



**INVITATION TO BID
CITY OF FORT MITCHELL
CITY BUILDING CLEANING SERVICES**

The City of Fort Mitchell, Kentucky, will accept sealed bids for cleaning services for the City Building from October 1, 2019 through September 30, 2024. Copies of the specifications may be obtained on our website, www.fortmitchell.com

The bids will be accepted by the City Clerk, 2355 Dixie Highway, Fort Mitchell, Kentucky, 41017 until **10:00 a.m.** (local time) on September 17, 2019. The bids received will be opened and publicly read aloud at that time. Said bids shall be received in a sealed envelope marked "2019 Cleaning Service Bid".

The City reserves the right to reject any and all bids, the right to waive any informality or irregularity in any bids, and the right to negotiate with the bidder submitting the apparent lowest and best bid. Preference for Kentucky resident bidders will be applied in accordance with Kentucky law.

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INSTRUCTIONS TO BIDDERS

1. Each bid must be signed by the bidder with his usual signature. Bids by a Partnership must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Bids by Corporations must be signed with the name of the corporation, followed by the signature and designation of the president, secretary, or person authorized to legally bind the corporation.
2. **Sealed bids must be received at the City Building, 2355 Dixie Highway, Fort Mitchell, Kentucky at the front desk by September 17, 2019 at 10:00 a.m.** Each bid envelope must contain the title **2019 Cleaning Service Bid**. Bids received late will be returned unopened to the bidder.
3. Bids containing erasures or corrections thereon will be rejected unless said erasures or corrections are noted over the initials or signature of the bidder.
4. References in the *Technical Specifications* describing the material, supplies, or services required of a particular trade name, catalog or model number are made for descriptive purposes to guide the bidder in interpreting the type of material or supplies or nature of the work described. They should not be construed as excluding offers on other type of materials and supplies or of performing the work in a manner other than specified.
5. The City's sales tax exemption status may not be used by the bidder to acquire materials or supplies on a sales tax exempt basis. Any sales taxes or other taxes incurred by the bidder remain the responsibility of the bidder. It is assumed that all such costs incurred by any bidder are included in his bid price.

GENERAL CONDITIONS

1. The City of Fort Mitchell reserves the right to reject any and all bids, and unless otherwise specified by the bidder, to accept any item or group of items in the bid. In case of error in extending the total amount of the bid, the unit price will govern.
2. The City of Fort Mitchell's payment terms are net 30.
3. In case of default by the bidder or contractor, the City of Fort Mitchell may procure the articles or services from other sources.
4. Prices shall be stated in units of quantities specified.

5. Whenever a reference is made in the specifications or in describing the materials, supplies or services required, or a particular trade name, manufacturer's catalog, or model number, the bidder, if awarded a contract, will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal by the bidder.
6. The bidder, if awarded an order or contract, agrees to protect, defend, and save harmless the City against any demand for the use of any patented materials, process, article, or device, that may enter into the manufacture, construction, or form a part of the work covered by either order or contract and he further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his servants, or agents.
7. Samples, when requested, must be furnished free of expense prior to the opening of bids and if not destroyed will, upon request, be returned at the bidder's expense.
8. Bidder is required to obtain a City of Fort Mitchell Occupational License within ten days of contract award.
9. All federal, state, and local law requirements must be followed.
10. Prior to a contract being awarded to the lowest and best responsible and responsive bidder whose bid meets specifications, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.
11. Any contractor who is awarded a contract pursuant to this advertisement and specifications shall not be in financial arrears to the City of Fort Mitchell for any reason during the first or any subsequent contract. Failure to honor this specific provision shall be the basis for immediate contract cancellation.

GENERAL PROVISIONS

The janitorial contractor shall be required to provide names and social security numbers of all service personnel for the City building so that a security clearance can be obtained by the Fort Mitchell Police Department. The City shall be notified any time there is a change in personnel. The contractor shall provide names and social security numbers of the replacement personnel for security clearance at least three working days prior to their placement in the City building. The City reserves the right to accept or reject personnel should a security check be unfavorable.

The successful bidder shall furnish the City with a direct contact person who is expected to supervise and train their employees. The City also requires that the contractor abide by all applicable laws and regulations.

The successful bidder will be issued keys and/or fobs and shall be held responsible for these keys. A list of designated service personnel who have been issued keys must be submitted to the City. **No keys shall be duplicated except by the City of Fort Mitchell.** The contractor agrees that if the City's key(s) or fobs in their possession are **lost or misplaced**, the City Clerk **will be notified immediately**, the entire cost for re-keying the building, by a locksmith selected by the City of Fort Mitchell, shall be paid by the contractor.

Each bidder is urged to read the entire set of documents thoroughly and be prepared to comply with all provisions contained herein. The City of Fort Mitchell and its personnel will work with each potential Bidder individually or as a group, on any question(s) that may arise. Each Bidder shall contact Rhonda Little, Administrative Assistant, at (859) 331-1212, to make an appointment to tour the building.

The City and their personnel will work with the successful contractor to help accomplish an excellent housekeeping program by:

- (1) Being open to all suggestions from the contractor
- (2) Staying in contact with the contractor's management personnel
- (3) Reporting problem areas to the contractor immediately

The City expects the successful bidder to respond to all correspondence from the City. The successful vendor shall have five (5) working days to correct any deficiencies. If vendor fails to correct the deficiencies within the five (5) day period, the City shall have the right to cancel this contract.

REFERENCES

Three (3) references shall be included with the bid. These references must be from facilities that are currently being serviced or have been serviced by the bidder and are office complexes of the approximate size of the one for which this contract is for. Include the facility name, address, phone number and contact person

JANITORIAL SERVICE BOND OR CRIME INSURANCE

Bidder shall be required to either post a Janitorial Service Bond in the amount of \$100,000 within ten (10) days of acceptance of the bid **or** show proof of at least \$100,000 of third party crime coverage. The bond or insurance shall be issued by a company authorized to do business in the Commonwealth of Kentucky. The amount of third party crime coverage or the planned janitorial service bond amount shall be listed in the bid.

INSURANCE REQUIREMENTS

Prior to commencement of your services, you must provide the city with a certificate of insurance evidencing the following insurance coverage:

1. Commercial General Liability insurance on ISO form CG00011001 (or a substitute providing equivalent coverage). The limit shall not be less than \$1,000,000 per occurrence. ***The City of Ft. Mitchell must be named as an Additional Insured; the certificate shall specify that the coverage afforded is primary and non-contributory with respect to any other coverage available to the City of Ft. Mitchell.*** If you are providing construction services, you must use additional insured endorsements CG20100704 AND CG20370704.
2. Comprehensive owned and non-owned automobile liability insurance with a minimum combined single limit of \$1,000,000.
3. Workers Compensation Coverage specific to the State of Kentucky.
4. Professional Liability / Errors or Omissions coverage in the amount of \$1,000,000 per occurrence if your services are professional in nature (legal, architectural, etc.).

Any and all liability coverage shall name the City of Ft. Mitchell as Additional Insured on a primary and non-contributory basis. A satisfactory certificate of insurance evidencing the coverage outlined above shall be provided before any services are rendered.

TECHNICAL CONDITIONS

The intent of these specifications is to describe what is expected of a cleaning contractor to accomplish a successful housekeeping program for the Fort Mitchell City Building. Housekeeping services are to be performed a minimum of two (2) times per week (Tuesday or Wednesday and three or four days later)

All cleaning is to be performed outside of normal business hours. Business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Special meetings are frequently held outside of the normal business hours and it is imperative that janitorial personnel not be present in these areas during such meetings. It will be the responsibility of the janitorial contractor to work around these meetings and still perform their duties in all areas of the building. Secure all exterior doors when leaving the facility at any time.

FIRST FLOOR

Entrance vestibule (between two main doors)

- Sweep and vacuum tile floor and mats. Spot clean to remove any stains as needed.
- Clean all glass door surfaces and remove spots (fingerprints, grime etc.) as needed.
- Door Handles - Spray and Sanitize (note do not use microfiber cloth / disposable only)

Restrooms in lobby, Police hallway and Police main room

- Sweep and damp mop tile floors utilizing RE-JUV-NAL, no alkaline.
 - **LIST Product** _____
- Clean all fixtures such as mirrors, commodes (including seat) urinals, wash basins, water receptacles, counters, hand rails, dryers, doors, etc. with appropriate cleaner - disinfectant.

- **LIST Product** _____
- Check and refill paper towel holders, soap, toilet paper dispensers
- Empty and clean trash and towel receptacles
- Clean spots and marks off walls utilizing mild soapy solution, no alkaline products.
 - **LIST Product** _____
- Door Handles - Spray and Sanitize (use disposable only, not microfiber)

Main lobby/waiting area and Police lobby/waiting area

- Vacuum mats. Spot clean to remove any stains as needed.
- Sweep and damp mop tile floors utilizing RE-JUV-NAL, no alkaline.
 - **LIST Product** _____.
- Empty and clean trash and recycle receptacles.
- Dust horizontal surfaces such as tables and reception counter base.
- Dust and wipe chairs with disinfectant
- Wipe picture frames (1 x month)
- Clean water fountains
- Wipe down and disinfect handrails on stairway.

Council Chamber

- Vacuum carpet and spot clean as needed.
- Dust and sanitize counter top and tables
- Empty and clean trash receptacles.
- Dust and clean picture frames (1 x per month)
- Door Handles - Spray and Sanitize (note do not use microfiber cloth / disposable only)

Goetz conference room

- Vacuum carpet. Spot clean to remove any stains as needed.
- Dust and sanitize table and cabinets.
- Dust and clean picture frames and chair railing (1 x per month).
- Empty and clean trash receptacles.
- Door Handles - Spray and Sanitize (note do not use microfiber cloth / disposable only).

Elevator

- Vacuum floor and wipe down elevator sides doors and buttons.

Administration and Police offices

- Vacuum carpet in general area and in offices if doors are open. Spot clean to remove any stains as needed.
- Door Handles – Spray and Sanitize (note do not use microfiber cloth / disposable only).
- Dust and wipe down desks, cabinets, wall hangings, computer monitors, computer stands and tables if doors are open.
- Dust keyboards if computers are turned off.
- Empty and clean trash and recycle receptacles.
- Mop tile in outside entryway in Police Department.

Administration and Police lunch rooms

- Vacuum and mop floors
- Dust and wipe down counter top, table and chairs in kitchen

- Wash and clean sink
- Empty and clean trash and recycle receptacles
- Wipe down front of microwave, refrigerator and dishwasher weekly and wipe down the inside of microwave weekly & the inside of the refrigerator monthly.

BASEMENT FLOOR:

Hallway

- Clean and mop rubber tile floor according to attached specifications.

Workout room (Even if room is occupied)

- Clean and mop floor
- Wipe down all workout equipment
- Empty and clean trash receptacle
- Wipe down door handles and spots on glass on doors

Recreation Director's office (if door open)

- Vacuum carpet. Spot clean to remove any stains as needed.
- Wipe down desk (do not move papers)
- Empty and clean trash receptacle

Restrooms/ locker rooms

- Sweep and damp mop tile floors utilizing a cleaner — disinfectant
 - **LIST Product** _____
- Clean all fixtures such as mirrors, commodes (including seat) urinals, wash basins, water receptacles, counters, stall partitions, doors, etc. with appropriate cleaner - disinfectant.
 - **LIST Product** _____
- Check and refill paper towel, soap, toilet paper dispensers
- Empty and clean trash and towel receptacles
- Clean spots and marks off walls utilizing mild soapy solution, no alkaline products.
 - **LIST Product** _____
- Door Handles – Spray and Sanitize (note do not use microfiber cloth / disposable only)
- Clean showers.
 - **LIST Product** _____
- Shower curtains – Rinse down with water

Bunks/Dorms

- Sweep and damp mop tile floors utilizing a cleaner — disinfectant
- **No cleaning on Tuesday's**, they have training every Tuesday until 9:30 PM.
- Dorm's need to be cleaned before 9:30 PM

General duties

- Remove all trash and recycling from the building to the dumpster located in the parking lot – Nightly
- Secure all exterior doors when leaving the facility- Nightly
- Clean and sanitize all telephones with an alcohol base disinfectant - Weekly
 - **LIST Product** _____

- Flush water into all floor drains - Monthly.
- All baseboards are to be dusted - Monthly
- Remove all cobwebs throughout the building - Monthly
- Spot clean all walls – As needed
- Check Plexiglas covered bulletin boards for spots, DO NOT clean with an ammonia product as needed
 - **LIST Product** _____

Bi-annual duties to be performed:

- Extract and pressure wash all mats.

Miscellaneous duties:

- Keep all janitorial closets clean and free of trash.
- Furnish all cleaning supplies and equipment except restroom disposable supplies.
- All chemicals have to have labels and M.S.D.S. for each shall be furnished to the City.

Things not to do are as follows:

- Do not interfere in any way with City business
- Do not move any paperwork in order to clean.
- Do not allow unauthorized persons in the City building after business hours
- Do not to use City equipment or its premises for any other purpose than this contract.
- Do not unplug any electrical cords

BID PRICING SHEET & SIGNATURE

Cleaning Services for City Building	Monthly	Annual (x12)
October 1, 2019-September 30, 2020	\$_____	\$_____
October 1, 2020-September 30, 2021	\$_____	\$_____
October 1, 2021-September 30, 2022	\$_____	\$_____
October 1, 2022-September 30, 2023	\$_____	\$_____
October 1, 2023-September 30, 2024	\$_____	\$_____
Total 5 year price		\$_____

I have submitted the attached bid to provide cleaning services for the City of Fort Mitchell as specified.

Company Name

Signature

Date

Printed Name

Title

Email Address

Phone Number

REQUIRED AFFIDAVIT FOR BIDDERS CLAIMING KENTUCKY RESIDENT BIDDER STATUS

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
 - a. Filed Kentucky corporate income taxes;
 - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
 - c. Maintained a Kentucky Workers' Compensation policy in effect.

The City of Fort Mitchell reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

Signature	Printed Name
Title	Date
Company Name	
Address	

Subscribed and sworn to before me by _____
(Affiant) (Title)

of _____ This ____ day of _____, 20__.
(Company Name)

Notary Public
[seal of notary] My commission expires: _____