

Request for Proposal
City of Nicholasville
May 6, 2024
#2024-260

This RFP should not be construed as a commitment on City of Nicholasville's part to obtain any Services from any vendor or to fully implement this project. At any time, the City of Nicholasville (The City) may terminate or modify this RFP and request revised proposals from respondents. The City may reject any or all proposals at its sole discretion. All expenses associated with providing the information requested in this RFP are borne solely by the respondents to this document. The City assumes no legal or financial responsibilities for such expenses.

A. RFP PURPOSE AND SCOPE:

The purpose of this Request for Proposal ("RFP") is to solicit pricing and proposals for the following services:

Custodial Services for City Hall, Police Department, Utility Building, Corman Building and Maintenance Buildings, located at 517 North Main, 510 North Main, and 601 North Main Street.

DESCRIPTION OF SERVICES:

The following services are to be performed daily Monday thru Friday, after 4:00 p.m.

Services for Office, Break Room, Stairways, Hallways and Entrance areas.

1. Empty waste containers into the dumpsters provided by the City. Replace liners and clean waste containers as needed.
2. Dust and polish all countertops and tables in all locations.
3. Vacuum all carpeting, rugs and mats. Clean all corners and other areas where a vacuum will not reach.
4. Sweep all hard surface floors and mop with an approved detergent.
5. Clean all glass doors and frames to remove all foreign matter. Clean all partition glass and frames.

Services for all Restroom areas:

1. Empty waste containers into the dumpsters provided by the City. Replace liners and clean wasted containers as needed.
2. Clean, disinfect and dry polish vanities, basins, mirrors, hardware and furnishings.
3. Clean, disinfect and dry polish all toilets, urinals and supply pipes. All Fixtures must be cleaned inside and outside.
4. Clean and disinfect all floors.
5. Restock all expendable supplies.

The following services are to be performed weekly at all the buildings.

1. Dust and polish all desks, tables, cabinets, counters and all other furnishings. Do not disturb files or other papers or personal item
2. Remove all cobwebs.

The following services are to be performed monthly at all building locations.

1. Dust and clean all wall ornaments, pictures, frames, clocks, plaques, fire extinguishers, window frames, ledges, blinds, switch plates and doors.

The following services are to be performed quarterly at all the buildings.

1. Clean all air diffusers and vents. Wet clean and dry polish when necessary to remove all foreign matter.
2. Disinfect and dry polish all bathroom walls and/or partitions.

GENERAL CONDITIONS:

1. Contractor will perform all said duties during the City's non-working hours.
2. Contractor shall furnish all necessary labor, tools, appliances, equipment and other accessories to perform the custodial services at the City facilities as specified above with the exception of city furnished supplies listed in # 5 below. Contractor equipment and supplies will not be available for use by the City of Nicholasville departments.
3. When not in use, contractor may store supplies, materials, and equipment only in storage areas as designated by the City and must be stored in coordination with applicable building fire regulations. Hazardous materials must be stored appropriately. In no case shall rags or clothes be permitted to accumulate in boxes or cans.
4. Contractor will provide Material Safety Data Sheets for all chemicals used in the performance of this contract.
5. City furnished supplies are Trash bags, Paper towels, Roll towels, Toilet tissue and hand soap. Contractor shall replenish all dispensers.

Special Conditions:

1. The City of Nicholasville reserves the right to reject any or all bids.
2. The Contract shall be for a period of two (2) years from date of acceptance.
3. The City of Nicholasville reserves the right to extend the period of this agreement an for an additional 12 months with approval of the Contractor.
4. The City of Nicholasville and Contractor reserve the right to terminate contract at any time with a 30-day written notice.
5. All prices quoted shall be firm and fixed for the specified contract period. Terms are Net 30 and charges are for services rendered in the prior month.
6. No additional terms and/or conditions included with the bid response shall be evaluated or considered.

7. Contractor shall maintain liability insurance in the minimum amount of \$300,000 that names The City of Nicholasville as a loss payee.
8. Contractor shall maintain worker's compensation insurance on all employees, and provide evidence of the same to the City of Nicholasville.
9. Contractor shall maintain a Janitorial Bond.
10. Contractor shall maintain a business license with both the City of Nicholasville and Jessamine County.
11. Bidders must participate in a walk-through inspection of the sites and familiarize themselves with any conditions, which may affect performance and bid prices.

12. WORK UNDER THIS CONTRACT MAY NOT BE SUBCONTRACTED OUT.

B. Qualifications:

Please submit the following with your bid package.

1. Summary of your relevant experience and qualifications, including examples of work you have done for other clients.
2. No less than 3 references.
3. An estimate of the number of people who will be performing the services.
4. Proof of General Liability Insurance in the minimum amount of \$300,000.
5. Evidence of Workers Compensation Insurance on all workers.
6. Evidence of having a Janitorial Bond.

C. Primary Contact:

Name: Pauline Horsley, Purchasing Agent
Phone: 859-885-1121 Extension 263
City Cell: 859 519-6556
Email: Pauline.horsley@nicholasville.org

D. Timeline and Business Requirements:

The City of Nicholasville must receive your response at
517 North Main Street
Nicholasville, Kentucky 40356
May 21, 2024
11:00 a.m.

The City of Nicholasville reserves the right to reject any and all proposals and to waive any minor informality in proposals received.

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