INVITATION TO BID

Designated Vendor For: **Cleaning**

Community Action Council for Lexington-Fayette, Bourbon, Harrison & Nicholas Counties Inc., a nonprofit corporation and a special district of the Commonwealth of Kentucky, in accordance with KRS 273.405 et sequens, is seeking a Designated Vendor for the goods or services described on page(s) 4-5 of this Invitation to Bid (ITB). Based upon an evaluation of the bids submitted, the Council will designate a single vendor for the specified and related goods or services for a period of 24 months with the possible extension of an additional 12 months from the designation. You are invited to submit your best prices for the listed goods and services.

Submission Requirements:

Acceptable bids must meet the following requirements:

1) You must complete and return entire bid packet.

2) Your bid must be sealed and delivered by U.S. Mail, private courier or in person no later than 1:00P.M., 12/2/2022 to:

   Name: John A. Catron

   Office/Unit: Facilities

   Address: 710 W. High St.

   City/State/Zip: Lexington, KY 40576

3) The outside envelope must be marked:

   "Sealed BID, Cleaning"

4) Bid openings will be scheduled at 1:00 PM on 12/2/2022, at the 710 W. High St. location.
5) In submitting a bid in response to this ITB, you are certifying that it is firm and will be honored if accepted within 30 days in requirement 2, above.

Applicable Terms and Conditions:

1) The items or services and quantities listed on page(s) 4-5 of this ITB represent the Council's projected requirements for the next 12 months. The Council reserves the right to adjust these projections over the course of the designation. Additionally, the actual items or services are also a projection. They are representative of the kinds of goods or services which will be purchased from the designated vendor during the designation.

2) While a designation will be made for a period of up to 24 months, the Council reserves the right to cancel the designation should it determine that the vendor is unable to meet its standards for quality or timeliness of delivery or that another vendor is available at significantly lower prices.

3) Community Action Council reserves the right to reject any bids which do not conform to the requirements of this ITB and its current purchasing policies and administrative procedures.

4) Community Action Council reserves the right to cancel this procurement action prior to the designation of a vendor.

5) Community Action Council reserves the right to negotiate final terms, items, quantities, etc with the vendor that is designated as a result of this ITB.

6) Community Action Council is tax exempt. The designated vendor shall be provided with a certificate of exemption or other suitable documentation.

7) Once a vendor has been designated, actual purchases shall be made through authorized Purchase Orders as the Council's actual requirements dictate.

8) Community Action Council is authorized to purchase under the Commonwealth of Kentucky's State Price Contracts or General Service Administration (GSA) pricing. Bidders with a Kentucky State Price Contract or GSA pricing must quote prices that are equal or below their current Kentucky Price Contract or GSA pricing, whichever is lowest. By submitting a bid, you agree that if designated, you will furnish all purchased goods or services during the period of designation at or below your State Price Contract or GSA pricing, as applicable.

9) Payment terms are net 30 days of receipt of invoice unless otherwise agreed in writing by Community Action Council.

Requested by:

John A. Catron
Name

Director of Property Development and Transportation
Title

Signature

10/24/2022
Date

Approved by:

Neil Bedwell
Name

Chief Financial Officer
Title

Signature

10-24-2022
Date

Sharon Price
Name

Executive Director
Title

Signature

10.26.22
Date

Locations can be seen to show roofing at the following times on November 22nd:

LeBus – 118 N. Walnut St., Cynthiana, Ky – 10am
Harrison Center – 216 Old Lair Rd., Cynthiana – 10:30am
Terrace Park – 151 Federal St., Cynthiana, KY – 11:30am
Winburn – 1169 Winburn Dr., Lexington, KY – 1:00pm
Admin – 710 W. High St., Lexington, KY – 2:00pm
South – 3500 Arbor Dr., Lexington, KY – 3:00pm

Bidder Information:

Name:_____

Address: _____

City, State, Zip Code: _____

Contact Person & Title: _____

State Price Contract Number(s) (if applicable): _____

Community Action Council for Lexington-Fayette,
Bourbon, Harrison and Nicholas Counties
Invitation to Bid

Designated Vendor for: Cleaning

Location and Monthly Rate. Mark N/A if not able to provide service at that location.

Location	Monthly Rate (Cleaning M-F 6pm-11pm).
LeBus – 118 N. Walnut St., Cynthiana, Ky	
Harrison Center – 216 Old Lair Rd., Cynthiana	
Terrace Park – 151 Federal St., Cynthiana, KY	
Winburn – 1169 Winburn Dr., Lexington, KY	
South – 3500 Arbor Dr., Lexington, KY	
Admin – 710 W. High St., Lexington, KY	

Signature of Bidder Date

Bidder's Daytime Phone Number

CUSTODIAL SPECIFICATIONS

1.0 REQUIREMENTS

1.1 Contractor shall supply, at his/her expense, the necessary manpower, and machinery to provide the level of services specified.

1.2 The Community Action Council will provide all container/trash liners, hand soap, cleaning and paper supplies. The contractor must submit a request for these supplies at least 5 working days in advance of expected distribution.

1.3 The contractor shall be responsible for all inventory on hand. Any losses shall be replaced immediately by the contractor at no cost to the Community Action Council.

1.4 The contractor shall submit a monthly fee figure to provide the specified services which include labor, equipment, and machinery.

1.5 The contractor, at all times during performance of services required by this contract, shall allow only employees involved with providing these services to enter Community Action Council facilities. The contractor at no time shall permit contracted employees to bring minors into the property or permit minors to perform cleaning duties.

2.0 PERSONNEL SCHEDULING

2.1 Contractor will pay all personnel costs required to provide the proper level of service established herein including, but not limited to, workman's compensation, taxes, and social security.

2.2 Cleaning schedule is Monday-Friday, 6pm – 11:00 pm. The contractor will recognize all CAC holidays unless specific facility or area coverage is required as part of this agreement.

2.3 Contractor agrees to provide a local supervisor/manager to oversee the operations required by this agreement. This supervisor/manager shall be available daily and will have a local office with a telephone that is answered during regular business hours (8AM – 5PM), and shall have the ability to receive and transmit facsimile documents and information. This supervisor/manager shall also have a cell phone, which will allow CAC representatives to contract them during hours the office is closed.

2.4 The local supervisor/manager shall perform at least one inspection of the facility monthly with an approved CAC representative.

2.5 District or Regional Management must be available to respond to complaints or requests for inspection from Community Action Council's Director of Property Development/designee **immediately**.

3.0 SAFETY

3.1 The contractor shall take every precaution to protect all surfaces and objects against damage both inside and outside CAC facilities and adjacent facilities.

3.2 The contractor shall provide necessary safety devices, signs, etc. as required to preclude injury or hazards to persons or facility as specified by OSHA.

3.3 The contractor shall provide a Blood Borne Pathogen exposure control plan and provide updated copies as needed by the CAC.

3.4 The contractor shall maintain on site material safety data sheets (MSDS) for all products utilized or stored within CAC facilities.

4.0 INSURANCE

4.0 The contractor shall, at his own expense, provide and maintain general liability, workman's compensation and comprehensive automobile liability insurance (see 1.0 and 2.0). The contractor shall provide CAC with a copy of the insurance certificate. All insurance must be maintained the entire performance of the contract.

5.0 SECURITY

5.1 No employee of the contractor shall take or make use of any CAC material or information which is classified or non-classified.

5.2 Any property of the CAC and/or its employees removed without advance consent by employees of the contractor shall be considered as theft.

5.3 Employees of the contractor shall follow CAC sign-in procedures at all facilities where such procedures are in place.

5.4 Employees of the Contractor shall wear an identification badge at all times while in CAC facilities performing duties in accordance with this contract. In addition:

5.4.1 The contractor shall be responsible for such badge cost and issuance.
5.4.2 Identification badges must state the name of the company, name of the employee and date of employment.
5.4.3 The employee must wear the I.D. badge in a visible manner at all times.
5.4.4 All employees must carry on their possession a valid picture I.D. at all times when they are in CAC facilities for the performance of services required by this agreement.

5.5 Keys to the Community Action Council facilities will be issued to the contractor. These keys will be kept by the contractor through the length of the agreement to allow access to all CAC facilities.

5.5.1 Loss of keys shall be promptly reported to the CAC Director of Property Development/designee. If loss of any keys require re-keying of locks and/or issuance of new keys, cost of such labor and material will be charged to the contractor.
5.5.2 The contractor shall not permit any person to enter a CAC facility who is not an employee of the contractor.
5.5.3 The contractor will be charged a penalty of $55.00 each time security is called to secure a CAC building.
5.5.4 Repetitive or serious problems with not securing CAC buildings will be basis for termination of this agreement.

5.6 All exterior doors to CAC facilities are to be kept locked and securely closed during the performance of the work required by these specifications, unless the services are being provided when the building is opened by the Community Action Council for the transaction of normal CAC business. Open or unlocked doors may result in termination of this agreement.

5.7 All doors must be locked and all security alarms must be activated when custodial contractors exit the buildings, unless otherwise specified by the CAC Director of Property Development/designee. No exceptions or the contract may be terminated.

6.0 INVOICING

6.1 Pricing will be firm for the entire term of the contract with the following exceptions.
- 6.1.1 Changes in the scope of the work required.
- 6.1.2 If otherwise specified in the proposal or its attachments.

6.2 Invoices must be submitted to the following address:

Director of Property Development & Services
Community Action Council
710 West High Street
P.O. Box 11610
Lexington, KY 40576

- 6.2.1 The contractor agrees that full order billing for partial services will not be honored by CAC.
- 6.2.2 CAC is not responsible for payment of special time and material work. Unless request is made by an authorized employee of CAC.

The Facilities Department must be in receipt of all invoices by the 25th of each month. The contractor should expect payment within 15 days from required date of submittal.

7.0 WORK PROCEDURES/PRACTICES

7.1 The CAC reserves the right to specify special work procedures/practices (i.e. cleaning of equipment rooms, high traffic areas, etc.)

7.2 The contractor shall be responsible for any and all such damages resulting from work performed on this order and from acts of their employees. Any possible damage should be reported immediately to the CAC Facilities Coordinator.

7.3 All items and services ordered will be subject to final inspection and approval of the CAC Facilities Coordinator.

7.4 Articles or services which do not comply with the terms of this agreement or which contain defects in material or workmanship will be rejected by CAC.

7.5 Contractor agrees to rework rejections immediately at their expense.

7.6 Inspections may be performed in any responsible manner considered necessary to determine if work performed is in compliance.

8.0 NOTES

8.1 If any provision of the submitted proposal conflicts with these specifications, the CAC specifications shall prevail.

8.2 Proposals shall include a complete description of other services (including maintenance) that can be provided by submitting a firm bid.

8.3 **This contract may not be sub-contracted.**

8.4 The contractor hereby agrees to indemnify and hold harmless the Community Action Council, its employees and agents from any claim or demands whatsoever arising from the Contractor's performance under this contract.

8.5 The contractor hereby accepts responsibility for any loss of damage to property owned by the CAC and/or employees caused by the contractors employee or agents.

8.6 This contract may be canceled by either party by sending a written notice by certified mail, telling of the intent to cancel, to the other party not less than 30 days before the proposed date of termination.

8.7 The Community Action Council may cancel this contract without notice if the contractor fails to perform the services as specified herein for more than two (2) consecutive working days or because of continuing non-conformance.

8.8 In case where the cleaning standards established by the CAC are consistently not met, the CAC reserves the right to correct these problems by assigning the work either to CAC personnel or another cleaning contractor. If a CAC employee does the work, the contractor will be billed at the rate of $12.46 per hour for obligations not met. If another contractor does the work, the contractor will be billed at the same rate that the CAC is charged for this particular work. All costs incurred will be deducted from the contractor's immediate billing.

8.9 This agreement may be modified only upon the written agreement of both parties. No oral statements implied or expressed shall modify this contract.

8.10 The failure of either party to insist on strict performance of any of the terms or conditions of this contract shall not be construed as a waiver of the right to insist upon strict enforcement of such provisions in the future.

8.11 The contractor agrees to pay all taxes, license fees and any other changes resulting from the performance of this contract specified therein, including sales tax.

8.12 Contractor should not employ, for service to be rendered as specified herein, any person currently employed by the Community Action Council without the advance approval of the Executive Director.

9.0 CLEANING METHODS

9.1 The CAC reserves the right to approve cleaning work methods, chemicals and machinery used to provide service.

9.2 The contractor is required to submit a list for approval within ten (10) working days of award of the contract, of all products that will be used at CAC facilities. They will also provide a list, by facility, of what products will be stored in the CAC facilities. In addition, the contractor must submit copies of the MSDS sheets for any additional product used in the building.

9.3 The contractor shall take all due precautions while working in areas that contain computers, electronic, communication, and medical equipment. The contactor shall not clean any computer equipment, but can dry dust all other equipment, unless otherwise instructed. Any damage to equipment will be the sole responsibility of the contractor.

9.4 All horizontal surfaces (furniture, casework, windowsills etc.) shall be kept free of dust and soil.

9.5 All surfaces in restrooms shall be disinfected daily, and shall be kept free of dust or dirt accumulation. Walls, mirrors, porcelain fixtures, woodwork, etc., shall be kept clean and bright. The entire appearance shall be one of complete cleanliness and sanitation.

10.0 FLOOR FINISH AND CARPET CLEANING SPECIFICATION

10.1 All terrazzo, tile, vinyl floors, and baseboards shall be stripped of all wax and dirt no less than once every six months. . The dates and times of this activity shall be scheduled for each facility with the approval of the CAC Director of Property Development/designee. **The cost strip/wax and buff vinyl floors must be included in this invitation to bid. CAC reserves the right to award or have this service provided by other contractors, or to cancel these procedures entirely.**

10.2 If floors are not stripped and waxed, the CAC may request that they be top-scrubbed and re-coated with an approval finish. Top scrubbing shall be defined as: a method of removing only the top layer or two of wax and dirt by machine, an abrasive pad, and CAC approved chemicals.

10.3 Stripping shall be defined as follows: the complete and total removal of all existing floor finishes, wax, sealer and dirt from all surfaces, corners, and baseboards being prepared for refinishing. Commercial grade strippers will be used for this purpose, and all necessary precautions will be taken in the application of these products. If the carpet is adjacent to flooring scheduled to be stripped, the carpet will be protected.

10.4 Floors must be sealed and waxed immediately after they are stripped. Baseboards must be stripped of wax and washed cleaned of all residue. Wax shall not be applied to baseboards unless otherwise specified. CAC reserves the right to request additional stripping and waxing, or the re-waxing of assigned areas before payment is rendered.

10.5 No less than two coats of sealer shall be applied after the floors have been properly stripped. If the contractor wishes to use a combination wax/sealer, the CAC reserves the right to approve or reject the product to be applied.

10.6 No less than three coats of an approved wax shall be applied after the floor has been properly sealed. If a sealer/wax product is used, no less than five coats shall be applied.

10.7 Floor finishes shall be applied to restroom floors, only with prior approval of the CAC. The CAC Director of Property Development & Services/designee shall approve all floor finishes used in restrooms. Restroom floors may be machine-scrubbed on request. Restroom floors shall be thoroughly disinfected daily to provide a sanitized and odor free facility.

10.8 All floors shall be spray-buffed and maintained by buffing or burnishing no less than once per week. The days and times of this activity shall be scheduled for each facility with the approval of the CAC Director of Property Development & Services/designee within thirty (30) working days of the award of the contract unless otherwise specified.

10.9 All indicated carpet areas shall be cleaned once every six months in the building designated by CAC. **This cost must also be included in the invitation to bid.** The dates and times of this activity shall be scheduled for each facility with the approval of the CAC Director of Property Development & Services/designee. CAC reserves the right to request additional shampooing, or the re-working of assigned areas before payment is rendered. **CAC shall reserve the right to award this service to other contractors or to cancel these procedures entirely.**

10.10 Methods and materials used for this activity shall be in accordance with carpet manufacturer's recommendations and accepted industry practices. It is recommended that carpet be cleaned with a hot water extraction method and by bonnet scrubbing. The frequency of this activity may be scheduled by the CAC Facilities Coordinator.

10.11 Spin bonnet cleaning shall be defined as: the use of a bonnet pad, a floor machine, and approved cleaning compounds to clean surface soiling of carpets. Carpets in health and childcare facilities must be made as germ free as possible, therefore approved sanitizing agents shall be used when cleaning carpets in these buildings.

CLEANING SPECIFICATIONS

DAILY GENERAL CLEANING

A. FLOORS:

1. Floors, including corners, shall be dust mopped, swept and damp mopped in a manner that will not leave floors streaked and making sure dirty water does not dry along the bottom of baseboards leaving a brown film.
2. Tile floors shall have daily soiling removed, (including corners) black marks, etc.
3. All carpets, mats and runners shall have all spots, stains and soiling removed.
4. All carpeted areas shall be vacuumed.

B. WALLS/GLASS:

1. Dust and/or damp wiped and polished dry, removing all dust, soiling and smudges.
2. All ledges, baseboards, sills, stair-railing and stair rail bases shall be cleaned with all-purpose cleaner.
3. All walls having cloth or carpet shall be brushed, spot cleaned, vacuumed and/or cleaned as necessary to remove all soiling.
4. All painted and vinyl covered walls shall be spot cleaned and/or washed as necessary to remove all daily soiling.
5. All doors, door frames, door jams, handles, door handle plates, kick plates and door glasses shall be washed and polished as necessary to remove all dirt, dust, finger marks and smudges.
6. All glass and interior partitions shall be cleaned and polished as necessary to remove dust, finger marks and smudges.

C. FURNISHING/FIXTURES:

1. All furniture and furnishings shall be dusted.
2. All desktops, furniture legs and stands shall be cleaned and polished as necessary.
3. All trash receptacles shall be emptied and can liners replaced as necessary. All trash shall be removed to the nearest dumpsite.
4. All water drinking fountains shall be cleaned of all residue build up and cleaned with a quaternary disinfectant and polished to a dry high gloss.

D. KITCHEN/DISH-ROOM FLOOR:

1. Floors shall be mopped, corners wiped with a damp cloth after mopping and disinfected.
2. Paper towels shall be replenished as necessary.
3. Remove all marks from doors, frames, light switches, wall outlets, kick and push plates, handles and molding around doors.

E. REST ROOM CLEANING:

1. Floor shall be swept, mopped, rinsed and disinfected.
2. Commodes, urinal, and basins shall be cleaned, disinfected and polished.
3. Mirrors shall be cleaned and polished.

4. Bright metal work shall be cleaned and polished
5. Stall partitions shall be cleaned and disinfected.
5. Vinyl walls shall be spot cleaned as necessary.
6. Tile walls shall be spot cleaned and washed as necessary.
7. Low ledges, sills and rails shall be dusted.
8. Sanitary napkin receptacles shall be emptied, cleaned and disinfected with a quaternary disinfectant and liners replaced.
9. Damp wipe entrance doors, remove smudge marks, clean hardware and ventilation louvers.
10. Hand soap shall be replenished as necessary.
11. Rest room paper products shall be replenished as necessary.
12. Remove all marks from doors, frames, light switches, walls-outlets, kick and push plates, handles and molding around door.
13. High impact buildings must be given the same level of services as all other rest rooms.

F. LOBBIES AND COMMON AREAS:

1. Clean all door facings, glass and display cases.
2. Empty all trash receptacles, clean as necessary and replace liners as needed.
3. Dust and spot clean all furniture.
4. Vacuum and/or mop entrance with all-purpose cleaner, clean entrance mats and carpeted area.
5. Spot clean carpet.
6. Spot clean to hand height (70") all walls, partitions and doors.
7. Clean and sanitize water fountains, removing all hard water deposits.
8. Spot clean all furniture.
9. Clean and polish metal.
10. Remove all marks from doors, frames, light switches, wall-outlets, kick and push plates, handles and molding around doors

G. OFFICE AND RECEPTIONIST AREAS:

1. Empty all trash receptacles, clean and replace liners as needed.
2. Empty and damp clean ashtrays.
3. Spot clean doors and partitions.
4. Spot clean and vacuum carpet.
5. Spot clean all composition floors with all-purpose cleaner.
6. Spot clean all furniture.
7. Remove all marks from doors, frames, light switches, wall-outlets, kick and push places, handles and molding around doors.

H. STAIRWELLS:

1. Sweep stairs and landings.
2. Spot clean doors and walls up to (70").
2. Dust railings.
3. Mop stairwells with all-purpose cleaner.
4. Remove all dust and cobwebs from ceiling area.
5. Remove all marks from doors, frames, light switches, wall-outlets, kick and push plates, handles and molding around doors.

WEEKLY CLEANING

1. All tile and vinyl flooring, including floor corners, shall be thoroughly scrubbed with detergent.
2. Venetian blinds shall be dusted and cleaned thoroughly.
3. Ceiling vents shall be dusted and cleaned thoroughly.
4. Clean rest room floors drain-covers and flush with germicidal cleaner.
5. Polish kick plates and other doorplates.
6. Clean and detail vacuum in corners, under chairs, furniture, between objects on floor, etc.
7. Rest room floors and corners shall be machine scrubbed and disinfected.
8. Tile and vinyl floors must be spray buffed (2) times per week.
9. Remove all marks from doors, frames, light switches, kick and push plates, handles and molding around doorways.

MONTHLY CLEANING

1. Wash rest room wall partitions with disinfectant, including base and legs.
2. Clean and disinfect waste cans.
3. High dusting (pictures, window ledges, paneling, woodwork, and doors.)
4. Clean and dust telephones.

SIX MONTH CLEANING

1. Floor stripping, sealing and waxing. Composition/tile floors shall be stripped, including baseboards. Immediately afterwards the floors must be sealed and waxed. Keep all wax off baseboards and prevent wax buildups in corners of floor and baseboards.
2. Carpet cleaning scrubbing and hot water extraction method. All carpet shall be cleaned via shampoo and pad. Immediately after shampooing the carpet should be rinsed using hot water extraction, to maintain a clean, spot free appearance. Methods and materials used shall be in accordance with carpet manufacturer's recommendations and accepted industry practices.
3. Light fixtures: all lighting fixtures shall be cleaned (lens and reflector).

MISCELLANEOUS

1. All janitorial closets shall be left neat, clean after each use at the end of each shift.
2. All walk-off mats shall be vacuumed and washed as necessary to maintain a clean appearance.
3. Elevator cabs, door tracks and door jams, shall be cleaned and polished.
4. Provide daily cleanup of all spillage, tracking, etc., on floors and wall surfaces.