

Cooperative Extension Service

Franklin County
101 Lakeview Court
Frankfort, KY 40601-8750
(502) 695-9035
<http://extension.ca.uky.edu>

Janitorial Contract Solicitation August 2016

Solicitation Package Requirements

The following are the requirements for janitorial maintenance at the Franklin County Extension Service Office (FCES), 101 Lakeview Court, Frankfort, Ky; phone 502-695-9035; fax 502-695-9309, email: kbishop@uky.edu.

Prior to submitting a bid, the prospective contractor must schedule a physical walk-through of the building with the FCES office staff. Walk-through must be scheduled and completed by September 2, 2016. Call the Extension Office at 502-695-9035, M-F, 8:30am to 4:00pm to schedule.

Bid packages must be received in the Extension Office on or before September 6, 2016, 4:00pm. Any packages submitted after that date/time will not be accepted. Faxed or scanned emailed information is acceptable. Bid packages must contain all requested information, submitted in a legible format, to be considered as a valid bid.

The Bidder shall submit a bid package and must contain the following information:

1. Cost for janitorial services for a regular 3-day a week cleaning schedule, to include cost of all cleaning materials and supplies. Separate costs into labor and materials. Cost shall be broken down into a monthly and yearly dollar figure.
2. Cost for hourly rate to cover special services/request cleaning; break down per person/per hour.
3. Cost for hourly rate to cover emergencies; break down per person/per hour.
4. Copy of company insurance coverage documents; bonds; worker's compensation; other such documents
5. Documentation of company references. Include at least three (3) business references; to include name, address, phone, email, of a contact person for each reference. One shall include a business of equal or greater square footage cleaned.
6. Contract Supervisor's resume and documentation of any specific supervisory or janitorial training.
7. Business name, business owner, business address, business phone, business email, and contact person for company submitting bid package. Signature of person submitting and responsible for bid.
8. Other requirements as detailed in this bid package.

Franklin County Extension Information:

Primary contact- Keenan Bishop, County Extension Agent, 502-695-9035, kbishop@uky.edu, 101 Lakeview Court, Frankfort, KY, 40601.

A 1099 form is provided to the contractor in January of each calendar year.

Payment for services will be twice a month, on the 15th and 30th (31st) of each month. When these dates fall on Saturday or Sunday, the payment will be issued on the Friday before the weekend dates. When these dates fall on a legal holiday, the payment will be issued the day before the holiday.

Contractor is expected to hold all licenses, worker's compensation, insurance coverage, and other coverage as applicable by State law. Contractor shall be bonded. FCES will not be responsible for neglect.



Contract Parameters

The contractor shall furnish all labor, supervision, cleaning supplies, chemicals, materials and equipment necessary for providing acceptable service under this agreement. The contractor is completely responsible for satisfactorily managing and performing cleaning services necessary to assure a clean, orderly condition of the facility.

The contract established from this Solicitation shall be for the initial period of one (1) year from date of award.

This contract may be extended at the completion of the initial contract period for four (4) additional one-year periods.

The Franklin County Extension Service may cancel the contract established from this Solicitation by giving written notice, 30 (thirty) calendar days prior to effective cancellation date.

The Franklin County Extension Service reserves the right to terminate contracts for convenience when requirements under the contract no longer exist. A written notice will be given to the vendor at least thirty (30) calendar days prior to such proposed termination date.

Mechanical areas are not included in this agreement. The Contractor is responsible for maintaining areas assigned to and used by them (to include janitor closets) at an acceptable level of cleanliness.

FCES is not responsible for personal items stored in janitorial or other areas of building without prior consent and notice of FCES.

Only Contract employees associated with performance of this contract are permitted in the FCES building during janitorial work times. No children, pets, or other persons related to janitorial employees, not associated with the performance of the contract, may be in the building while janitorial employees are working.

The contractor shall begin performance of this contract within 30 days of award of the bid. Scheduled start dates shall be negotiated with FCES.

Hours of Contract Operation

The Contractor shall operate one (1) shift Monday, Wednesday and Friday as follows:

Routine work is to be performed anytime between 4:30 p.m. to 8:00 a.m.. Routine work shall be completed each day no later than 8:00 a.m., M, W, F. No work shall be performed from 8:00 a.m. to 4:30 p.m., unless requested by Franklin County Extension Services (FCES) or negotiated with FCES.

Contractor will check after hour meeting schedule to insure that work will not conflict with scheduled meetings. Alternate cleaning scheduling may be negotiated by contacting the Extension Office. The contractor and janitorial employees may not enter rooms where meetings are in progress under any circumstances.

All cleaning schedules and methods must be pre-approved by FCES. Cleaning must be scheduled with, and inspected by, FCES staff. Failure to comply may result in immediate contract cancellation. Once a shift of cleaning work begins the contractor shall continue working consecutive scheduled hours until all work is completed. Any exceptions that affect completion of work as scheduled must be reported to FCES in a timely manner so schedule adjustments can be made.

Contractor Eligibility Requirements

Bidder is required to have been in the janitorial service business full-time for a period of at least two (2) years immediately prior to this invitation to bid.

Bidder shall be required to show proof of cleaning services performed for at least one (1) facility of equal to or greater than the estimated 15,385 sq. ft. of these facilities.

Keys

Contractor shall be issued keys to the facility necessary to perform cleaning tasks and shall agree to pay a fee to Franklin County Extension to cover all expenses associated with modifying access to the facility if the keys are lost by the contractor or his representatives or not accounted for. The contractor agrees to abide by and to require their employees to adhere to the FCES "access control system" and conditions as outlined below:

- a. The contractor or his representatives will not make or knowingly permit to be made, nor otherwise obtain, procure or provide any unauthorized copy or facsimiles of keys.
- b. The loss of any keys will immediately be reported to the FCES staff.
- c. The contractor or his representatives will not permit any person the use of keys in their possession under any circumstance, other than a bona fide emergency, without the prior approval of the FCES staff.
- d. The contractor agrees to pay a fee of \$50.00 for each key which may be issued to the contractor or to representatives of the contractor and which cannot be returned or accounted for upon demand or upon termination of the contract.
- e. The contractor further agrees that if by loss of keys and this jeopardizes the security of the entire office or a sensitive part of the office, the contractor agrees to pay for the total cost of modifying access to, re-keying or re-coring for the entire office or the particular area affected.

Contractor Staffing

The contractor shall provide a representative who will be available in person or can be reached by phone during business hours (M-F; 8:00am-4:30pm), except legal holidays, for the purpose of communicating service evaluation, complaints, emergencies, and scheduling of project work. Failure to comply will result in request for termination of contract.

Supervisors used in connection with this contract shall have a minimum of one year janitorial and one year of employee supervisory experience.

The Contractor shall be responsible for ensuring all employees performing services under this agreement have the proper safety and hazard communication training relevant to the services being performed. The Contractor shall also be responsible for providing any and all personal protective equipment (PPE) required by the **Material Safety Data sheet(s)** for any chemical(s) in use.

The Contractor shall be responsible for the reimbursement to FCES of all cost incurred by FCES where repairs or services are required by others, due to the Contractor's failure to perform, or damage to, the FCES office. Any incident that necessitates FCES performing all or part of a service specified in this contract shall result in a deduction from the contractor's payment at the rate of **\$25.00/hour (\$50.00 per hour over-time) per person, plus materials**. A second incident of this nature during the contract year may result in the cancellation of the contract.

The contractor shall be held responsible for its employees' actions and appearance when on the job site. Contract employees are expected to show courtesy and respect when interacting with FCES personnel and FCES visitors. FCES reserves the right to require the removal of any contract employee engaging in offensive language, illegal or otherwise inappropriate behavior, or where personal appearance is consistently inappropriate.

Contract employees shall adhere to a reasonable dress code appropriate for the job. No clothing or body art with inappropriate pictures or language shall be worn or visible while performing services of the contract, or on FCES property.

Contractor shall be responsible for any breakage, damage or loss to FCES property through carelessness. And shall also be responsible for locking and closing doors, turning off water, and turning off lights as directed by FCES.

Use of Office Facility

Personal office telephone use by the contractor or his representatives will not be permitted by FCES. Use of office phones by contract personnel is strictly prohibited. FCES reserves the right to require the removal of any contract employee who disregards this prohibition. Also the contractor or his employees are prohibited from using computers, fax machines, copy

machines, or other business equipment at any time. Failure to comply will be grounds for immediate termination of the contract.

FCES will provide such light and water and electricity as are necessary to perform the agreed upon services. Contractor will use these utilities sparingly.

FCES will provide lockable storage space for contractor's equipment and supplies necessary in performance of this contract.

Inspection of Work

The services performed under this contract shall be subject to inspection and approval by FCES staff.

Regular inspections (daily, weekly, monthly) of the entire facility will be made by FCES. Minor deficiencies shall be corrected within twenty-four (24) hours. If this schedule for corrections is not met, a written complaint shall be submitted to the vendor. If subsequent, unanswered, documented complaints are necessary during the year of the contract, FCES may request that the contract be terminated.

Supplies and Labor

The contractor shall furnish all labor, supervision, cleaning supplies, chemicals, materials and equipment necessary for providing acceptable service under this agreement.

A copy of the material safety data sheets (MSDS) for all chemicals used and/or stored in the office shall also be available to FCES, upon request. The Contractor's responsibility to provide and maintain the MSD sheets shall be adhered to in ALL cases. All containers shall be properly labeled to indicate contents in accordance with all applicable state and federal rules and regulations. Contractor is also responsible for updating the MSDS as additional cleaning chemicals are added or deleted. FCES has the right to approve or disapprove any chemicals.

Carpet and Floor Cleaning

Carpet is to be kept clean, routinely vacuumed, and spot free.

Floors (vinyl, tile, concrete, etc) are to be kept clean, routinely swept and mopped, and spot free.

The contractor will not be required to move and clean under large "fixed" furniture items (desks, file cabinets, partitions, chair mats etc.). Cleaning under desks will be to the best extent the vendors equipment allows. The contractor will be expected to move, clean under, and replace more easily moved items (tables, chairs, trashcans, etc.).

Wet carpet, discovered or reported, must be cleaned and treated with a mold/mildew retardant as soon as possible.

Damaged floor areas (loose or broken tile, torn or frayed carpet, permanent stains, etc) are to be reported to FCES staff upon discovery.

Carpet Cleaning to be done twice per year. Includes all meeting rooms, halls, office areas, and any other carpeted areas. FCES shall pick up small items from floors in offices; Contractor shall move office chair pads, meeting room tables/chairs; other furniture or items deemed necessary to completely and thoroughly clean carpet, or that may be damaged by carpet cleaning process. Moved items shall be replaced by contractor when carpet cleaning has been accepted by FCES and thoroughly dry. Contractor to provide all equipment and chemicals needed. Cleaning shall be scheduled at least one month in advance with FCES. Cleaning shall be done in a timely manner so all areas will be dry and ready to use for scheduled work times. Cleaning may be sub-contracted, with prior approval from FCES. Once cleaning shall be performed during the December holiday vacation.

Additional cleaning may be performed by request of Extension and added price by the Contractor.

Strip and Wax (VCT, etc)

Contractor shall be required to strip and wax all tiled floors (excluding ceramic tile) once a year, high traffic areas (designated by FCES) will be done twice a year at six (6) month intervals. Contractor shall be required to use the six (6) step method (sweep, mop, strip, scrub, seal and wax) using three (3) coats of sealer and four (4) coats of wax each time. All floors shall be stripped and waxed during the December holiday break. The floors must be stripped and waxed on a FCES pre-approved schedule.

Windows

All exterior windows shall be thoroughly cleaned once per contract year. Cleaning shall be scheduled in advance with FCES. This service may be sub-contracted, with prior approval from FCES.

All interior windows shall be thoroughly cleaned twice per contract year. Cleaning shall be scheduled in advance with FCES. This includes window blinds.

Expendable Supplies

The contractor is not required to use the brand names listed, BUT must provide products that FCES standards. FCES reserves the right to approve or disapprove any product at any time.

Toilet Paper	Double ply, single rolls
Paper Towels	Multi-fold, fit existing dispensers
Liquid hand soap	Pump dispenser- anti-bacterial
Tissue	Double ply in dispenser box
Sanitary Napkin Bags	Waxed, fit existing containers
Restroom Deodorizer	Spray type

Trash Liners

Liners shall be of sufficient thickness so there will be no breaking or leaking of full bags that contain food or other heavy trash. Liners must fit existing trash cans.

- 16 Gallon- office cans
- Kitchen size cans
- 36 Gallon- large containers

Cleaning Chemicals

Cleaning chemicals should be of commercial or industrial brand and capable of adequately cleaning and disinfecting without leaving streaking, residue or undue odor (pleasant or unpleasant). Environmentally friendly chemicals, that are as non-toxic as possible, should be used as much as possible. Chemicals must be in properly labeled containers.

Special Request Services

To be bid and invoiced as separate cost items (per hour/per person).

1. Meeting Room and Special Event set up

Meeting room set up/ tear down for 50 people up to 500 people may be requested and scheduled in advance. Meeting room set style and schedule will be drawn and detailed and given to contractor at time of scheduling. Requests by FCES to contractor will be a minimum of one week in advance. Set up/tear down may include folding chairs, tables, and podiums. Events on the larger scale are rare and would be scheduled at least 30 days in advance.

Bid based on Hourly rate of one (1) worker per one (1) hour.

2. Table/Chair Organization

Folding table and chair replacement and relocation to appropriate space within building. Includes thorough cleaning of tables and chairs, including removal of gum or other substances.

Bid based on Hourly rate of one (1) worker per one (1) hour.

3. Special Event Dishwashing/Kitchen Clean up

On occasion there will be meetings where a large quantity of food and kitchen items are used. The contractor may be requested and scheduled to wash, dry, and put away pots, pans, bake ware, utensils, serving dishes and other kitchen implements and tools. Additional trash (over and above norm) removal may be included. Contractor will be notified at least one week in advance if this service is required.

Bid based on Hourly rate of one (1) worker per one (1) hour.

4. Emergency

On occasion, other above and beyond special request cleaning items or emergency clean up (such as water leaks, vandalism, etc) may occur. These requests may be worked out on an as needed, per event basis.

Bid based on Hourly rate of one (1) worker per one (1) hour.

Performance Specifications and Frequency Schedule

Following is a table of expected tasks and frequencies work is to be done. Routine inspections will be based on this table
 Legend for Performance Schedule

Legend:	<i>1/D</i>	<i>1/W</i>	<i>2/W</i>	<i>1/M</i>	<i>1/Q</i>	<i>6M</i>	<i>1/Y</i>
	1X per Day	1X per Week	2X per Week	1X per Month	1X per Quarter	1X per 6 Months	1X per Year
	X	Perform as indicated					
	A	Perform as indicated AND/OR As needed (may be required more often than indicated)					
	R	Perform on Request only per special project rates (may be required more often than indicated)					

Performance Specifications and Frequency Schedule

<i>Item</i>	<i>Detail</i>	<i>Task</i>	<i>1/D</i>	<i>3/W</i>	<i>1/W</i>	<i>1/M</i>	<i>1/Q</i>	<i>6M</i>	<i>1/Y</i>
Floors									
	Carpet	Vacuum			X				
		Spot Clean	A						
		Total Deep Clean						X	
	Concrete (finished & unfinished) Basement & Garages	Sweep/Dust Mop				R			
		Damp Mop				R			
		Mop, Scrub & Rinse					A		
	VCT, Vinyl, tile, ETC	Sweep/Dust Mop	A		X				
		Damp Mop			X				
		Spray Buff				X			
		Strip, Wax & Buff						X	
Stairwells									
	Stair Treads	Sweep/Dust Mop	A		X				
		Damp Mop				X			
	Landings (cobwebs, etc)	Clean			X				
	Handrails	Clean & Polish			X				
Glass									
	Interior (doors, display cases, etc.)	Clean			X				
	Exterior (entry doors & partitions, inside & out)	Clean			X				
	Windows Interior	Clean						X	
	Windows Exterior	Clean							X
Metal									
	Doors (knobs, handles, push & kick plates, etc.)	Clean & Polish			X				
	Railings	Clean & Polish			A				
DustClean									
	High, <i>above 6'</i> (high cabinets, lights, vents, molding, etc.)	Dust			A	X			
	Low (baseboard, chair rail, window sills, etc)	Dust				X			
	Reception/Sample Desks & Furniture	Dust, clean, polish			X				
	Office Desks/Furniture/desk phone/computer screens	Polish			X				
	Window Blinds	Dust				X			

Item	Detail	Task	1/D	2/W	1/W	1/M	1/Q	6M	1/Y	
Restrooms	2 women's 2 men's									
	Floors <i>(also use section under Floors where applicable)</i>	Sweep	X							
		Damp Mop & Sanitize	A		X					
		Deep Scrub				X				
		Fixtures (sinks, toilets, urinals, feminine boxes, etc.)	Clean & Sanitize	X						
		Fittings (faucets, handles, valves, etc.)	Clean, Sanitize, Polish	X						
		Dispensers & Trash Cans	Clean & Sanitize	X						
		Mirrors	Clean	A		X				
		Partitions	Spot Clean	A		X				
			Dust Tops				X			
			Clean & Sanitize				X			
		Replenish expendable supplies	Restock	X						
		Shower in basement garage	Clean, Sanitize			X				
		Vents	Dust			X				
		Walls	Wash				X			
Floor drains	Flush			A						
Kitchens	2 large 1 small									
	Floor	Sweep	X							
		Degrease & Mop	A			X				
	Sinks, fixtures	Clean, polish, sanitize	A		X					
	Counters, Cabinet fronts, surfaces	Wipe and Sanitize	A			X				
	Microwaves (2) & Refrigerators (3)	Wipe interior surfaces	A			X				
	Microwaves (2) & Refrigerators (3)	Wipe exterior surfaces	A			X				
	Dishwasher (2)	Empty and store dishes	A							
	Dishwasher (2)	Wipe exteriors	A		X					
	Stoves/Ovens (3)	Wipe exteriors	A		X					
	Stoves/Ovens (3)	Clean interior	A			A				
	Daily Dishes in sink	Wash & Dry	X							
	Cloth Dishtowels, dishrags, pot holders	Wash & Dry				X				

Item	Detail	Task	1/D	2/W	1/W	1/M	1/Q	6M	1/Y
Misc.									
Trash	Trash (regular and meetings) from entire building & garages Trash Cans/Carts	Empty & Remove	X						
		Replace Can Liners	A		X				
		Clean & Sanitize			A		X		
	Corrugated Boxes	Collect & Break Down	X						
		Place in Recycle	X						
Recycling	Collect from small bins and basement	Place in Large Bin	X						
Mats	Walk-Off Mats & Carpet Runners	Vacuum	X						
		Spot Clean	A						
		Clean & Sanitize	X						
	Water Fountains	Clean & Sanitize	X						
	Floor/Baseboard Vents	Vacuum				X			
Furniture	Cloth Upholstered Furniture	Vacuum	A			X			
	Leather or Vinyl Upholstered Furniture	Clean	A			X			
Surfaces	Miscellaneous Surfaces (walls, doors, doorframes, etc.)	Spot Clean	A			X			
Dishes	Wash daily dishes in Breakroom sink	Wash Dishes	A						
Cloth Towels	Wash and dry cloth dishtowels and dish rags	Clean	A			X			
Lights									
	Re-Lamping	Check for Bad Lamps	X						
		Change Light Bulbs	A						
		Report Malfunctions*	A						
	Light Fixture Lenses/Covers	Remove Bugs/Debris					A		
	Light Fixtures/Diffusers	Clean					X		
Exterior									
	Garages and basement storage (schedule with FCES)	Sweep and damp mop						X	
		Building Entrances (doorways, covered entrances)	Sweep, high debris			X			
	Trash	Empty & Remove	X						
		Replace Can Liners	A		X				
	Ash Trays/Urns/Smokers Outposts	Empty	X						
		Litter	Pick Up	X					
	Walkways	Sweep			X				
		Litter (to include parking lots)	Pick Up	X					

NOTES: *Problems with lighting fixtures must be reported to FCES within 24 hours of discovery
FCES will supply bulbs, lamps, ballasts