistent standards and expectations regarding the application of all applicable federal and state laws, rules, and regulations prohibiting discrimination in the workplace to every employee and applicant for a position of employment with the Supreme Court.

(A) Equal Employment Opportunity. The Court is committed to equal employment opportunity for all qualified individuals without regard to race, color, religion, gender, sexual orientation, national origin, ancestry, age, citizenship, marital status, veteran's status, or non-disqualifying disability and shall engage in employment practices and decisions, including recruitment, hiring, working conditions, compensation, training, promotions, transfers, retention of employment, and other terms, benefits, and privileges of employment that are based upon job-related criteria and qualifications.

(B) Equal Employment Opportunity Plan. The Administrative Director and the Director of Human Resources shall prepare and annually review an equal employment opportunity plan to assure the employment practices and decisions of the Court are consistent with the objectives and requirements of this policy.

(C) Distributions and Postings. Each position description created for a position of employment with the Court pursuant to Adm. P. 15 (Position Management), each position vacancy announcement circulated pursuant to Adm. P. 6 (Employment Process), all requests for proposals, and any other solicitations for employment with or to provide goods and services to the Court shall reference this policy and that the Court is an equal opportunity employer.

(D) Application of Policy. This policy applies to current employees and applicants for positions of employment with the Court.

Effective Date: July 1, 2003

Amended: September 1, 2007

Administrative Policy 20. Employee Use of Court Equipment.

This policy is intended to establish consistent standards and expectations regarding the use of equipment by employees in the performance of their duties with the Supreme Court.

(A) Standard of Care. The appropriate use of Court equipment can improve the efficiency of the Court and its employees. As a result, employees should use a reasonable standard of care when using Court equipment.

(B) Personal Use. Except as provided in paragraph (H)(2) of Adm. P. 17 (Employee Code of Ethics), the occasional personal use of Court telephones, copiers, fax machines, wireless data cards, and the computer network by an employee is permissible, but those instances should be kept to a minimum, both in the frequency of use and duration. The personal use of all other Court equipment by an employee is prohibited. Any personal use of Court equipment shall not unduly interfere with the work of the employee, the efficiency of the division, office, or section to which the employee is assigned, or the Court. An employee may be required to reimburse the Court for the personal use of Court equipment pursuant to Guidelines developed by the Administrative Director.

(C) Telephones and Fax Machines. An employee should exhibit the highest standard of professionalism when using the telephone, including cellular telephones. This standard includes answering incoming calls in a timely manner, identifying one's work unit and name, and regularly checking and updating voice mail messages.

An employee shall not place personal long distance calls or long distance fax transmissions at Court expense, except as permitted by paragraph (B) of this policy and paragraph (G)(1) of Adm. P. 32 (Travel).

(1) Privacy. Pursuant to Adm. P. 7 (Access to Employee Work Environment), an employee does not have a right of privacy in telephone calls or fax transmissions sent or received through the Court's telephone system.

(2) Safeguards. To safeguard the integrity of the Court's telephone system, an employee shall not knowingly monitor, intercept, record, or attempt to monitor, intercept, or record any telephone or fax communications of another employee without the approval of the employee or the Administrative Director.

(D) Assignment of Cellular Telephones and Wireless Data Cards.

(1) Request for assignment. An employee may request a cellular telephone or wireless data card by properly completing a Request and Agreement for Use of a Cellular Telephone or Wireless Data Card Form (copy provided at Attachment A) and submitting it to the employee's division director. The division director shall approve the assignment of the device to the employee upon a demonstration that the device is essential to the performance of the employee's assigned duties and responsibilities with the Court. The form shall then be submitted to the Director of Fiscal & Management Resources, who shall approve the request upon a

demonstration that there is sufficient funding available for the assignment of the device to the employee's use. The form shall then be submitted to the Director of Network & Technology Resources or the director's designee for the assignment of the device.

(2) Renewal of assignment. In June of each year, in a process determined by the Director of Fiscal & Management Resources and the Director of Network & Technology Resources or their designees, each employee who is assigned a cellular telephone or wireless data card shall resubmit a properly completed Request and Agreement for Use of a Cellular Telephone or Wireless Data Card Form to the employee's division director, who shall approve the request pursuant to the standards set forth in paragraph (D)(1) of this policy.

(3) Use for Court business purpose. An employee who is assigned a cellular telephone or wireless data card shall restrict the use of the device to Court business. However, an employee may occasionally use the device for personal purposes as permitted by paragraph (B) of this policy.

(4) Damage, loss, and theft. An employee who is assigned a cellular telephone or wireless data card shall safeguard the device from damage, loss, and theft. If the device is damaged, lost, or stolen, the employee shall immediately notify the Director of Network & Technology Resources or the director's designee. If theft is suspected, the employee shall also file a police report.

(E) Computer Network. An employee may use the Court's computer network, including its hardware, software, e-mail system, and the Internet, through a computer assigned for the employee's use, or through dial-up or Internet connections or other devices as approved by the Director of Network & Technology Resources.

(1) Privacy and security. In using the Court's computer network, an employee should use care and discretion to preserve the security of the network and the confidentiality of the information it contains.

Pursuant to Adm. P. 7 (Access to Employee Work Environment), an employee does not have a right of privacy in e-mail messages or any electronic transmissions sent or received through the Court's computer network or through the Internet as such transmissions may be sent over private lines, are subject to interception and monitoring, and may be retrieved even after apparently being deleted. An employee does not have a right to privacy in Internet sites visited through the Court's computer network.

(2) Safeguards. To safeguard the integrity of the Court's computer network, an employee shall not knowingly do any of the following:

- Let any person who is not an employee use the Court's computer network without permission of a Senior Staff employee, except for the public access terminals maintained by the Court;

- Provide the employee's password or other identification to a person who is not an employee of the Office of Information Technology or the Office of Network & Technology Resources that allows that person to use the Court's computer network. An employee who gives the employee's password to an employee of either of these offices for troubleshooting or administrative purposes should change the password upon completion of the work;
- Attempt to break or hack into the Court's computer network or to obtain another employee's computer network password;
- Monitor, intercept, record, or attempt to monitor, intercept, or record any network traffic, including another employee's e-mail activity or use of the Internet, without the approval of the employee or the Administrative Director.

(3) Copyright protection. An employee shall not knowingly duplicate or disseminate material that the Court has a legal obligation to protect under federal copyright law.

(4) Additions to computer network. An employee shall not knowingly connect or add any non-work related hardware, software, or other device to the Court's computer network, including a computer assigned for the employee's use, without the approval of the Director of Network & Technology Resources or the director's designee.

(5) Prohibited uses of computer network. An employee shall not use the Court's computer network for any of the following:

- Any purpose that violates a law of the United States or the State of Ohio;
- Any purpose that violates an Administrative Policy or Guideline;
- Any purpose involving a private business or commercial enterprise;
- Any political fundraising or campaign-related activities, or for any other political purpose;
- Any advertising or public relations purpose that is not Court-related;
- Any activity that interferes with the Court's computer network, damages Court computer hardware, or alters the software on other Court computers;

- Any activity or series of activities that adversely affect the availability, confidentiality, or integrity of the Court's computer network;
- Any activity that may cause congestion or disruption of the Court's computer network, including such activities as the distribution of chain letters or unsolicited advertising;
- Participating in chat rooms, listservs, and newsgroups that are not related to legal or court management issues;
- Obtaining access to or distributing material that is obscene or pornographic;
- Sending harassing or offensive statements, including disparagement of others based on their race, color, religion, gender, sexual orientation, national origin, ancestry, age, citizenship, marital status, veteran's status, or non-disqualifying disability;
- Seeking or obtaining information about files, documents, or other data that are private, confidential, or otherwise not open to public inspection, unless specifically authorized to do so by the file owners; or copying, modifying, or deleting such files, documents, or data without authorization. Employees shall take all reasonable precautions to prevent the inadvertent dissemination of another's information via the Court's computer network;
- Registering another employee to a chat room, newsgroup, bulletin board, e-mail group, or other computer activity without the approval of the other employee.

Effective Date: July 1, 2003

Amended: January 1, 2004; January 1, 2006; April 1, 2009

Administrative Policy 22. Alcohol and Drug Free Workplace.

This policy is intended to establish consistent standards and expectations for the development, promotion, and maintenance of a workplace at the Supreme Court that is free from the influence of alcohol and drugs.

(A) Alcohol. The purchase, service, and use of alcohol involve health and safety issues for an employee, and liability risks and public perception concerns for the Court. The Court's policy on alcohol depends on the location and circumstances of an event and the work status of the employee.

(1) Location and circumstances. Generally, alcohol shall not be served or used at a Court sponsored event or at the workplace. In limited circumstances, the Court may allow the service and use of alcohol at a Court sponsored event, including an event at the workplace, but only if alcohol is provided by a properly licensed third party vendor and upon the prior approval of the Administrative Director.

(2) Purchase at Court expense prohibited. Alcohol shall not be purchased at Court expense, regardless of the location or circumstances involved.

(3) Employee on duty. An employee who is on duty shall not purchase, serve, or use alcohol, regardless of the location or circumstances involved.

(4) Employee off duty. An employee who is off duty shall not serve alcohol at a Court sponsored event, regardless of the location or circumstances of the event. An employee who is off duty may purchase and use alcohol at a Court sponsored event approved by the Administrative Director pursuant to paragraph (A)(1) of this policy, including an event at the workplace.

These prohibitions shall be read in conjunction with the requirements and guidance of OJC Reg. 14 (Alcohol; Intoxicating Liquor).

(B) Controlled Substances and Illegal Drugs. An employee shall not unlawfully manufacture, distribute, dispense, possess, or use a controlled substance or purchase, transfer, use, or possess any illegal drugs or prescription drugs that are illegal, either at the workplace or any other location. A controlled substance includes any drug listed in Section 812, Title 21 U.S. Code and federal regulations adopted pursuant to federal law. This prohibition shall be read in conjunction with the requirements and guidance of OJC Reg. 15 (Controlled Substances).

The Court shall notify any federal agency from which it has received a grant when an employee has been convicted of a violation of any state or federal criminal drug statute. The notice shall be provided within ten days after receiving notice from the employee of the conviction or after receiving other actual notice of the conviction.

(C) Alcohol and Drug Testing.

(1) Circumstances requiring testing. The Administrative Director, or the director's designee, upon the recommendation of the Director of Human Resources, or the director's designee, and sufficient cause shown, may require an employee to undergo an alcohol or drug test under the following circumstances:

- When there is reasonable cause to suspect that the employee may be intoxicated or under the influence of a controlled substance not prescribed by the employee's physician;
- When the employee is involved in a significant incident in which the employee or another person has a reportable and recordable injury or in which documented property damage has occurred;
- Pursuant to the specifications and provisions of a counseling, employee assistance, or rehabilitative program to which the employee has been referred as a result of a previous corrective action pursuant to Adm. P. 21 (Corrective Actions).

(2) Refusal to submit to testing. An employee who refuses to consent or submit to an alcohol or drug test when required under this policy shall be subject to corrective action pursuant to Adm. P. 21 (Corrective Actions).

(3) Confidentiality. Confidentiality concerning alcohol or drug test results shall be maintained to the extent provided by law, and an employee shall have the opportunity to refute the results of any alcohol or drug test.

(D) Corrective Actions. An employee who is found to have violated this policy is subject to appropriate corrective action pursuant to Adm. P. 21 (Corrective Actions).

(E) Employee Assistance and Rehabilitation. If an employee is convicted of a violation of any state or federal statute proscribing the abuse of alcohol or the possession or sale of a controlled substance, or if an employee has a confirmed positive alcohol or drug test, the Court may require the employee to participate in and satisfactorily complete an alcohol or drug assistance or rehabilitation program as a prerequisite to continued employment or as part of a corrective action.

Effective Date: January 1, 2004

Amended: April 1, 2009

Administrative Policy 23. Weapons and Violence Free Workplace.

This policy is intended to establish consistent standards and expectations for the development, promotion, and maintenance of a safe and productive workplace at the Supreme Court that is free from the effects of weapons and violence.

(A) Weapons Prohibited. Except as provided in paragraph (B) of this policy, no employee, shall possess, carry, or store a weapon while on Court property or engaged in the course of the employee's employment or official responsibilities for the Court, unless specifically required to do so as a condition of the employee's work assignment.

This prohibition shall be read in conjunction with the requirements and guidance of OJC Reg. 11 (Weapons).

(B) Concealed Carry Permit. An employee who has been properly issued a permit to carry a concealed weapon pursuant to federal or state law is subject to the prohibition in paragraph (A) of this policy, unless the employee is otherwise allowed by this policy to carry a concealed weapon and first obtains written authorization from the Director of Court Security before seeking entry to Court property. Any employee who does not obtain such written authorization shall store the weapon in accordance with state law prior to entering Court property.

Any employee who violates state law regarding this policy is subject to having the matter referred to the appropriate law enforcement officials for criminal prosecution.

(C) Acts and Threats of Violence Prohibited. No employee shall engage in an act or make a threat of violence while on Court property, while engaged in the course of employment or official responsibilities for the Court, or when conducting business for the Court. Acts and threats of violence may include the following activities:

(1) Threats and intimidation. Engaging in threatening, intimidating, harassing, or coercive behavior that is sufficiently severe or offensive so as to alter the conditions of employment, or to create a hostile, abusive, or intimidating work environment for another person;

(2) Stalking. Willfully, maliciously, or repeatedly following or stalking another person;

(3) Communications. Making or sending a threatening, intimidating, harassing, or coercive statement, telephone call, letter, or other written or electronic communication to another person, with the intent to place that person in reasonable fear for the person's safety, or the safety of the person's family, friends, associates, or property;

(4) Physical contact. Intentionally engaging in physical contact with another person that would cause a reasonable person to believe the person is being assaulted;

- (5) **Damaging property.** Intentionally damaging or defacing the personal property of another person or property owned, operated, or controlled by the Court.
- (D) **Domestic Violence.** The Court is committed to creating and maintaining an environment that facilitates the needs of employees who are victims of domestic violence. The Court shall not discriminate against an employee in any employment actions because the employee is, or is perceived to be, a victim of domestic violence. The Administrative Director may issue guidelines establishing a workplace plan addressing domestic violence, including appropriate employee protection, assistance, and education measures.
- (E) **Notification of Protection or Restraining Order.** An employee who obtains a protection or restraining order shall notify the Director of Human Resources, or the director's designee. Upon notification, the Director of Human Resources, or the director's designee, shall inform the appropriate Court personnel.
- (F) **Reporting Acts or Threats of Violence.** An employee shall report any acts or threats of violence to the employee's Senior Staff supervisor or Court security.
- (G) **Corrective Action.** An employee who is found to have violated this policy is subject to appropriate corrective action pursuant to Adm. P. 21 (Corrective Actions).

Effective Date: July 1, 2004

Amended: April 1, 2009

Administrative Policy 24. Discrimination and Harassment.

This policy is intended to establish consistent standards and expectations for the development, promotion, and maintenance of a workplace at the Supreme Court that is free from the effects of discrimination and harassment.

(A) Prohibited Activity. No employee shall engage in or be subject to a prohibited discriminatory practice or harassment, including sexual harassment.

(1) Prohibited discriminatory practice. For the purpose of this policy, a “prohibited discriminatory practice” means a decision relating to either the recruitment, hiring, working conditions, compensation, training, promotion, transfer, or retention of employees or the selection of vendors to provide goods or services, when the decision is made with regard to race, color, religion, gender, sexual orientation, national origin, ancestry, age, citizenship, marital status, veteran’s status, or non-disqualifying disability.

(2) Harassment. For the purpose of this policy, “harassment” means conduct based on race, color, religion, gender, sexual orientation, national origin, ancestry, age, citizenship, marital status, veteran’s status, or non-disqualifying disability that unreasonably interferes with a person’s work performance or creates an intimidating, hostile, or offensive work environment for a person. It involves unwelcome or unwanted conduct, including verbal and non-verbal communications, when the conduct consists of one or more of the following:

- Using racially derogatory words, phrases, or epithets;
- Demonstrations of a racial or ethnic nature, such as a use of gestures, pictures, or drawings which would offend a particular racial or ethnic group;
- Comments about a person’s skin color or other racial or ethnic characteristics;
- Making disparaging remarks about a person’s gender that are not sexual in nature;
- Negative comments about a person’s religious beliefs or lack of religious beliefs;
- Expressing negative stereotypes regarding a person’s birthplace or ancestry;
- Negative comments regarding a person’s age when referring to a person 40 years of age or older;

- Derogatory or intimidating references to a person’s mental or physical impairment.

(3) Sexual harassment. For the purpose of this policy, “sexual harassment” means conduct based upon sex that unreasonably interferes with a person’s work performance or creates an intimidating, hostile, or offensive work environment for a person. It involves unwelcome or unwanted conduct, including verbal and non-verbal communications and physical contact, when the conduct consists of one or more of the following:

- Making submission to a sexual advance or request for sexual favor an explicit or implicit term or condition of employment;
- Making submission to or rejection of a sexual advance or request for sexual favor a basis for employment decisions affecting the person to whom the harassment is directed;
- Making sexual innuendo, using sexually vulgar or explicit language, making sexually suggestive comments or sounds, telling jokes of a sexual nature, or making sexual propositions or threats;
- Displaying or disseminating sexually suggestive objects, books, magazines, computer software, internet websites, e-mail, graphic commentaries, photographs, cartoons, or pictures;
- Touching, pinching, leering, making obscene gestures, brushing against the body, or engaging in sexual intercourse or sexual assault;

(B) Reporting an incident. An employee who believes to have been subject to or observed any prohibited discriminatory practice or harassment by a Justice, other employee, Court appointee, person who conducts business with the Court, or visitor should report it immediately to any member of Senior Staff, the Director of Human Resources, the Administrative Director, or, if the subject of the prohibited discriminatory practice or harassment is an employee and the incident did not involve that employee’s immediate supervisor, to the employee’s immediate supervisor. Any of these persons to whom an incident is reported shall promptly notify the Director of Human Resources.

(C) Investigation and written report. Upon receiving a report of an alleged prohibited discriminatory practice or harassment involving an employee, Court appointee, person who conducts business with the Court, or visitor, the Director of Human Resources, or the director’s designee, shall immediately and thoroughly investigate the incident and prepare a written report. The report shall contain the findings of the investigator and, if the investigator believes a violation of paragraph (A) of this policy has occurred, a recommendation for corrective action or sanction

pursuant to paragraph (F) of this policy. The report shall be provided to the parties involved.

If the alleged prohibited discriminatory practice or harassment involves a Justice, the Director of Human Resources shall notify the Administrative Director, who shall report the allegation to the Chief Justice for whatever action the Court considers appropriate.

(D) Determination of incident.

(1) Agreement of the parties. If the parties involved agree with the findings and recommended corrective action contained in the written report, the Director of Human Resources shall obtain the signature of each party on the report within five business days after it is provided to them. The Director of Human Resources shall promptly provide a copy of the signed report to the Administrative Director for review. Absent extraordinary circumstances demonstrated in the report, the Administrative Director shall approve its immediate implementation.

(2) Formal hearing. If any party involved does not agree with the findings or recommended corrective action contained in the written report or if the Administrative Director believes extraordinary circumstances are demonstrated in the report, within five business days after receiving the report the Administrative Director shall take appropriate action, including appointment of a hearing officer to conduct a formal hearing on the matter.

(E) Conflicts.

(1) Director of Human Resources. If a party or witness to an incident reported under this policy is the Director of Human Resources, the Administrative Director shall designate another member of the Court staff to perform the duties of the Director of Human Resources as required by this policy.

(2) Administrative Director. If a party or witness to an incident reported under this policy is the Administrative Director, the Chief Justice shall perform the duties of the Administrative Director as required by this policy.

(3) Chief Justice. If a party to an incident reported under this policy is the Chief Justice, the next most senior Justice shall perform the duties of the Chief Justice as required by this policy.

(F) Corrective Action. An employee who is found to have violated paragraph (A) of this policy shall be subject to appropriate corrective action as set forth in Adm. P. 21 (Corrective Actions).

(G) Confidentiality. The Court shall make every reasonable effort to protect the privacy of the parties in the process. Parties and witnesses shall maintain confidentiality with respect to a complaint or report. However, the Court cannot ensure that complaints or reports will be kept strictly confidential.

(H) Distribution of Policy. All requests for proposals and solicitations for employment and to provide goods or services shall reference this policy and the Court's prohibition against discrimination and harassment in the workplace.

Effective Date: July 1, 2003

Amended: September 1, 2007; April 1, 2009

The Thomas J. Moyer Ohio Judicial Center

REGULATIONS

October 29, 2024

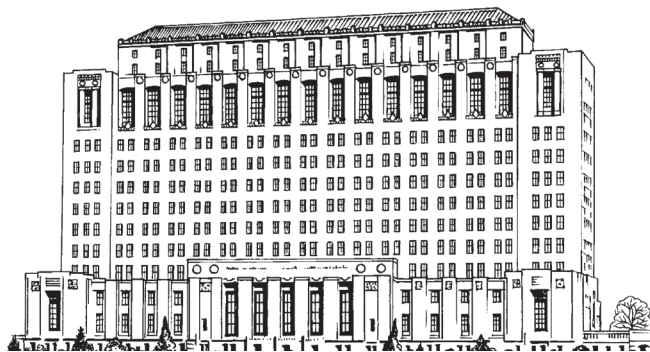


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SECTION I. SCOPE OF REGULATIONS

OJC Reg. 1. Purpose.

The purpose of these regulations is to establish standards for the use, management, and operation of the building and grounds of the Thomas J. Moyer Ohio Judicial Center.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 2. Authority.

These regulations are adopted by the Supreme Court pursuant to Substitute House Bill 388 of the 125th General Assembly, which vests in the Court all legal right, title, and interest in the Thomas J. Moyer Ohio Judicial Center, and pursuant to the inherent authority of the Court.

Pursuant to this authority, the responsibility for managing and operating the Thomas J. Moyer Ohio Judicial Center rests with the Supreme Court. The Court may grant to other persons limited responsibility to manage and operate certain aspects of the Thomas J. Moyer Ohio Judicial Center as specifically authorized through these regulations. Any responsibility to manage and operate the Thomas J. Moyer Ohio Judicial Center not granted to other persons is reserved in the Court, acting through the Chief Justice and Administrative Director, or others as authorized by these regulations.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 3. Application.

These regulations shall apply to all areas of the building and grounds of the Thomas J. Moyer Ohio Judicial Center, including the Supreme Court and its affiliated offices, all other offices and entities maintaining operations in the building, all employees of these offices and entities, and all public visitors and invitees to the Thomas J. Moyer Ohio Judicial Center.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

SECTION II. GENERAL REGULATIONS

OJC Reg. 4. Building Hours.

The Thomas J. Moyer Ohio Judicial Center shall be open to the public from 8:00 a.m. until 5:00 p.m. Monday through Friday, except for the holidays recognized by the Supreme Court.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 5. Public Entrances.

There shall be two public entrances to the Thomas J. Moyer Ohio Judicial Center. One public entrance shall be located on the Front Street side of the building and serve as the main public entrance. The other public entrance to the building shall be located on the Civic Center Drive side of the building and serve as the primary tour group entrance.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 6. Security Screening.

All persons entering the Thomas J. Moyer Ohio Judicial Center, and all packages, parcels, purses, briefcases, book containers, and other items brought into the building through the public entrances, are subject to security screening.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 7. Deliveries; Loading Dock.

All deliveries to the Thomas J. Moyer Ohio Judicial Center shall receive security clearance through the Supreme Court Office of Court Security. Delivery of items that are not easily hand carried or items in a cart, basket, tub, or other large container shall be brought into the building only through the loading dock. In order to accept a delivery, the Office of Court Security shall be notified of the delivery, the person, or company on whose behalf the item is being delivered, and the date and time of the delivery.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 8. Building Identification Cards.

All persons who are employed in the Thomas J. Moyer Ohio Judicial Center shall be issued building identification cards through the Supreme Court Office of Court Security. The cards may be used for photographic identification and to allow access to various areas of the building. Lost building identification cards shall be replaced at cost to the person whose card is replaced.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 9. Visitor Identification Badges.

All visitors and business invitees who enter the Thomas J. Moyer Ohio Judicial Center shall be issued temporary visitor identification badges in a manner as determined by the Supreme Court Director of Court Security.

Effective Date: July 1, 2005

Amended Effective March 1, 2013

OJC Reg. 10. Incarcerated Persons Appearing in Court.

If an incarcerated person is required to appear before a court or tribunal holding a session in the Thomas J. Moyer Ohio Judicial Center, the prisoner's movement shall be coordinated by the appropriate official of the court or tribunal with the Supreme Court Director of Court Security. When a prisoner is escorted in and out of the building, contact with the public and employees working in the building, shall be minimized as much as practicable. While in the building the prisoner shall be accompanied at all times by an agent of the agency having custody of the prisoner and other persons as directed by the \ of Court Security.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 11. Weapons.

(A) Prohibition

Except as noted herein, no weapon, as defined in Ohio Revised Code Section 2923.11, including firearms, ammunition, brass knuckles, martial arts weapons, stun guns, explosives, fireworks, incendiary devices, knives with a blade longer than two inches, straight razors, razorblades, or switchblades, shall be permitted within or on the grounds of the Thomas J. Moyer Ohio Judicial Center.

(B) Law enforcement officers

The prohibition in Paragraph (A) of this regulation does not apply to court security officers and Ohio State Highway Patrol troopers while on active duty as part of the security detail assigned to the Thomas J. Moyer Ohio Judicial Center. The prohibition shall also not apply to any uniformed trooper who is otherwise on active duty and in the performance of the trooper's duties but not assigned to the security detail; nor shall the prohibition apply to a trooper not in uniform who is otherwise on active duty and in the performance of the trooper's duties if the trooper provides notification of the trooper's presence to the Supreme Court Director of Court Security or the director's designee prior to entering the building; nor shall the prohibition apply to any other law enforcement officer who is responding to a call for assistance or a security emergency in the building. The prohibition shall apply to all other law enforcement officers who seek to enter the building.

(C) Evidence

The prohibition in Paragraph (A) of this regulation does not apply to circumstances where a weapon is in the custody of an appropriate office or employee of a court or tribunal located within the Thomas J. Moyer Ohio Judicial Center as evidence in a case. In such circumstances, the weapon shall be properly and securely stored with the knowledge of the Supreme Court Director of Court Security.

(D) Concealed carry

A person who has been properly issued a permit to carry a concealed weapon pursuant to state law is subject to the application of the prohibition herein, unless the person is otherwise allowed by this regulation or first obtains written authorization from the Supreme Court Director of Court Security before seeking entry to the building.

Any person who enters the Thomas J. Moyer Ohio Judicial Center or its grounds with a concealed weapon and who has not received authorization to do so, or is not otherwise exempt pursuant to these regulations, is subject to arrest or having the matter referred to appropriate law enforcement officials for prosecution.

Any person who seeks to enter the Thomas J. Moyer Ohio Judicial Center with a legal weapon that is otherwise not permitted in the building by this regulation shall have a court security officer store the weapon in a gun locker on the premises. The weapon shall be returned by a court security officer to the law enforcement officer or private citizen properly licensed to carry the concealed weapon when the person leaves the building.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 12. Public Demonstrations.

(A) Recognition of rights

The Supreme Court recognizes and seeks to protect the rights of all citizens to publicly assemble for the purpose of petitioning their government through peaceful demonstration. However, such assembly and demonstrations cannot be allowed to interfere with the working environment or the review of matters within the Thomas J. Moyer Ohio Judicial Center and should not be used to intimidate or interfere with persons seeking to enter or exit the building.

(B) Demonstrations within the Thomas J. Moyer Ohio Judicial Center

In order to maintain the dignity and decorum befitting the judicial branch of Ohio government and to support an environment in which the citizens of Ohio can feel confident that judicial determinations are rendered fairly, impartially, and without the influence of direct public displays of opinion, demonstrations are prohibited within the Thomas J. Moyer Ohio Judicial Center.

(C) Demonstrations on the grounds of the Thomas J. Moyer Ohio Judicial Center

Demonstrations are permitted on the grounds of the Thomas J. Moyer Ohio Judicial Center as set forth herein.

(1) North plaza. Demonstrations may be conducted on the lower fountain level of the North plaza. However, so as to provide a sufficient area for the safe evacuation of persons in the Thomas J. Moyer Ohio Judicial Center in case of a building emergency, demonstrations may not be conducted on the upper terrace of the North plaza.

(2) South plaza. Demonstrations may be conducted on the lower fountain level of the South plaza. However, so as to provide a sufficient area for the safe evacuation of persons in the Thomas J. Moyer Ohio Judicial Center in case of a building emergency, demonstrations may not be conducted on the upper terrace of the South plaza.

(3) Front Street public sidewalk and entrance. Demonstrations may be conducted on the public sidewalk on the Front Street side of the grounds of the Thomas J. Moyer Ohio Judicial Center. However, for the safety and security of those who wish to enter and exit the Thomas J. Moyer Ohio Judicial Center and those who wish to engage in a public demonstration, and because of the narrow public sidewalk and its close proximity to the ongoing flow of motor vehicle traffic on Front Street, demonstrations may not be conducted on the pedestrian ramps, steps, or entry area leading into the Front Street entrance, nor on the public sidewalk in an area beginning at a point 20 feet north of the street level entrance to the north pedestrian ramp

and extending to a point 20 feet south of the street level entrance to the south pedestrian ramp.

(4) Civic Center Drive public sidewalk and entrances. Demonstrations may be conducted on the public sidewalk on the Civic Center Drive side of the grounds of the Thomas J. Moyer Ohio Judicial Center. However, for the safety and security of those who wish to enter and exit the Thomas J. Moyer Ohio Judicial Center, demonstrations may not be conducted within 20 feet of any pedestrian entrance while it is in use. Further, for the safety and security of those who wish to engage in a public demonstration and to allow for the safe flow of motor vehicle traffic to and from Civic Center Drive and the Thomas J. Moyer Ohio Judicial Center, demonstrations may not be conducted within 20 feet of the entrance to the loading dock or the parking garage.

(D) Noise

No person shall shout, yell; or chant or use a sound amplification device, musical instrument, or other noise generating device that interferes with the operation of any court, tribunal, office, or other body conducting business in the building.

(E) Signs

Signs, banners, placards, and flags made of cardboard, poster board, or cloth are permitted for use during demonstrations on the grounds of the Thomas J. Moyer Ohio Judicial Center. Supports for these items should be made entirely of wood, have dull ends, may not be hollow, may not exceed 3/4" at their largest point, and should not use nails or screws in their construction. Hand-carried items are allowed regardless of size. Items that are not hand-carried are allowed only if they are not larger than four feet wide and four feet high, are not elevated to exceed a height of six feet above the ground at their highest point, are not used to create an enclosure of two or more sides, are not arranged in such a manner as to create a single item that exceeds the size limitation noted above, and are attended at all times.

No items may be hung from or connected to the building or any fixtures or natural plantings on the grounds of the Thomas J. Moyer Ohio Judicial Center.

(F) Permits and Notice

Demonstrations may be conducted without receiving permission from the Supreme Court or the issuance of a permit. Those engaged in demonstrations may provide notice to the Supreme Court Director of Court Security that a demonstration is to be held so that arrangements may be made for a safe event.

(G) Public Assembly

Nothing in these regulations shall be construed to prohibit the public assembly of persons on the grounds of the Thomas J. Moyer Ohio Judicial Center for purposes other than demonstrations, such as parades that are properly permitted by the City of Columbus, officially sanctioned civic events, employee appreciation gatherings, and other similar assemblies.

(H) Enforcement

This regulation shall be enforced by the Supreme Court Director of Court Security, with the assistance of appropriate law enforcement agencies.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 13. News Organizations and Conferences.

(A) Promotion of public understanding

The Supreme Court promotes the general understanding of the judicial process by providing maximum public access and exposure to the proceedings of the Court. This access and exposure can be enhanced through coverage by news organizations. However, the work of news organizations should not interfere with the dignity and decorum befitting the judicial branch of Ohio government. The purpose of this regulation is to balance the promotion of public awareness and discussion with the need for the courts, tribunals, and organizations that maintain offices in the Thomas J. Moyer Ohio Judicial Center to conduct their work without disruption or the appearance of direct advocacy outside the courtroom setting.

(B) News organization access to audio and video feeds

Proceedings of the Supreme Court are recorded and livestreamed in audio and video. Any person may access the audio or video feed by contacting the Supreme Court Director of Public Information Office or the director's designee.

(C) News organization recording equipment

(1) The use by a news organization of cameras, recording devices, and other equipment in the courtroom during proceedings of the Supreme Court shall be subject to the approval of the Chief Justice. To request approval, a news organization shall submit to the Director of Public Information or the director's designee a request form as prescribed by the Supreme Court. The request form shall be submitted by the close of business the day before the session to which the request pertains. The Director of Public Information or the director's designee shall notify the news organization of the decision of the Chief Justice.

(2) Use of more than one portable television, videotape, or movie camera with one operator shall be allowed only with the permission of the Chief Justice.

(3) Not more than one still photographer shall be permitted to photograph trial proceedings without permission of the Chief Justice.

(4) Arrangements between or among media for "pooling" of equipment shall be the responsibility of the media representative authorized to cover the proceeding. "Pooling" arrangements are to be made outside the courtroom and without imposing on the Chief Justice or court personnel. If disputes arise over arrangements between or among media representatives, the Chief Justice may exclude all contesting representatives from the proceedings.

(5) There shall be no transmission or recording of conferences conducted at the bench or conferences conducted in the Thomas J. Moyer Ohio Judicial Center between counsel and clients or co-counsel.

(6) Electronic or photographic equipment used in the courtroom during proceedings of the Supreme Court shall not produce distracting sound or light. No artificial lighting other than that normally used in the courtroom shall be employed.

(D) News conferences within the Thomas J. Moyer Ohio Judicial Center

A news conference may be conducted within the Thomas J. Moyer Ohio Judicial Center as set forth herein.

(1) By persons employed in the Thomas J. Moyer Ohio Judicial Center. A news conference may be conducted within the Thomas J. Moyer Ohio Judicial Center by any person who is employed by any court, tribunal, or organization that maintains an office in the Thomas J. Moyer Ohio Judicial Center pursuant to policies and guidelines established by that court, tribunal, or organization. However, the news conference may be conducted in an area of the building outside the business offices of the court, tribunal, or organization where the person is employed only upon providing notice to the Director of Public Information or the director's designee.

(2) Regarding litigation. A news conference regarding pending litigation before a court or tribunal housed in the Thomas J. Moyer Ohio Judicial Center may be conducted within the building by persons involved with the litigation only on the days that the court or tribunal is in session hearing the matter. The news conference may only be conducted in an area of the building designated by the court or tribunal upon approval of the Director of Public Information or the director's designee.

A news conference regarding contemplated or completed litigation before a court or tribunal housed in the Thomas J. Moyer Ohio Judicial Center is not permitted within the building. This includes impromptu news conferences and media events, such as video recording or photographing the filing of a complaint or other pleading with the clerk of the court or tribunal.

(3) Regarding other issues. A news conference by any person not employed by a court, tribunal, or organization that maintains an office in the Thomas J. Moyer Ohio Judicial Center may be conducted in the building on issues other than pending litigation as follows:

- On issues involving the history of the Supreme Court or the judicial branch of Ohio government;

- On issues involving the awareness and understanding of the role of the bar and the judiciary, and the significance of the principle of the rule of law, in a constitutional democracy;
- On issues involving the study of law and the scholarly comparison of legal systems;
- On issues involving the promotion and understanding of art and architecture and the preservation of historic public places, or the artistic, architectural, and historic features of the Thomas J. Moyer Ohio Judicial Center.

A news conference on any of these issues may be conducted only upon the approval of the Director of Public Information or the director's designee.

(E) News Conferences on the grounds of the Thomas J. Moyer Ohio Judicial Center

A news conference may be conducted on the grounds of the Thomas J. Moyer Ohio Judicial Center as set forth herein.

(1) By persons employed in the Thomas J. Moyer Ohio Judicial Center. News conferences may be conducted on the grounds of the Thomas J. Moyer Ohio Judicial Center by any person who is employed by any court, tribunal, or organization that maintains an office in the building pursuant to policies and guidelines established by that court, tribunal, or organization, except that the conference may only be conducted at locations authorized by OJC Reg. 12 (Public Demonstrations) for public demonstrations, and upon providing reasonable notice to the Supreme Court Director of Facilities Management and the Director of Public Information or their designees that the news conference is scheduled to take place.

(2) By other persons. A news conference regarding any issue may be conducted on the grounds of the Thomas J. Moyer Ohio Judicial Center by any person who does not work in the building or by a group or organization that does not maintain an office in the building, except that the conference may only be conducted at locations authorized by OJC Reg. 12 (Public Demonstrations) for public demonstrations.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013; December 14, 2023

OJC Reg. 14. Alcohol; Intoxicating Liquor.

The sale and consumption of alcohol and intoxicating liquor is permitted in the Thomas J. Moyer Ohio Judicial Center in limited circumstances, during special events held in the building, and as approved by the Supreme Court Director of Facilities Management through standards established by the Commission on the Thomas J. Moyer Ohio Judicial Center pursuant to OJC Reg. 36(G)(3).

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 15. Controlled Substances.

Controlled substances that are regulated by federal or state law are not permitted in the Thomas J. Moyer Ohio Judicial Center, except pursuant to a prescription from a licensed physician or when considered as evidence and maintained as part of a case file in a matter pending before a court or tribunal located in the building.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 16. Smoking; Tobacco Products.

Smoking and the other use of tobacco products are not permitted within the Thomas J. Moyer Ohio Judicial Center and are restricted to the designated areas located on the North and South plazas of the grounds.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 17. Open Flame.

The use of open flame or smoldering products, including candles, incense, or other similar items, is not permitted within or on the grounds of the Thomas J. Moyer Ohio Judicial Center, unless approved in advance by the Supreme Court Director of Facilities Management.

Effective Date: July 1, 2005

Amended Effective March 1, 2013

OJC Reg. 18. Parking Garage.

Access to the parking garage shall be controlled by the Supreme Court Director of Court Security, upon the approval of the Administrative Director of the Supreme Court.

Effective Date: July 1, 2005

OJC Reg. 19. Pets; Animals.

Pets and animals that are training to be or are used to assist the blind or physically impaired, or that are used by law enforcement agencies during the course of their work, are the only pets and animals that visitors are permitted to bring into or on the grounds of the Thomas J. Moyer Ohio Judicial Center.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 20. Skateboards.

The use of skateboards and other motorized or non-motorized devices that may cause damage to the building or other items located on the grounds of the Thomas J. Moyer Ohio Judicial Center is not permitted. The Supreme Court Director of Court Security is authorized to refer violators of this regulation to the appropriate law enforcement agency for investigation and prosecution.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 21. Fountains.

No person may enter or place any objects in the fountains on the North and South plazas on the grounds of the Thomas J. Moyer Ohio Judicial Center. The Supreme Court Director of Court Security is authorized to refer violations of this regulation to the appropriate law enforcement agency for investigation and prosecution.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 22. Camping.

No person may camp or sleep on the grounds of the Thomas J. Moyer Ohio Judicial Center.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 23. Solicitation.

No person may solicit another for contributions on the grounds of the Thomas J. Moyer Ohio Judicial Center. This regulation shall not apply to solicitations for contributions within the Thomas J. Moyer Ohio Judicial Center by persons employed by any court, tribunal, or organization that maintains an office in the building which may be otherwise limited by the internal policies of those organizations.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 24. Political Activity.

No meetings and events organized or conducted by political candidates or parties, or organizations affiliated with political candidates or parties, shall be permitted in the Thomas J. Moyer Ohio Judicial Center. Ceremonial events such as the taking of an oath of office shall not be considered political activity for the purpose of this regulation.

Effective Date: July 1, 2005

Amended Effective March 1, 2013

OJC Reg. 25. Videography and Photography.

Videography and photography is permitted within the Thomas J. Moyer Ohio Judicial Center by a person not employed by a court, tribunal, or organization that maintains an office in the Thomas J. Moyer Ohio Judicial Center as part of a meeting or event scheduled through the Office of Facilities Management, as part of a tour scheduled through the Supreme Court Visitor Education Center, or as otherwise expressly permitted by the Supreme Court Director of Public Information.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 26. Violation of Law or Rules.

In addition to any other penalty provided by law, a person may be removed from the Thomas J. Moyer Ohio Judicial Center at the direction of the Supreme Court Director of Court Security or by appropriate law enforcement personnel for any of the following reasons:

- (A) Violation of any federal or state law or municipal ordinance;
- (B) Violation of any court order;
- (C) Violation of any provision of these regulations or any published guideline issued by the Administrative Director;
- (D) Engaging in conduct that poses a potential hazard to the safety of any person or that poses a potential threat to the physical, architectural, historic, or artistic condition of the Thomas J. Moyer Ohio Judicial Center;
- (E) Engaging in conduct that interferes with the primary use of the Thomas J. Moyer Ohio Judicial Center as a court, office, educational, or meeting facility.

Effective Date: March 1, 2010

Amended Effective: March 1, 2013

OJC Reg. 27. Unauthorized Access to Nonpublic Areas

All visitors and business invitees may enter any area of the Thomas J. Moyer Ohio Judicial Center identified as a Historic Display Area (Schedule A), Public Use Area (Schedule B), a public restroom, a scheduled conference room, or the Law Library unless the Supreme Court Director of Court Security limits access to designated areas. No visitor or business invitee shall enter any other area of the Thomas J. Moyer Ohio Judicial Center unless they are escorted by a person employed in the building or have permission to enter the area unescorted.

Effective Date: March 1, 2010

Amended Effective: March 1, 2013

OJC Reg. 28-33. [Reserved]

SECTION III. MANAGEMENT REGULATIONS

OJC Reg. 34. Facilities Management.

The Supreme Court Director of Facilities Management shall be responsible for coordinating the management and operation of the Thomas J. Moyer Ohio Judicial Center, subject to these regulations, any limitations imposed by law, and the approval of the Chief Justice and Administrative Director of the Court.

The Director of Facilities Management is authorized to issue guidelines and develop practices and procedures, as necessary, to supplement any and all facility use items contained in these regulations, upon the approval of the Administrative Director of the Supreme Court.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 35. Security Management.

The Supreme Court Director of Court Security shall be responsible for coordinating security and emergency planning for the Thomas J. Moyer Ohio Judicial Center, subject to these regulations, any limitations imposed by law, and the approval of the Chief Justice and Administrative Director of the Court. In exercising this responsibility, the Director of Court Security is authorized to create, maintain, and train an internal security force, and to seek the assistance of law enforcement agencies, including the Ohio State Highway Patrol, to supplement the security of the building.

The Director of Court Security is authorized to issue guidelines and develop practices and procedures, as necessary, to supplement any and all security related items contained in these regulations, upon the approval of the Administrative Director of the Supreme Court.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 36. Commission on the Thomas J. Moyer Ohio Judicial Center.

There is hereby created the Commission on the Thomas J. Moyer Ohio Judicial Center which shall have the limited powers, duties, and responsibilities as set forth in these regulations and that may, from time-to-time, be granted by the Supreme Court.

(A) Membership

The Commission shall consist of ten voting members as follows: seven members appointed by the Supreme Court; one representative of the Ohio Facilities Construction Commission; one representative of the Ohio Arts Council; and one representative of the Ohio History Connection. The Administrative Director of the Supreme Court, or the director's designee, shall serve as a nonvoting, *ex officio* member of the Commission.

In appointing members to the Commission, Justices shall appoint members who have an appreciation for and understanding of the significance and symbolism of the Thomas J. Moyer Ohio Judicial Center as the home of the judicial branch of Ohio government, and the history and timelessness of the art and architecture displayed therein.

(B) Terms

Except as provided in this regulation, members of the Commission appointed by the Supreme Court shall serve three-year terms beginning on the first day of January. Members shall be eligible for reappointment, but shall not serve more than two consecutive terms of three years. Vacancies on the Commission shall be filled in the same manner as the original appointment. A member appointed to fill a vacancy prior to the expiration of the term for which the appointee's predecessor was serving shall hold office for the balance of the unexpired term. A member whose term has expired may continue to serve on the Commission for a period of ninety days or until his or her successor is appointed, whichever occurs first.

Initial appointments to the Commission shall be made as follows: two members shall be appointed to terms ending December 31, 2008; two members shall be appointed to terms ending December 31, 2009; and three members shall be appointed to terms ending December 31, 2010.

(C) Officers

The Supreme Court shall designate a member of the Commission to serve as chair of the Commission for a term ending December 31, 2008, and the Commission may elect such other officers as it deems appropriate to serve terms ending December 31, 2008. Thereafter, the Commission shall elect a chair and such other officers as it deems appropriate.

(D) Meetings

(1) General. The Commission shall conduct meetings in a manner and at times it deems appropriate to execute its powers, duties, and responsibilities. Seven members of the Commission shall constitute a quorum, and no action shall be taken by the Commission unless approved by a majority of the Commission members. Commission members shall serve without compensation but shall be reimbursed for expenses incurred in the performance of their official duties.

(2) Attendance. The designated Supreme Court staff shall notify the Chief Justice and the Administrative Director of the Supreme Court if a Commission member misses three meetings of the Commission within a twelve-month period. Upon such notice, the Administrative Director shall inform the Justices of the Supreme Court in order that the Justices may consider the replacement of the member.

(E) Staff

The Commission shall receive staff support from persons designated by the Administrative Director or the director's designee.

(F) Privileges; immunities

Members of the Commission shall be accorded all of the privileges and immunities of an officer of the Supreme Court. Members of the Commission shall be indemnified by the Court for any attorney fees, legal expenses, judgments, fines, or settlements associated with any legal or administrative action taken against a member or members of the Commission as a result of their service on the Commission, to the extent allowable by Ohio law.

(G) Duties; responsibilities

(1) Artistic, architectural and historic integrity. The Commission shall assist the Supreme Court by providing advice on the preservation of the artistic, architectural, and historic integrity of the Thomas J. Moyer Ohio Judicial Center. Consistent with these duties, the Commission shall do all of the following:

(a) Recommend for adoption by the Supreme Court standards for the selection, placement, and preservation of artwork, artifacts, antiques, furniture, sculptures, awards, monuments, and memorials, including architectural and historic fixtures and murals, in areas of the Thomas J. Moyer Ohio Judicial Center designated by the Supreme Court as historic display areas;

(b) Recommend the acquisition of works of fine art by the Thomas J. Moyer Ohio Judicial Center Foundation;

(c) Recommend the exhibition of works of fine art by the Supreme Court;

(d) Recommend architectural and structural repairs, renovations, and improvements to areas of the Thomas J. Moyer Ohio Judicial Center designated by the Supreme Court as historic display areas.

(2) Public access, use, and assembly. The Commission shall assist the Supreme Court by providing advice on the public use of the Thomas J. Moyer Ohio Judicial Center. Consistent with this duty, the Commission shall review and recommend standards regarding the public use of areas designated by the Court as public use areas for review and, if approved, adoption by the Court.

In developing these standards, the Commission shall operate under the limitation that such public use shall be available only to the following entities or organizations:

- Governmental or educational entities;
- Organizations of the legal or judicial professions;
- Organizations dedicated to architectural or artistic interests, or the preservation of historic public places;
- Law firms, corporate law departments, or other similar organizations.

No entity or organization that practices invidious discrimination may use the Thomas J. Moyer Ohio Judicial Center.

In developing these standards, the Commission shall also operate under the additional limitation that permissible public use of the Thomas J. Moyer Ohio Judicial Center by the entities and organizations noted above shall be restricted to meetings and events centered on one or more of the following:

- The history of the Supreme Court or the judicial branch of Ohio government;
- An awareness and understanding of the role of the bar and the judiciary, and the significance of the principle of the rule of law in a constitutional democracy;
- The study of law and the scholarly comparison of legal systems;

- The promotion and understanding of the importance of art and architecture and the preservation of historic public places or the artistic, architectural, and historic features of the Thomas J. Moyer Ohio Judicial Center;
- Educational, business, or social gatherings for tax-exempt organizations.

Consistent with this duty, the Commission may also establish fees for such use payable to any trust, foundation, or other entity established by the Commission pursuant to OJC Reg. 37.

(3) Sale of alcohol and intoxicating liquors. Subject to the requirements of Revised Code Chapter 4303 and OJC Reg. 14, the Commission shall review and recommend standards for the sale and consumption of alcohol and intoxicating liquor by persons, groups, or organizations sponsoring a meeting or event in the Thomas J. Moyer Ohio Judicial Center, for review and, if approved, adoption by the Court.

Effective Date: July 1, 2005

Amended Effective: July 1, 2009; March 1, 2013; September 9, 2020; October 15, 2024; October 29, 2024

Guideline 36-1. Public Use of the Thomas J. Moyer Ohio Judicial Center.

This guideline is adopted by the Supreme Court on the recommendation of the Commission on the Thomas J. Moyer Ohio Judicial Center to govern the public use of the Thomas J. Moyer Ohio Judicial Center and surrounding grounds. The Thomas J. Moyer Ohio Judicial Center is both a modern, fully functional office building serving as headquarters for Ohio's judicial branch of government and an architectural masterpiece of national importance that must be carefully maintained for the benefit of present and future generations of Ohioans.

(A) General principles

All public usage of the Thomas J. Moyer Ohio Judicial Center is controlled by the Supreme Court. Usage must be approved in advance and a permit issued under procedures established by the Commission. Usage shall be limited to the following:

- (1) Governmental or educational entities;
- (2) Organizations of the legal or judicial professions;
- (3) Organizations dedicated to architectural or artistic interests, or the preservation of historic public places;
- (4) Law firms, corporate law departments, or similar organizations.

(B) Purposes of public use

The purpose of the public use must be consistent with the design and fundamental purpose of the Thomas J. Moyer Ohio Judicial Center. Usage for artistic, charitable, civic, educational, governmental, judicial, or law-related functions as described below in most cases will be considered appropriate. Usage for purposes such as sales events or other business-related purposes by for-profit organizations, private parties, weddings, fundraisers, issue advocacy, or political rallies, will not be considered appropriate. Public usage shall be consistent with the purposes in this guideline and centered on one or more of the following general themes:

- (1) The history of the Supreme Court or the judicial branch of Ohio government;
- (2) An awareness and understanding of the role of the bar and the judiciary, and the significance of the principle of the rule of law in a constitutional democracy;
- (3) The study of law or the scholarly comparison of legal systems;
- (4) The promotion and understanding of the importance of art and architecture and the preservation of historic public places, or the artistic,

architectural, and historic features of the Thomas J. Moyer Ohio Judicial Center.

(C) Other limitations on public use

The following limitations apply to any application for or permissible public use of the Thomas J. Moyer Ohio Judicial Center:

- (1) The usage shall not interfere with the primary use of the Thomas J. Moyer Ohio Judicial Center;
- (2) The usage shall be appropriate to the physical context of the Thomas J. Moyer Ohio Judicial Center;
- (3) The usage shall not unduly burden the management or operations of the Thomas J. Moyer Ohio Judicial Center;
- (4) The usage shall not create a hazard to the safety of the public or state employees;
- (5) The usage shall not expose the State to, or create unreasonable risk of exposure to, expenses or damages;
- (6) The usage shall not be in violation of local, state or federal laws, rules or regulations;
- (7) There shall be equal access for all groups for the use of the Thomas J. Moyer Ohio Judicial Center regardless of race, religion, color, national origin, sex or handicap;
- (8) Building security rules and procedures shall be followed in all cases;
- (9) The issuance of a permit for use of the Thomas J. Moyer Ohio Judicial Center shall not imply endorsement or approval by the State, the Supreme Court, or the Commission of the actions, objectives, or views of the permit holder;
- (10) The Supreme Court Office of Facilities Management reserves the right to limit the use of the Thomas J. Moyer Ohio Judicial Center, at any time, due to unforeseen operational circumstances. Every reasonable effort will be made to alleviate the effects of any such limitation;
- (11) The Court Room, Robing Room, private chambers of the Justices, and other restricted areas within the Thomas J. Moyer Ohio Judicial Center, are not available for public use;

(12) The usage shall not relate to any matters pending before the Supreme Court.

(D) Public use permit; additional fees; conditions of permitted usage.

(1) Any person wishing to obtain a permit for use of the Thomas J. Moyer Ohio Judicial Center may submit an application in writing on the form specified by the Supreme Court Office of Facilities Management. The application shall be accompanied by an administrative fee of fifty dollars. No member or employee of the Supreme Court and no entity established by the Supreme Court shall be required to obtain a permit to hold a meeting, event, or other gathering in the Thomas J. Moyer Ohio Judicial Center.

(2) If a permit is granted, in addition to the administrative fee, the permit holder shall be responsible for a usage fee that may be levied in accordance with a schedule adopted by the Office of Facilities Management and with the approval of the Administrative Director. The usage fee is levied for the purpose of assisting the Supreme Court in maintaining and promoting the artistic, architectural, historic, and educational purposes and integrity of the Thomas J. Moyer Ohio Judicial Center. The usage fee will be discussed and agreed upon by the permit applicant in advance. The usage fee will be billed to and paid by the permit holder prior to the date of the event. If any additional charges are incurred during the event, the permit holder will be billed for those additional charges at the completion of the event.

(3) In addition to the exemption provided for in division (D)(1) of this guideline, the administrative and usage fees shall be waived by the Office of Facilities Management for any of the following organizations or entities:

- An organization or entity that receives financial or in-kind support from the Supreme Court;
- A nonprofit organization that receives financial or in-kind support from the Supreme Court and that is devoted to the law, legal education, art, architecture, or the preservation of historic public places;
- A governmental office or entity.

(4) All fees collected pursuant to this guideline shall be transferred to the Thomas J. Moyer Ohio Judicial Center Foundation and used for public charitable and educational purposes consistent with the Foundation's articles of incorporation and code of regulations.

(5) The permit holder may be required to provide a surety bond based upon the nature of the permitted event in order to guarantee payment of any property

damages or other liability arising from the event. The bond amount will be as determined by the Supreme Court.

(6) The permit holder shall use the Thomas J. Moyer Ohio Judicial Center in a careful and responsible manner during the term of the permit, keeping the building clean, undamaged, and free of debris. The permit holder will be responsible for any costs or damages resulting from the use of the Thomas J. Moyer Ohio Judicial Center.

(7) In general, the Thomas J. Moyer Ohio Judicial Center will be available for use only during the business work week between the hours of 8:00 a.m. and 8:00 p.m.

(8) Corporate banners and signs on sticks, poles, or stakes are prohibited.

(9) The use of stickers, labels, cellophane or other pressure-sensitive tape, screws, nails, or other physical fasteners and mounting techniques that may adversely affect the structural or decorative condition of the Thomas J. Moyer Ohio Judicial Center is prohibited.

(10) Smoking is prohibited within the Thomas J. Moyer Ohio Judicial Center.

(11) No equipment, apparatus, machine, or vehicle may be brought into the Thomas J. Moyer Ohio Judicial Center without the prior written approval of the Office of Facilities Management of the Supreme Court.

(12) Use of sound projection equipment must be approved in advance, shall be in compliance with local noise ordinances, and used in a manner so as to not interfere with the regular operations and activities of the Thomas J. Moyer Ohio Judicial Center.

(13) No food, beverages, or merchandise shall be sold or dispensed at the Thomas J. Moyer Ohio Judicial Center without the express written consent of the Office of Facilities Management. No licensed street vendors or other transient vendors will be permitted to use the Thomas J. Moyer Ohio Judicial Center. Only caterers approved by the Office of Facilities Management of the Supreme Court will be permitted to provide on-site food service.

(14) Staff security and maintenance personnel only will be utilized at the event, under the direction and control of the Office of Facilities Management of the Supreme Court.

(15) The permit holder shall retrieve all materials left behind from the approved event within two business days. After that time, any remaining materials may be disposed of at the permit holder's expense.

(16) The permit holder shall indemnify and hold harmless the State and the Commission against any and all claims, demands, actions, or causes of actions, together with any and all losses, costs, or related expenses asserted by any person or persons for bodily injury, death, or property damages resulting from or arising out of the permitted use.

(17) The failure of a permit holder to comply with this guideline or any additional terms of an issued permit shall be grounds for the Office of Facilities Management taking either or both of the following actions:

- Revoking an issued permit;
- Denying a future permit application submitted by the permit holder.

Effective Date: March 1, 2010

Amended Effective: March 1, 2013

Guideline 36-2. Acquisition by Purchase, Gift, Bequest, or Loan of Fine Art for the Thomas J. Moyer Ohio Judicial Center.

This guideline is adopted by the Supreme Court on recommendation of the Commission on the Thomas J. Moyer Ohio Judicial Center to govern the acquisition of fine art for the Thomas J. Moyer Ohio Judicial Center. Acquisition may be by purchase, gift, bequest, or loan. The fine art collection for the Thomas J. Moyer Ohio Judicial Center includes art from renowned artists, with an emphasis on Ohio artists and themes unique to Ohio, and reflects the quality and diversity of the existing collection and of the original artwork and architecture of the Thomas J. Moyer Ohio Judicial Center building and grounds.

(A) General criteria for fine art

The Commission will recommend the acquisition of works of fine art that represent diversity in artists, are appropriate in content, and are in keeping with the art that makes up the collection at the Thomas J. Moyer Ohio Judicial Center. Fine art that is recommended for acquisition shall be capable of existing safely within the environmental conditions of the Thomas J. Moyer Ohio Judicial Center.

(B) Specific criteria for means of acquisition

(1) In purchasing works of fine art, the Commission shall operate within the budget approved by the Supreme Court for art acquisition, including framing costs. The Commission may give primary consideration to artwork created by a living or deceased Ohio artist who satisfies the following criteria:

- The artist has demonstrable connection to Ohio;
- The artist has devoted a substantial portion of the artist's time creating art;
- The artist has a documented history of public presentation;
- The artist has been recognized by his or her peers as a visual arts practitioner for a minimum of five years.

(2) In considering offered gifts and bequests of works of fine art, the Commission shall give primary consideration to the following criteria:

- The gift or bequest may be from one or more individuals or an institution;
- The gift or bequest may be anonymous;
- The gift or bequest must be unrestricted;

- The gift or bequest must have satisfactory documentation of provenance and title.

The Supreme Court or Commission will not make, arrange for, or pay for appraisals for donated work, but may provide names of two or more appraisers, without preference, if a request is made by the donor. The donor shall complete a deed of gift, provided by the Supreme Court, that includes a description and appraisal of the work. The Supreme Court may accept a copy of the will, or pertinent portions, to verify the bequest.

(3) In considering offered loans of works of fine art for permanent exhibition in the Thomas J. Moyer Ohio Judicial Center or possible acquisition by the Supreme Court, the Commission shall give primary consideration to the following criteria:

- The work to be loaned must be able to withstand the ordinary strains of packing and transportation;
- The loan shall have no unreasonable restrictions;
- The lending organization or individual shall possess satisfactory documentation of provenance and title.

The lender or Supreme Court shall provide a written loan agreement that outlines the reason for the loan, dates of the proposed loan, methods of travel, and insurance arrangements. The Supreme Court shall designate a staff member to monitor the loan using industry standards.

(C) Selection process

The Commission shall employ the following process in selecting works of fine art recommended for acquisition by the Supreme Court.

(1) The chair of the Art Acquisition Committee or designated Supreme Court staff shall be responsible for coordinating the consideration of purchases and offered gifts, bequests, and loans.

(2) In the case of works of fine art to be purchased, the chair, working with designated Supreme Court staff and outside sources from the arts community, shall identify directors of Ohio visual arts organizations or professional arts consultants who have knowledge of visual artists in their region of Ohio. The Committee chair or designated Court staff will arrange one or more site visits. With either the director or arts consultant and will coordinate those visits with members of the Committee. If a Committee member is unable to attend a site visit, the Committee chair or designated Court staff will provide that member with images, via email, of

works that are under consideration for recommendation to acquire. The Committee member shall have five business days to respond to the Committee chair with approval, disapproval, or any comments regarding the works under consideration.

(3) In the case of offers of gifts, bequests, or permanent loans of fine art, the chair, working with designated Supreme Court staff, shall review gift, bequest, or loan proposals and arrange a Committee site visit to view the work to be gifted, bequeathed, or loaned. If a Committee member is unable to attend a site visit, the Committee chair or designated Court staff will provide that member with an image, via email, of the work. The Committee member shall have five business days to respond to the Committee chair with approval, disapproval, or any comments regarding the work.

(4) Works of art recommended for acquisition by a majority of the Committee shall be presented to the Commission for consideration within ten business days after the work is identified. This may be done at a Commission meeting or by emailing an image of the work to the Commission members. A majority of a quorum of Commission members present at the meeting shall be required to recommend the acquisition of a work of art. If images are sent via email, votes shall be requested within five business days after receipt of the email, and a majority of the Commission members shall be required to recommend the acquisition of the work.

(5) The Commission shall make its recommendation to the Chief Justice and Justices of the Supreme Court within five business days of the decision to make a recommendation.

(6) In the case of a temporary loan of artwork to replace an out-going loan of artwork from the Supreme Court, the Committee chair and designated Court staff may accept the loan in accordance with the criteria and conditions set forth in division (B) of this guideline.

(7) In the case of all other temporary loans of artwork, the Committee chair, working with designated Court staff, shall review the work offered for loan to determine whether the work satisfies the criteria and conditions set forth in division (B) of this guideline. If a work satisfies the criteria and conditions set forth in division (B) of this guideline, the Committee chair shall arrange for the Committee to view the work through images or by other means. A work of art recommended by a majority of the Committee for acceptance on temporary loan shall be presented to the Commission for consideration within five business days after the work is identified. This may be done at a Commission meeting or by emailing an image of the work to the Commission members. A majority of a quorum of Commission members present at the meeting shall be required to recommend acceptance of the temporary loan. If images are sent via email, votes shall be requested within five business days after receipt of the email, and a majority of the Commission members shall be required to recommend acceptance of the temporary loan.

(D) Framing and signage

The Commission shall use museum quality framing and employ museum standards for label copy and didactic panels.

(E) Installation of acquired art

When recommending the acquisition of art to the Commission, the Committee shall include a recommendation regarding the location in which the work will be installed, considering the environmental safety of the work. The Committee shall assign the following installation priorities: public meeting rooms; public conference rooms; Civic Center Drive lobby; and conference rooms and other areas within office suites. Areas not appropriate for the installation of artwork include: grand concourse; courtroom; meeting rooms 102 and 106; Front Street lobby; first floor elevator lobby; and Native American lobby. When recommending the acquisition of fine art to the Supreme Court, the Commission shall address the above installation considerations.

Effective Date: July 1, 2009

Amended Effective: March 1, 2010; March 1, 2013

Guideline 36-3. Recordkeeping, Care, Inventory, Insurance, and Reappraisal of Fine Art at the Thomas J. Moyer Ohio Judicial Center.

This guideline is adopted by the Supreme Court on the recommendation of the Commission on the Thomas J. Moyer Ohio Judicial Center to govern the proper care and conservation of work in the permanent fine art collection at the Thomas J. Moyer Ohio Judicial Center. The Commission and Supreme Court have an essential obligation to ensure the works of fine art are passed on to future generations in as good and safe a condition as possible using current knowledge and resources.

(A) Recordkeeping

The registration and recordkeeping for work in the permanent fine art collection at the Thomas J. Moyer Ohio Judicial Center is the responsibility of designated Supreme Court staff. The designated staff shall maintain accurate, up-to-date individual files on each work of fine art in the collection. For each work of fine art in the collection, the following information shall be documented:

- (1) The title and date of the work, the name of the artist, any provenance, research, or correspondence related to the work;
- (2) The means and date of acquisition;
- (3) A description of the work, including measurements, material, framing, and signage;
- (4) The location of the work at the Thomas J. Moyer Ohio Judicial Center;
- (5) The care activity, conservation treatment, and condition of the work;
- (6) The loan activity related to the work;
- (7) The documents related to deaccessioning of the work.

(B) Care

Each work of fine art shall be cared for using the highest standards of preventive conservation and kept in safe, secure, and appropriate environments.

(C) Inventory

The Supreme Court staff member designated to maintain records related to the collection shall conduct an annual inventory of the collection. A report of the annual inventory shall be provided to the Commission on the Thomas J. Moyer Ohio Judicial Center and the Supreme Court Director of Fiscal Resources.

(D) Insurance

The Supreme Court shall procure appropriate insurance for each work of fine art in the collection.

(E) Reappraisal

Works in the permanent fine art collection at the Thomas J. Moyer Ohio Judicial Center shall be reappraised on an “as needed” basis, in the discretion of the designated Supreme Court staff member.

Effective Date: March 1, 2010

Amended Effective: March 1, 2013

Guideline 36-4. Access to the Fine Art Collection at the Thomas J. Moyer Ohio Judicial Center.

This guideline is adopted by the Supreme Court on the recommendation of the Commission on the Thomas J. Moyer Ohio Judicial Center to govern awareness of and access to the fine art collection at the Thomas J. Moyer Ohio Judicial Center. The Commission on the Thomas J. Moyer Ohio Judicial Center is responsible for advising the Supreme Court with regard to the maintenance of the fine art collection at the Thomas J. Moyer Ohio Judicial Center and views this responsibility as including activities to promote and enhance awareness and understanding of the fine art in the permanent collection at the Thomas J. Moyer Ohio Judicial Center.

The Commission will support and encourage awareness and understanding of the fine art in the permanent collection at the Thomas J. Moyer Ohio Judicial Center through publications, programs, and web sites. The Commission will work with designated Supreme Court staff to provide access to the collection during business hours of the Thomas J. Moyer Ohio Judicial Center and by appointment. Arrangements to see the collection may be made by contacting the Civic Education Section of the Supreme Court.

Effective Date: March 1, 2010

Amended Effective: March 1, 2013

Guideline 36-5. Deaccessioning of Fine Art at the Thomas J. Moyer Ohio Judicial Center.

This guideline is adopted by the Supreme Court on the recommendation of the Commission on the Thomas J. Moyer Ohio Judicial Center to govern the deaccessioning of works in the fine art collection at the Thomas J. Moyer Ohio Judicial Center.

(A) General criteria for deaccessioning

The Commission shall give primary consideration for deaccessioning works of fine art at the Thomas J. Moyer Ohio Judicial Center for one or more of the following reasons:

- (1) The work of fine art has been damaged or has deteriorated and repair is impractical or unfeasible;
- (2) The work of fine art is incompatible with the collection;
- (3) The work of fine art is redundant.

(B) Process for deaccessioning

The Commission shall employ the following process when recommending works of fine art for deaccessioning:

- (1) Deaccessioning shall be considered only after a careful and impartial evaluation of the work of fine art by the Art Acquisition Committee, working with designated Supreme Court staff and an art conservator or curator;
- (2) Supreme Court staff shall make reasonable efforts to notify any living artist or the estate of a deceased artist whose work is being considered for deaccessioning;
- (3) The Art Acquisition Committee shall make a recommendation to deaccession a work of fine art to the Commission. The recommendation may be made at a Commission meeting or by emailing an image of the work and an explanatory statement to the Commission members;
- (4) A majority of a quorum of Commission members present at the meeting shall be required to recommend the deaccessioning of a work of fine art. If an image of the work is sent via email, a majority of the Commission members shall be required to recommend the deaccessioning of the work within five business days after receipt of the email;

(5) The Commission shall make its recommendation to the Chief Justice and Justices of the Supreme Court within five business days of the decision to make a recommendation.

(C) Proceeds from deaccessioning

Any proceeds from deaccessioned works of fine art shall be deposited in the Thomas J. Moyer Ohio Judicial Center Foundation and used for the acquisition of other works of fine art.

Effective Date: March 1, 2010

Amended Effective: March 1, 2013

OJC Reg. 37. Thomas J. Moyer Ohio Judicial Center Trust.

(A) Creation

(1) The Commission on the Thomas J. Moyer Ohio Judicial Center may, upon the approval of the Supreme Court, establish a trust, foundation, or other appropriate nonprofit entity for the following charitable public purposes:

(a) Preserving the artistic, architectural, and historic integrity of the Thomas J. Moyer Ohio Judicial Center;

(b) Encouraging and facilitating access to the Supreme Court Visitor Education Center and related resources.

(2) The trust, foundation, or entity established by the Commission may contain artwork, monuments, memorials, awards, and other items of personal property suitable for display at the Thomas J. Moyer Ohio Judicial Center.

(B) Gifts

The Commission also may use the trust, foundation, or entity to accept gifts, grants, bequests, or donations in furtherance of the purpose of the trust, foundation, or entity. Any gifts, grants, bequests, or donations received by the Commission shall be deposited in the trust, foundation, or entity and used as follows:

(1) Except as provided in Paragraph (B)(2) of this regulation, for expenses related to the acquisition, commissioning, or display of artwork, monuments, memorials, awards, and other items suitable for display at the Thomas J. Moyer Ohio Judicial Center;

(2) If contributed to encourage and facilitate access to the Supreme Court Visitor Education Center, exclusively for that purpose.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013; September 9, 2020

SECTION IV. MISCELLANEOUS REGULATIONS

OJC Reg. 38. Definitions.

As used in these regulations:

(A) **“Demonstration”** means when one or more persons assemble to parade, picket, walk, or stand while displaying signs, banners, or placards, or distributing literature, pamphlets, or brochures of any type, or carry on oral chants, slogans, or solicitations of any kind or for any purpose.

(B) **“Historic display area”** means those areas of the Thomas J. Moyer Ohio Judicial Center that have artistic, architectural, or historic significance and which are set forth in Schedule A of these regulations. An area designated as an historic display area may also be designated as a public use area as set forth in Schedule B of these regulations.

(C) **“Invidious discrimination”** means discrimination on the basis of sex, race, religion, or national origin, which is arbitrary, capricious, without reasonable foundation, or is otherwise of the general type and nature that would be unlawful discrimination if practiced in settings of public accommodation or employment.

(D) **“The Thomas J. Moyer Ohio Judicial Center”** means the facility and attendant exterior grounds granted to the Supreme Court pursuant to Section 2 of Substitute House Bill 388 of the 125th General Assembly.

(E) **“Public use area”** means those areas of the Thomas J. Moyer Ohio Judicial Center that are intended for public use as governed by OJC Reg. 36(G)(2) and which are set forth in Schedule B of these regulations. An area designated as a public use area may also be designated as an historic display area as set forth in Schedule A of these regulations.

Effective Date: July 1, 2005

Amended Effective: March 1, 2013

OJC Reg. 39. Title; Citation.

These regulations shall be known as the Thomas J. Moyer Ohio Judicial Center Regulations and shall be cited as “OJC Reg. _____.”

Effective Date: July 1, 2005

Amended Effective: March 1, 2013.

OJC Reg. 40. Effective Date.

These regulations shall be effective July 1, 2005.

Effective Date: July 1, 2005

Amended Effective: September 1, 2005; November 1, 2007; March 1, 2013; September 9, 2020; December 14, 2023

Schedule A

Historic Display Areas

1. Ground Floor – Native American Lobby
2. First Floor – Grand Concourse
3. First Floor – South Hearing Room (Room 102)
4. First Floor – West Hearing Room (Room 104)
5. First Floor – North Hearing Room (Room 106)
6. First Floor – Entry to Civic Education Section
7. First Floor – Staircases to Ground Floor
8. First Floor – Front Street Exterior Vestibule and Entry Portico
9. First Floor – Front Street Security Entrance
10. First Floor – Elevator Lobby
11. Eleventh Floor – Library Reading Room (Room 1114)
12. Eleventh Floor – Library Gallery Room (Room 1119)
13. Eleventh Floor – Library Circulation Area (Room 1123)
14. Thirteenth Floor – Elevator Lobby
15. North and South Plazas – Upper Terrace and Lower Fountain Levels

Schedule B

Public Use Areas

1. Ground Floor – Native American Lobby
2. First Floor – Grand Concourse
3. First Floor – Judicial Education Center (Room 101)
4. First Floor – South Hearing Room (Room 102)
5. First Floor – West Conference Room (Room 103)
6. First Floor – West Hearing Room (Room 104)
7. First Floor – North Hearing Room (Room 106)
8. First Floor – North Conference Room (Room 107)
9. First Floor – Taft Map Room (Room 108)
10. Second Floor – Dining Room
11. Third Floor – Courtroom (Room 312)
12. Third Floor – Courtroom (Room 374)
13. Fourth Floor – Courtroom (Room 474)

Appendix H

MINIMUM SCOPE AND LIMIT OF INSURANCE

Insurance coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (“ISO”) Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of Ohio.
4. **Professional Liability (Errors and Omissions):** If Contractor is performing services as a licensed trade or profession, insurance must appropriate to the Contractor’s profession with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Court shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Court.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The Court shall be covered as an additional insured on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor, including materials, parts, or equipment furnished in connection with the work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38, **and** CG 20 37 if a later edition is used).

Primary Coverage

For any claims arising from or in connection with the Agreement, the Contractor’s insurance coverage shall be the primary coverage.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Court.

Waiver of Subrogation

Contractor hereby grants to the Court a waiver of any right to subrogation that Contractor’s insurer may acquire against the Court by virtue of the payment of any loss under the insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation; however, this provision applies regardless of whether the court receives the waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to, and approved in writing by the Court. The Court may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the Court.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in Ohio, with a current A.M. Best's rating of no less than A:VII, unless otherwise agreed in writing.

Claims Made Policies (applicable only to policies that include professional liability coverage)

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the contract of work.***
3. If coverage is canceled or not renewed, and not replaced ***with another claims-made policy form with a Retroactive Date prior to*** the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of ***five (5) years*** after completion of work.

Verification of Coverage

Contractor shall furnish the Court with original Certificates of Insurance, including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements, before work begins. However, failure to obtain the required documents before work begins shall not waive the Contractor's obligation to provide them. The Court reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances

The Court reserves the right to modify the requirements included herein based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.