

***Request for Proposal to Provide Janitorial Cleaning Services  
for the Kentucky League of Cities, Inc. Building***

**I. About Kentucky League of Cities**

The **Kentucky League of Cities (KLC)** is a membership association of over 370 Kentucky cities. The KLC office is located at 100 East Vine Street in Lexington, Kentucky. KLC owns the eight-story commercial office building located in the heart of downtown Lexington and occupies two of the eight floors. The remaining office space, with the exception of two office suites, is currently leased to other governmental and professional entities.

**II. Purpose for Request for Proposal**

The purpose of this Request for Proposal is to solicit proposals from qualified cleaning services to provide day-to-day service for the property listed below. Proposals will be evaluated in accordance with the criteria set forth in this RFP.

Address:	100 East Vine Street Lexington, Kentucky 40507
Built:	1980
Parking:	two-story garage - 42 spaces
Cleanable Square Feet:	79,678 (Currently 1 vacant office suite will reduce the cleanable square footage. This will be discussed during the walk-thrus.)
Contract Start Date:	October 1, 2018

The building's public office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. However, employees with flexible schedules are in the building from 7:30 a.m. to 7:00 p.m. most days. Most of the tenants recognize all state holidays.

KLC is seeking janitorial cleaning services inclusive of all the required labor, cleaning equipment, tools, supplies and materials as outlined in the more detailed Scope of Work section of this RFP. KLC is offering a one-year agreement with up to five (5) one-year extensions. It is the bidder's responsibility to assess the necessary labor required based on the Scope of Work.

The bid shall be quoted based on an all-inclusive lump sum, per month, cost for the agreed scope of work. **This lump sum should be broken down by day cleaning and night cleaning. The bid will be structured using 46,788 square feet of space to be cleaned during the night and 34,626 square feet of space to be cleaned during the day.** The bid should also include an additional hourly rate for any ad hoc work requested that is outside the regular scope of work.

Beginning October 1, 2018, service provider shall perform daily services Monday through Friday as well as after office hour services. The cleaning schedule for each floor will be discussed during the walk-through of the property. Provider shall also be available for ad hoc cleaning services on an on-call, agreed upon fee for public hours and after public hours.

**III. Qualifications**

The cleaning service must be bonded and insured with a minimum of ten (10) years experience in commercial office building cleaning along with a minimum of five years of experience in servicing

federal government entities. A RBSM and CBSE designation or equivalent preferred. Security measures of the federal government’s requirements of “Identity Verification of Personnel” will be required for cleaning staff. Management support is a critical component and will weigh heavily in the decision making process. It is up to the service provider to determine the hours needed per day/night in order to accomplish the required scope of work. The requirements for the on-site cleaning staff are:

- Ability to pass a federal background check
- Customer service oriented
- Well groomed and in uniform
- Polite/professional
- Knowledge of cleaning protocols
- Dependable
- Strong Work Ethic
- Ability to Manage Time Productively to Accomplish Tasks

A 30-day non-performance cancellation clause to be included in the contract.

**IV. Scope of Work**

<b>FREQUENCY</b>	<b>AREA</b>	<b>CLEANING RESPONSIBILITIES</b>
Daily	Exterior	Empty trash receptacles Clean ashtrays Sweep entrance area Police sidewalks
Daily	Lobby Area	Dispose of all trash and garbage Wash trash cans inside and out - used to collect food remnants Clean hard surface floors in main corridors, entrance and lobby Clean all entry area glass, including doors, frames and handles Dust horizontal surfaces that are readily available and visibly requiring dusting
Daily	Garage	Police parking areas, driveways, sidewalks
Twice Daily	Elevators	Vacuum cabs Spot clean all spills including edges and corners Wipe down exterior doors Wipe down interior doors Wipe down control panels Clean and polish elevator threshold
Daily	Restrooms	Sweep, damp mop or scrub floors with sanitizer Clean and sanitize all toilet fixtures and counters Replenish toilet supplies Sanitize toilet seats – both sides Empty trash daily – thoroughly clean trash receptacle as needed Clean mirrors
Daily	Common Areas	Wash trash cans inside and out – used to collect food remnants Dust horizontal surfaces that are readily available and visibly require dusting Spot sweep all floors Spot vacuum carpets Spot clean carpets or hard surfaces where needed

Daily	Tenant Spaces	Empty trash cans Spot sweep all floors Spot vacuum carpets Dust horizontal surfaces that are readily available and visibly require dusting Spot clean carpets or hard surfaces where needed Clean coffee station areas – thoroughly clean sinks, wipe down counter tops
Three Times Per Week	Stairwells	Sweep or vacuum stairs – remove scuff marks if needed
Bi-weekly	File/Storage Areas	Sweep and mop
Monthly	All Areas (Lobby, Tenant Spaces, Common Areas)	Thoroughly dust furniture Completely sweep and vacuum entire carpeted areas Spot clean all wall surfaces within 70 inches of the floor Wipe down all baseboards
Every Other Month (six times per year)	Restrooms	Dust wall surfaces within 70 inches of the floor Dust all vertical surfaces Dust under all surfaces Clean any metal or marble surfaces
Quarterly	Lobby	Dust wall surfaces within 70 inches of the floor Dust all vertical surfaces Dust under all surfaces Clean any metal or marble surfaces
Quarterly	Tenant Spaces	Dust all wall surfaces within 70 inches of the floor Dust all vertical surfaces Dust under all surfaces
Annual	Lobby	Vacuum and dust all surfaces within 70 inches of the floor Thoroughly clean and wax (if required) lobby floor
Annual	Windows	<b>Wash all blinds (please price separately)</b> Vacuum all draperies in place <b>Clean all interior windows (please price separately)</b>
Annual	File/Storage Rooms	Strip and wax
Every Two Years	Tenant Spaces	Clean/Extract all carpets – please price separately
Every Five Years	Tenant Spaces	Dry clean or wash (as appropriate) all draperies – please price separately

## V. Overview of the Process and Timetable

The process begins with this Request for Proposal (RFP). Submitted proposals will be reviewed by an internal selection committee. The committee will make a recommendation to the KLC Executive Team for approval.

The following will be considered in evaluating the proposals:

- Experience in commercial property cleaning; outlining equipment, materials and supplies the contractor will provide for the service.
- Familiarity with servicing federal government entities.
- Demonstrated ability to perform all required tasks in a proactive and highly coordinated manner.

- Qualifications and experience of key personnel responsible for delivering services.
- References from current and former clients.
- Project bid quoted all-inclusive lump sum, per month, cost for the scope of work including an additional hourly rate for any ad-hoc work requested that is outside the regular scope of work.

<b>Activity</b>	<b>Completion Date</b>
Issuance of RFP	July 17, 2018
Vendor walk thru of facility	July 24, 2018 @ 3:00 PM & July 26, 2018 @ 3:00 PM
RFP response deadline	August 6, 2018
Notification of selection	To Be Determined

## **VI. Proposal Submission Requirements**

1. Questions about this RFP will be addressed during the vendor walk thru on July 24 and July 26, 2018.
2. Proposals must be received no later than 5:00 p.m. EDT on August 6, 2018. Proposals must be received in sealed envelopes or containers, clearly marked **“RFP Janitorial Cleaning Service”** and include the bidders return address. No exceptions will be permitted. Please submit **six (6) copies** to:

Kentucky League of Cities  
 ATTN: Jeri McCullough  
 Procurement & Project Support Manager  
 100 East Vine Street, Suite 800  
 Lexington, KY 40507  
 Email: [jmccullough@klc.org](mailto:jmccullough@klc.org)  
 Phone: 1-800-876-4552 (toll free) or 859-977-3780 (direct)

Any costs associated with the proposal will be the sole responsibility of the vendor.

**KLC has the right to reject any and all submissions and to waive any defect or any irregularities.**

**Pursuant to KRS 65.312, KLC is a “public entity.” Any submissions in response to this notification may be subject to Kentucky Open Records Act (ORA) laws. Any specific information which the proposer considers confidential and proprietary and possibly subject to exemption in accordance with ORA statutes, Kentucky Attorney General opinions and Kentucky case law, must be clearly designated as such. Please note that information designated as “confidential and proprietary” does not guarantee that it will be exempt from release, but will aid KLC in determining if any ORA exemptions apply. Please consult the ORA and/or your legal counsel regarding what information submitted, if any, may be exempt under the ORA.**