Grace Health, Inc.

REQUEST FOR PROPOSAL FOR JANITORIAL CLEANING SERVICES

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Service Locations:

Central Contact Number
(606) 526-9005

- 121 Bishop St, Corbin, KY 40701
- 1419 Cumberland Falls Hwy, Corbin, KY 40701
- 39 Cumberland Gap Plaza, Gray, KY 40734
- 21154 Hwy 421, Hyden, KY 41749
- 108 Manchester Shopping Ctr., Manchester, KY 40962
- 313 Cherry St., Pineville, KY 40977

JANITORIAL CLEANING SERVICES

- Agency Description
- Mission Statement
- Selection Process & Criteria
- Specific Bidder Requirements
- Contract Award Period
- Timetable for Evaluation Process
- Required Monthly Staffing Schedule
- Daily Cleaning Requirements
- Weekly Monthly Requirements
- Contractor Proposed Fees

Request for Proposal

Request for Proposal

Janitorial Cleaning Services

Grace Health, Inc. invites you to submit a proposal to provide Janitorial Cleaning Services as detailed in the attached Scope of Work.

Agency Description

Grace Health is a non-profit Federally Qualified Health Center that includes outpatient health centers and school based health locations in Southeastern Kentucky. Grace Health employs more than 200 individuals, all of whom support GCHCs commitment to providing high quality care to our rural Kentucky community. GCHC treats more than 30,000 patient visits annually through a comprehensive range of services, including medical and dental care, behavior health, specialty care, case management and walk-in services.

Mission Statement

The mission of Grace Health is to show the love and share the truth of Jesus Christ to southeastern Kentucky, through access to compassionate, high quality, primary health care for the whole person.

Invitation for Bid Instructions

Grace Health reserves the right to reject any or all proposals and to conduct negotiations with the successful bidder to the extent deemed necessary and appropriate, prior to final contract execution. A successful bidder must elect to submit a proposal for all sites.

Facility tours are available by appointment only. Please contact Sharon Bush at (606) 526-9005 ext. 6000 to schedule a tour.

Grace's "Going Green" Program will be implemented with this award, to insure that cleaning products used in all areas of its facilities are non-toxic, are biodegradable and help preserve and protect the environment, and reduce waste, while maintaining high-quality cleaning, particularly in the hospital and clinic environments. Contractor must, therefore, ensure that cleaning products and agents are certified "Green Clean" in keeping with standards set forth by the Environmental Protection Agency (EPA).

SELECTION PROCESS AND CRITERIA

I. General Bidder Requirements

A. The successful bidder will comply with all Federal and State requirements concerning fair employment practices regarding the treatment of all employees without regard to race, religion, age, sex, national origin, or physical handicap.

B. Contractor must sign Grace Health Arbitration of Dispute Agreement, and the Confidentiality of Patient Information Statement.

C. The successful bidder will show evidence of insurance coverage commonly known as or similar in kind to:
- Worker's Compensation – Statutory limits in accordance with the State of Kentucky
- Comprehensive General Liability.
- Combined Single Limits (each occurrence) - $500,000 Aggregate, 1,500,000.00

Grace Health may require greater coverage in any given circumstance. We may require any or all of the following endorsements to the policy:

(1) Fire Legal Liability; (2) Product and Completed Operations Liability; (3) Manufacture's and Contractors Liability; Other Endorsements including, but not limited to, Errors and Omissions, Professional Liability and Malpractice Liability.

D. Comprehensive Automobile Liability
- Automobile Liability – Minimum limits – $500,000 Bodily Injury; and $500,000 Property Damage per occurrence.
- Collision – covered for actual cash value of each vehicle used in the delivery of contract services.
- Comprehensive Physical Damage coverage for actual cash value of the vehicle used in the delivery of contract.
- Grace Health, will be named as co-insured under the successful bidder's insurance policies.

E. The successful bidder(s) will indemnify Grace Health against all liabilities, losses or damages caused by its omissions and/or negligent acts. It will also agree to defend any lawsuit against Grace Health, its officers, employees, and agents which arise from the negligence, willful acts and/or omissions of the successful bidder.

II. Scope of Work – Specific Requirements

The successful bidder will demonstrate understanding of, and compliance with, all specifications set forth in this section in the proposal. The unit price submerged within the proposal of the successful bidder will be all inclusive with regard to the requirements of the specifications. Successful bidder must supply required cleaning equipment, agents and solutions; and must maintain equipment in safe and efficient working conditions.

III. Contract Award Period

The service agreement to be awarded will be for the period beginning approximately October 1, 2018 and ending September 31, 2019. It is the intent of Grace Health to award contract(s) for one year, with an option of two additional years, awarded one year at a time, which will be subject to favorable evaluation of vendor performance.

Proposals must be submitted on or before 5 pm, Wednesday August 22, 2018 in a sealed envelope with one original and (6) six copies enclosed to:

Jerrell Cloud, DOO
Grace Health, Inc.
1019 Cumberland Falls Hwy, Suite B201 Corbin, KY
40701 Note: Sealed envelopes should note "**Janitorial Cleaning Services Proposal(s) on the front.**

Please note Bidder must quote all sites

NO PROPOSALS WILL BE ACCEPTED AFTER THE STATED SUBMISSION DEADLINE

The contact person for interested vendors is Jerrell Cloud, Director of Operations. Mr. Cloud may be contacted at (606) 526-9005, or via email at jerrell.cloud@gracehealthky.org

IV. Time Table for Evaluation Process

Grace Health will adhere to the following timetable for vendor selection:

- **August-13th, 2018 –** Request for Proposals will be available for pick up at 1019 Cumberland Falls Hwy, Suite B201 (front desk) by prospective bidders.
- **August 22nd, 2018** – Proposals due to Grace Health
- **August 31st, 2018** – Projected date of Contract Award
- **October1st, 2018** – Projected contract startup date.

V. Evaluation of Proposals

Proposals will be rated on the following criteria:

1. Bidder Qualifications
2. Personnel Qualifications
3. Prior Hospital/Clinic Experience
4. Business Location
5. Rate/Cost

VI. Additional Guidelines

The bidder's proposal must arrive at Grace Health, Inc. office on or before August 22nd, 2018 in a sealed envelope. The sealed envelope must contain one (1) original and two (2) copies of the bidder's proposal. Each copy must include:

A. A cover letter on the bidder's letterhead stating the bidder's hourly/monthly rate proposed price for the services. One (1) cover letter must have an original signature of a person legally authorized to sign for the bidder, giving his or her title.

B. Name and qualifications of the person who is or will be responsible for general administrative oversight and also direct onsite supervision, and the name of the person that is responsible for working with Grace Health to address and solve problems, etc.

C. A description of the bidder's past experience in Janitorial Cleaning Services in a hospital or clinic environment must be indicated. Give at least two current or recent customer references on the supplied reference form (include the name, address, contact, fax number(s) and email address).

D. Completed and Signed Bid Proposal Sheet

ATTACHMENT A

SCOPE OF WORK –
SPECIFIC REQUIREMENTS PART I OF VI
Grace Health Bishop St. Facility

121 Bishop Street
Corbin, KY 40701

FIVE DAYS PER WEEK

DAILY CLEANING REQUIREMENTS
FOR CLINIC AREAS

121 Bishop St, Corbin, KY 40701

(Five-Days per Week)

A. Facility Patient Common Areas

- Damp dust furniture and horizontal surfaces
- Empty and reline wastebaskets, clean and disinfect all waste receptacles
- Empty and clean outside ashtrays
- Clean Glass doors
- Vacuum carpeted floors
- Dust and wet mop resilient and tile floors making sure all corners and behind doors are free of dust (remove rugs before doing this task)
- Spot wash walls
- Clean and disinfect toilets, sinks, and tubs
- Dust signs and pictures on the walls
- If applicable, check shower curtains for stains and tears, and replace when necessary

B. Dining Area (Employee Break Areas):

- Clean tables and chairs
- Clean cabinets (counter tops, drawers, inside and outside surfaces)
- Spot wash walls
- Empty large waste receptacles. Wash and disinfect inside and outside, including lids
- Replenish Supplies
- Dust mop and damp mop floors, making sure all corners and behind doors are free of dust and dirt

C. Treatment Room (Exam Rooms):

- Clean sink
- Clean dust from attached equipment on the walls
- Clean examination table including the step drawer and under bed incline
- Dust mop floor and damp mop all floor surfaces making sure all corners and behind doors are free of dust and dirt
- Replenish Supplies
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed

D. Lab Area:

- Clean sinks and counter tops
- Spot wash walls
- Dust mop and damp mop floors making sure all corners and behind doors are free of dust and dirt
- Empty and reline wastebaskets, clean and disinfect all waste receptacles
- Clean outside of refrigerator
- Replenish Supplies
- Check vents. Notify Maintenance when vent filter needs to be changed

E. Restrooms

- Clean Toilet Bowl (Inside and Out)
- High Dust
- Clean Medicine Cabinet and/or bathroom shelves
- Clean Shower (if applicable) and sink
- Clean all remaining bathroom surfaces
- Clean wastebasket
- Check vents. Notify Maintenance when vent filter needs to be changed
- Replenish Supplies
- Dust mop floor
- Damp Mop making sure all corners and behind doors are free of dust and dirt

F. Procedure Rooms

- Clean sink
- Clean dust from attached equipment on the walls.
- Clean examination table including the step drawer and under bed incline
- Dust mop floor and damp mop all floor surfaces making sure all corners and behind doors are free of dust and dirt
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed
- Ensure all linens are in basket
- Clean wastebasket
- Report any pathogens or unclean instruments to GH contact immediately

G. Administrative Office Space

- Dust mop floor and damp mop all floor or vacuum surfaces making sure all corners and behind doors are free of dust and dirt
- Dust all Horizontal areas
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed
- Clean wastebasket

WEEKLY CLEANING REQUIREMENTS FOR ADMINISTRATION AREAS

121 Bishop St, Corbin, KY 40701

(At Least Once per Week)

A. All Areas

- Clean ceilings and corners
- Dust lights
- Clean baseboards
- Clean doors and knobs
- Clean windows and sills
- Clean blinds
- Dust Curtains
- Clean dust from attached art and signs on the walls

ATTACHMENT B

SCOPE OF WORK –
SPECIFIC REQUIREMENTS PART II OF VI
Grace Health Falls Highway Facility

1419 Cumberland Falls
Corbin, KY 40701

FIVE DAYS PER WEEK

DAILY CLEANING REQUIREMENTS FOR CLINIC AREAS

1419 Cumberland Falls Hwy, Corbin, KY 40701

(Five-Days per Week)

A. Facility Patient Common Areas

- Damp dust furniture and horizontal surfaces
- Empty and reline wastebaskets, clean and disinfect all waste receptacles
- Empty and clean outside ashtrays
- Clean Glass doors
- Vacuum carpeted floors
- Dust and wet mop resilient and tile floors making sure all corners and behind doors are free of dust (remove rugs before doing this task)
- Spot wash walls
- Clean and disinfect toilets, sinks, and tubs
- Dust signs and pictures on the walls
- If applicable, check shower curtains for stains and tears, and replace when necessary

B. Dining Area (Employee Break Areas):

- Clean tables and chairs
- Clean cabinets (counter tops, drawers, inside and outside surfaces)
- Spot wash walls
- Empty large waste receptacles. Wash and disinfect inside and outside, including lids
- Replenish Supplies
- Dust mop and damp mop floors, making sure all corners and behind doors are free of dust and dirt

C. Treatment Room (Exam Rooms):

- Clean sink
- Clean dust from attached equipment on the walls
- Clean examination table including the step drawer and under bed incline
- Dust mop floor and damp mop all floor surfaces making sure all corners and behind doors are free of dust and dirt
- Replenish Supplies
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed

D. Lab Area:

- Clean sinks and counter tops
- Spot wash walls
- Dust mop and damp mop floors making sure all corners and behind doors are free of dust and dirt
- Empty and reline wastebaskets, clean and disinfect all waste receptacles
- Clean outside of refrigerator
- Replenish Supplies
- Check vents. Notify Maintenance when vent filter needs to be changed

E. Restrooms

- Clean Toilet Bowl (Inside and Out)
- High Dust
- Clean Medicine Cabinet and/or bathroom shelves
- Clean Shower (if applicable) and sink
- Clean all remaining bathroom surfaces
- Clean wastebasket
- Check vents. Notify Maintenance when vent filter needs to be changed
- Replenish Supplies
- Dust mop floor
- Damp Mop making sure all corners and behind doors are free of dust and dirt

F. Procedure Rooms

- Clean sink
- Clean dust from attached equipment on the walls.
- Clean examination table including the step drawer and under bed incline
- Dust mop floor and damp mop all floor surfaces making sure all corners and behind doors are free of dust and dirt
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed
- Ensure all linens are in basket
- Clean wastebasket
- Report any pathogens or unclean instruments to GH contact immediately

G. Administrative Office Space

- Dust mop floor and damp mop all floor or vacuum surfaces making sure all corners and behind doors are free of dust and dirt
- Dust all Horizontal areas
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed
- Clean wastebasket

WEEKLY CLEANING REQUIREMENTS FOR ADMINISTRATION AREAS

1419 Cumberland Falls Hwy, Corbin, KY 40701

(At Least Once per Week)

A. All Areas

- Clean ceilings and corners
- Dust lights
- Clean baseboards
- Clean doors and knobs
- Clean windows and sills
- Clean blinds
- Dust Curtains
- Clean dust from attached art and signs on the walls

ATTACHMENT C

SCOPE OF WORK –
SPECIFIC REQUIREMENTS PART III OF VI
Grace Health Gray, KY Facility

39 Cumberland Gap Plaza
Gray, KY 40734
(606) 526-9005

SIX DAYS PER WEEK

DAILY CLEANING REQUIREMENTS FOR CLINIC AREAS

39 Cumberland Gap Plaza Gray, KY 40734

(Six Days per Week)

A. Facility Patient Common Areas

- Damp dust furniture and horizontal surfaces
- Empty and reline wastebaskets, clean and disinfect all waste receptacles
- Empty and clean outside ashtrays
- Clean Glass doors
- Vacuum carpeted floors
- Dust and wet mop resilient and tile floors making sure all corners and behind doors are free of dust (remove rugs before doing this task)
- Spot wash walls
- Clean and disinfect toilets, sinks, and tubs
- Dust signs and pictures on the walls
- If applicable, check shower curtains for stains and tears, and replace when necessary

B. Dining Area (Employee Break Areas):

- Clean tables and chairs
- Clean cabinets (counter tops, drawers, inside and outside surfaces)
- Spot wash walls
- Empty large waste receptacles. Wash and disinfect inside and outside, including lids
- Replenish Supplies
- Dust mop and damp mop floors, making sure all corners and behind doors are free of dust and dirt

C. Treatment Room (Exam Rooms):

- Clean sink
- Clean dust from attached equipment on the walls
- Clean examination table including the step drawer and under bed incline
- Dust mop floor and damp mop all floor surfaces making sure all corners and behind doors are free of dust and dirt
- Replenish Supplies
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed

D. Lab Area:

- Clean sinks and counter tops
- Spot wash walls
- Dust mop and damp mop floors making sure all corners and behind doors are free of dust and dirt
- Empty and reline wastebaskets, clean and disinfect all waste receptacles
- Clean outside of refrigerator
- Replenish Supplies
- Check vents. Notify Maintenance when vent filter needs to be changed

E. Restrooms

- Clean Toilet Bowl (Inside and Out)
- High Dust
- Clean Medicine Cabinet and/or bathroom shelves
- Clean Shower (if applicable) and sink
- Clean all remaining bathroom surfaces
- Clean wastebasket
- Check vents. Notify Maintenance when vent filter needs to be changed
- Replenish Supplies
- Dust mop floor
- Damp Mop making sure all corners and behind doors are free of dust and dirt

F. Procedure Rooms

- Clean sink
- Clean dust from attached equipment on the walls.
- Clean examination table including the step drawer and under bed incline
- Dust mop floor and damp mop all floor surfaces making sure all corners and behind doors are free of dust and dirt
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed
- Ensure all linens are in basket
- Clean wastebasket
- Report any pathogens or unclean instruments to GH contact immediately

G. Administrative Office Space

- Dust mop floor and damp mop all floor or vacuum surfaces making sure all corners and behind doors are free of dust and dirt
- Dust all Horizontal areas
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed
- Clean wastebasket

WEEKLY CLEANING REQUIREMENTS FOR ADMINISTRATION AREAS

39 Cumberland Gap Plaza Gray, KY 40734

(At Least Once per Week)

A. All Areas

- Clean ceilings and corners
- Dust lights
- Clean baseboards
- Clean doors and knobs
- Clean windows and sills
- Clean blinds
- Dust Curtains
- Clean dust from attached art and signs on the walls.

ATTACHMENT D

SCOPE OF WORK –
SPECIFIC REQUIREMENTS PART IV OF VI
Grace Health Manchester, KY Facility

85 Hwy 80
Manchester, KY 40962

FIVE DAYS PER WEEK

DAILY CLEANING REQUIREMENTS FOR CLINIC AREAS

85 Hwy 80, Manchester, KY 40962

(Five-Days per Week)

A. Facility Patient Common Areas

- Damp dust furniture and horizontal surfaces
- Empty and reline wastebaskets, clean and disinfect all waste receptacles
- Empty and clean outside ashtrays
- Clean Glass doors
- Vacuum carpeted floors
- Dust and wet mop resilient and tile floors making sure all corners and behind doors are free of dust (remove rugs before doing this task)
- Spot wash walls
- Clean and disinfect toilets, sinks, and tubs
- Dust signs and pictures on the walls
- If applicable, check shower curtains for stains and tears, and replace when necessary

B. Dining Area (Employee Break Areas):

- Clean tables and chairs
- Clean cabinets (counter tops, drawers, inside and outside surfaces)
- Spot wash walls
- Empty large waste receptacles. Wash and disinfect inside and outside, including lids
- Replenish Supplies
- Dust mop and damp mop floors, making sure all corners and behind doors are free of dust and dirt

C. Treatment Room (Exam Rooms):

- Clean sink
- Clean dust from attached equipment on the walls
- Clean examination table including the step drawer and under bed incline
- Dust mop floor and damp mop all floor surfaces making sure all corners and behind doors are free of dust and dirt
- Replenish Supplies
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed

D. Lab Area:

- Clean sinks and counter tops
- Spot wash walls
- Dust mop and damp mop floors making sure all corners and behind doors are free of dust and dirt
- Empty and reline wastebaskets, clean and disinfect all waste receptacles
- Clean outside of refrigerator
- Replenish Supplies
- Check vents. Notify Maintenance when vent filter needs to be changed

E. Restrooms

- Clean Toilet Bowl (Inside and Out)
- High Dust
- Clean Medicine Cabinet and/or bathroom shelves
- Clean Shower (if applicable) and sink
- Clean all remaining bathroom surfaces
- Clean wastebasket
- Check vents. Notify Maintenance when vent filter needs to be changed
- Replenish Supplies
- Dust mop floor
- Damp Mop making sure all corners and behind doors are free of dust and dirt

F. Procedure Rooms

- Clean sink
- Clean dust from attached equipment on the walls.
- Clean examination table including the step drawer and under bed incline
- Dust mop floor and damp mop all floor surfaces making sure all corners and behind doors are free of dust and dirt
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed
- Ensure all linens are in basket
- Clean wastebasket
- Report any pathogens or unclean instruments to GH contact immediately

G. Administrative Office Space

- Dust mop floor and damp mop all floor or vacuum surfaces making sure all corners and behind doors are free of dust and dirt
- Dust all Horizontal areas
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed
- Clean wastebasket

WEEKLY CLEANING REQUIREMENTS FOR ADMINISTRATION AREAS

85 Hwy 80, Manchester, KY 40962

(At Least Once per Week)

A. All Areas

- Clean ceilings and corners
- Dust lights
- Clean baseboards
- Clean doors and knobs
- Clean windows and sills
- Clean blinds
- Dust Curtains
- Clean dust from attached art and signs on the walls.

ATTACHMENT E

SCOPE OF WORK –
SPECIFIC REQUIREMENTS
PART V OF VI
Grace Health Hyden, KY Facility

21154 Hwy 421
Hyden, KY 4179

FIVE DAYS PER WEEK

DAILY CLEANING REQUIREMENTS FOR CLINIC AREAS

21154 Hwy 421, Hyden, KY 41749

(Five-Days Per Week)

A. Facility Patient Common Areas

- Damp dust furniture and horizontal surfaces
- Empty and reline wastebaskets, clean and disinfect all waste receptacles
- Empty and clean outside ashtrays
- Clean Glass doors
- Vacuum carpeted floors
- Dust and wet mop resilient and tile floors making sure all corners and behind doors are free of dust (remove rugs before doing this task)
- Spot wash walls
- Clean and disinfect toilets, sinks, and tubs
- Dust signs and pictures on the walls
- If applicable, check shower curtains for stains and tears, and replace when necessary

B. Dining Area (Employee Break Areas):

- Clean tables and chairs
- Clean cabinets (counter tops, drawers, inside and outside surfaces)
- Spot wash walls
- Empty large waste receptacles. Wash and disinfect inside and outside, including lids
- Replenish Supplies
- Dust mop and damp mop floors, making sure all corners and behind doors are free of dust and dirt

C. Treatment Room (Exam Rooms):

- Clean sink
- Clean dust from attached equipment on the walls
- Clean examination table including the step drawer and under bed incline
- Dust mop floor and damp mop all floor surfaces making sure all corners and behind doors are free of dust and dirt
- Replenish Supplies
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed

D. Lab Area:

- Clean sinks and counter tops
- Spot wash walls
- Dust mop and damp mop floors making sure all corners and behind doors are free of dust and dirt
- Empty and reline wastebaskets, clean and disinfect all waste receptacles
- Clean outside of refrigerator
- Replenish Supplies
- Check vents. Notify Maintenance when vent filter needs to be changed

E. Restrooms

- Clean Toilet Bowl (Inside and Out)
- High Dust
- Clean Medicine Cabinet and/or bathroom shelves
- Clean Shower (if applicable) and sink
- Clean all remaining bathroom surfaces
- Clean wastebasket
- Check vents. Notify Maintenance when vent filter needs to be changed
- Replenish Supplies
- Dust mop floor
- Damp Mop making sure all corners and behind doors are free of dust and dirt

F. Procedure Rooms

- Clean sink
- Clean dust from attached equipment on the walls.
- Clean examination table including the step drawer and under bed incline
- Dust mop floor and damp mop all floor surfaces making sure all corners and behind doors are free of dust and dirt
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed
- Ensure all linens are in basket
- Clean wastebasket
- Report any pathogens or unclean instruments to GH contact immediately

G. Administrative Office Space

- Dust mop floor and damp mop all floor or vacuum surfaces making sure all corners and behind doors are free of dust and dirt
- Dust all Horizontal areas
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed
- Clean wastebasket

WEEKLY CLEANING REQUIREMENTS FOR ADMINISTRATION AREAS

21154 Hwy 421, Hyden, KY 41749

(At Least Once Per Week)

A. All Areas

- Clean ceilings and corners
- Dust lights
- Clean baseboards
- Clean doors and knobs
- Clean windows and sills
- Clean blinds
- Dust Curtains
- Clean dust from attached art and signs on the walls.

ATTACHMENT F

SCOPE OF WORK –
SPECIFIC REQUIREMENTS
PART VI OF VI
Grace Health Pineville, KY Facility

313 Cherry St
Pineville, KY 40977

THREE DAYS PER WEEK

DAILY CLEANING REQUIREMENTS FOR CLINIC AREAS

313 Cherry St. Pineville, KY 40977

(Five-Days per Week)

A. Facility Patient Common Areas

- Damp dust furniture and horizontal surfaces
- Empty and reline wastebaskets, clean and disinfect all waste receptacles
- Empty and clean outside ashtrays
- Clean Glass doors
- Vacuum carpeted floors
- Dust and wet mop resilient and tile floors making sure all corners and behind doors are free of dust (remove rugs before doing this task)
- Spot wash walls
- Clean and disinfect toilets, sinks, and tubs
- Dust signs and pictures on the walls
- If applicable, check shower curtains for stains and tears, and replace when necessary

B. Dining Area (Employee Break Areas):

- Clean tables and chairs
- Clean cabinets (counter tops, drawers, inside and outside surfaces)
- Spot wash walls
- Empty large waste receptacles. Wash and disinfect inside and outside, including lids
- Replenish Supplies
- Dust mop and damp mop floors, making sure all corners and behind doors are free of dust and dirt

C. Treatment Room (Exam Rooms):

- Clean sink
- Clean dust from attached equipment on the walls
- Clean examination table including the step drawer and under bed incline
- Dust mop floor and damp mop all floor surfaces making sure all corners and behind doors are free of dust and dirt
- Replenish Supplies
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed

D. Lab Area:

- Clean sinks and counter tops
- Spot wash walls
- Dust mop and damp mop floors making sure all corners and behind doors are free of dust and dirt
- Empty and reline wastebaskets, clean and disinfect all waste receptacles
- Clean outside of refrigerator
- Replenish Supplies
- Check vents. Notify Maintenance when vent filter needs to be changed

E. Restrooms

- Clean Toilet Bowl (Inside and Out)
- High Dust
- Clean Medicine Cabinet and/or bathroom shelves
- Clean Shower (if applicable) and sink
- Clean all remaining bathroom surfaces
- Clean wastebasket
- Check vents. Notify Maintenance when vent filter needs to be changed
- Replenish Supplies
- Dust mop floor
- Damp Mop making sure all corners and behind doors are free of dust and dirt

F. Procedure Rooms

- Clean sink
- Clean dust from attached equipment on the walls.
- Clean examination table including the step drawer and under bed incline
- Dust mop floor and damp mop all floor surfaces making sure all corners and behind doors are free of dust and dirt
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed
- Ensure all linens are in basket
- Clean wastebasket
- Report any pathogens or unclean instruments to GH contact immediately

G. Administrative Office Space

- Dust mop floor and damp mop all floor or vacuum surfaces making sure all corners and behind doors are free of dust and dirt
- Dust all Horizontal areas
- Check light fixtures
- Check vents. Notify Maintenance when vent filter needs to be changed
- Clean wastebasket

WEEKLY CLEANING REQUIREMENTS FOR ADMINISTRATION AREAS

313 Cherry St. Pineville, KY 40977

(At Least Once Per Week)

A. All Areas

- Clean ceilings and corners
- Dust lights
- Clean baseboards
- Clean doors and knobs
- Clean windows and sills
- Clean blinds
- Dust Curtains
- Clean dust from attached art and signs on the walls.

Attachment G

EQUIPMENT & JANITORIAL SUPPLY CLOSET MAINTENANCE

Equipment Cleaning and Janitorial Closet Maintenance

- Ledges and sides of cart will be free of dust, dirt, and spots
- Mop pail will be free of scum and residue and will have a reflective appearance
- Wringer places will be free of scum and residue
- A minimum of ten (10) minutes of each day is spent cleaning equipment
- Equipment is returned (buffers, vacuums, etc.) to original location
- Report maintenance or repairs needed to the Supervisor for immediate attention
- Closets are left neat and clean
- Floor is mopped daily
- Dirty mop heads and cleaning cloths are to be replaced
- Report Grace Health provided paper supply needs to Supervisor before supplies run out (at least 2-3 days lead-time)
- All cleaning supplies must be have a MSDS sheet
- **Replenish supplies and equipment**
- Dispose of dirty water in housekeeping designation area
- Replenish materials before proceeding on assignment

Staff Requirements

Minimum Staffing Requirement		Janitorial Service Hours
Bishop Location	Staff x 2	6:00 PM – 10:00 PM
Falls Location	Staff x 2	6:00 PM – 10:00 PM
Gray Location	Staff x 2	8:30 PM – 11:00 PM
Manchester Location	Staff x 2	6:00 PM – 10:00 PM
Hyden Location	Staff x 1	8:30 PM – 10:00 PM
Pineville Location	Staff x 1	8:30 PM – 11:00 PM

Contractor must also be able to respond to special cleanup requests.

Attachment H

Checklist – Please complete and include the requested items below to ensure a complete proposal package.

Item	**Completed**
Review Entire Packet	
Verify company meets requirements	
Complete and return Contact Information form	
Complete return Proposal for Cleaning Services including pricing and signature. Return in completed submission packet	
Complete Reference Information. Return in completed submission packet	
Obtain copies of required insurance and W9 and return in completed submission packet	

Attachment I

Contact Information Form

To: Jerrell Cloud, Director of Operations. (606) 526-9006, ext. 6026, Fax: (606) 528-3871, e-mail: Jerrell.cloud@gracehealthky.org . This fax is to acknowledge that we are in receipt of your RFP for Cleaning Services and have noted our intention to bid.

Vendor Name: _____

Address: _____

Contact/Title: _____

Phone: _____

Fax: _____

Email: _____

PLAN TO SUBMIT A BID.

- ☐ Yes, I will be submitting a bid.
- ☐ Maybe, I need to research and get more information (contact HACSB-information listed above)
- ☐ No, I will be submitting a bid.

Attachment J
BIDDER'S RESPONSE SHEET

Proposal: Cleaning Services

Vendor Name: _____
To: Grace Health 1019 Cumberland Falls Hwy, Corbin KY 40701

1. The under signed, having familiarized themselves with the required services and specifications, hereby proposes to furnish Cleaning Services as described in the Scope of Work for the cost listed below.

A. Bishop-121 Bishop Street Clinic, Corbin, KY 40701
Approximately 17,000 sq. ft. This is an estimate; the bidder is responsible for confirming all square footage.
Cost Breakdown:
Janitorial (daily as describe in Scope of Work): x 5 day per week = $ _____ per week

B. Falls-1419 Cumberland Falls Hwy Corbin, KY 40701
Approximately 9,600 sq. ft. This is an estimate; the bidder is responsible for confirming all square footage.
Cost Breakdown:
Janitorial (daily as describe in Scope of Work): x 5 day per week = $ _____ per week .

C. Gray-39 Cumberland Gap Pkwy, Gray KY 40734
Approximately 3750 sq. ft. This is an estimate; the bidder is responsible for confirming all square footage.
Cost Breakdown:
Janitorial (daily as describe in Scope of Work): x 6 day per week = $ _____ per week

D. Manchester-85 Hwy 80, Manchester, KY 40962
Approximately 9,000 sq. ft. This is an estimate; the bidder is responsible for confirming all square footage.
Cost Breakdown:
Janitorial (daily as describe in Scope of Work): x 5 day per week = $ _____ per week

D. Hyden-21154 Hwy 421, Hyden, KY 41749
Approximately 5,500 sq. ft. This is an estimate; the bidder is responsible for confirming all square footage.
Cost Breakdown:
Janitorial (daily as describe in Scope of Work): x 6 day per week = $ _____ per week

E. Pineville-313 Cherry St., Pineville, KY 40977
Approximately 4,000 sq. ft. This is an estimate; the bidder is responsible for confirming all square footage.
Cost Breakdown:
Janitorial (daily as describe in Scope of Work): x 5 day per week = $ _____ per week

1. It is understood that the right is reserved by Grace Health to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed, faxed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and will furnish any required insurance requirements when the contract is presented to him for signature.

_____	_____
Date , 20	(Company Name)
_____	_____
(Official Address)	(By)
_____	_____
	(Title)

Attachment K

CURRENT CLIENT REFERENCES (REQUIRED)
Submit this form with the BID, failure to do so is grounds for disqualification.

Company: _____

Address: _____

City, ST, Zip: _____

Phone: _____ Fax: _____

Email: _____

Company: _____

Address :_____

City, ST, Zip: _____

Phone: _____ Fax: _____

Email: _____

Company: _____

Address :_____

City, ST, Zip: _____

Phone: _____ Fax: _____

Email: _____

GraceHealth

BID/CONTRACTOR SOLICITATION NOTICE

Grace Health
1019 Cumberland Falls Hwy
Corbin, KY 40701

Re: RFP #1808-1
Location(s): Multiple

Project Title: Janitorial Services

Grace Health is accepting bid quotations or proposals from qualified firms/contractors for the following project/items:

DESCRIPTION
Grace health is accepting proposal/bids for janitorial/cleaning services for clinics in multiple locations in Corbin, Gray Manchester, Pineville and Hyden. Specific details and requirements may be reviewed in the Request for Janitorial/Cleaning Services RFP #1808-1

If you are interested in bidding on this project, scopes of work and or specifications are currently available at our office for your review or you review them in Request for Proposal #1808-1 –Janitorial Services. If you are interested in participating on this project, please complete and submit a copy of the Grace Health Contractor Bid/Proposal (click on the link below) no later than August 22, 2018.
(Link for Grace Health Contractor Bid/Proposal)

All bidders must meet the minimum bidding requirements established by Grace Health for your bid/proposal to be considered unless otherwise noted on the scope of work or specifications. You can view a copy of these requirements by clicking on the link below.
(Link for Grace Health Contractor Minimum Bidding Requirements)

If you need additional information and assistance, or need to review the workplan(s) and specifications, please contact Sharon Bush of our office at 606-526-9005 ext. 6000.

Thank you for your interest as we look forward to a successful project.