INVITATION TO BID

Bid Invitation Number: #93-2012

Date of Issue: 06/07/2012

Sealed bids will be received in the office of the Division of Central Purchasing, 200 East Main Street, Lexington, Kentucky, until 2:00 PM, prevailing local time on 06/21/2012. Bids must be received by the above-mentioned date and time. Mailed bids should be sent to:

> Division of Central Purchasing 200 East Main Street, Rm 338 Lexington, KY 40507, (859) 258-3320

The Lexington-Fayette Urban County Government assumes no responsibility for bids that are not addressed and delivered as indicated above. Bids that are not delivered to the Division of Central Purchasing by the stated time and date will be rejected.

outside of the envelope.

All bids must have the company name and address, bid invitation number, and the commodity/service on the Bids are to include all shipping costs to the point of delivery located at: 141 E Main St, Lexington, KY Bid Security Required: Yes x_No Performance Bond Required: Yes Cashier Check, Certified Check, Bid Bond (Personal checks and company checks will not be acceptable). Commodity/Service Custodial Services - Downtown Arts Center See specifications Check One: Proposed Delivery: Bid Specifications Met Exceptions to Bid Specifications. Exceptions shall days after acceptance of bid. be itemized and attached to bid proposal submitted. **Procurement Card Usage** The Lexington-Fayette Urban County Government will be using Procurement Cards to Yes purchase goods and services and also to make payments. Will you accept Procurement Cards? Submitted by: Bid must be signed: (original signature) Signature of Authorized Company Representative - Title Boppett IZADETA Representative's Name (Typed or printed) 421-9854 - Phone - Extension Fax# com

The Affidavit in this bid must be completed before your firm can be considered for award of this contract.

E-Mail Address

I. GREEN PROCUREMENT

A. ENERGY

The Lexington-Fayette Urban County Government is committed to protecting our environment and being fiscally responsible to our citizens.

The Lexington-Fayette Urban County Government mandates the use of Energy Star compliant products if they are available in the marketplace (go to www.Energystar.gov). If these products are available, but not submitted in your pricing, your bid will be rejected as non-compliant.

ENERGY STAR is a government program that offers businesses and consumers energy-efficient solutions, making it easy to save money while protecting the environment for future generations.

Key Benefits

These products use 25 to 50% less energy
Reduced energy costs without compromising quality or performance
Reduced air pollution because fewer fossil fuels are burned
Significant return on investment
Extended product life and decreased maintenance

B. GREEN SEAL CERTIFIED PRODUCTS

The Lexington-Fayette Urban County Government is also committed to using other environmentally friendly products that do not negatively impact our environment. Green Seal is a non-profit organization devoted to environmental standard setting, product certification, and public education.

Go to <u>www.Greenseal.org</u> to find available certified products. These products will have a reduced impact on the environment and on human health. The products to be used must be preapproved by the LFUCG prior to commencement of any work in any LFUCG facility. If a Green Seal product is not available, the LFUCG must provide a signed waiver to use an alternate product. Please provide information on the Green Seal products being used with your bid response.

C. GREEN COMMUNITY

The Lexington-Fayette Urban County Government (LFUCG) serves as a principal, along with the University of Kentucky and Fayette County Public Schools, in the Bluegrass Partnership for a Green Community. The Purchasing Team component of the Partnership collaborates on economy of scale purchasing that promotes and enhances environmental initiatives. Specifically, when applicable, each principal is interested in obtaining best value products and/or services which promote environment initiatives via solicitations and awards from the other principals.

If your company is the successful bidder on this Invitation For Bid, do you agree to extend the same product/service pricing to the other principals of the Bluegrass Partnership for a Green Community (i.e. University of Kentucky and Fayette County Schools) if requested?

Yes	V	No

AFFIDAVIT

Comes the Affiant, AHRE CHANING Service and after being first duly sworn
under penalty of perjury as follows:
1. His/her name is <u>Elizabeth Bobbit</u> and he/she is the individual submitting the bid or is the authorized representative of <u>SAFTRE CLEANING</u> , the entity submitting the bid (hereinafter referred to as Bidder").
2. Bidder will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the bid is submitted, prior to award of the contract and will maintain a "current"
status in regard to those taxes and fees during the life of the contract.
3. Bidder will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Bidder has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Bidder has not knowingly violated any provision of the campaign finance laws of the
Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Bidder
will not violate any provision of the campaign finance laws of the Commonwealth. Bidder has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban
County Government Code of Ordinances, known as "Ethics Act."
7. Bidder acknowledges that "knowingly" for purposes of this Affidavit means, with respect to
conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware
or should have been aware that his conduct is of that nature or that the circumstance exists. 8. Bidder will at all times relevant to the performance of any services or work on behalf of the
8. Bidder will at all times relevant to the performance of any services or work on behalf of the Lexington-Fayette Urban County Government, fully comply with the provisions of the Federal Fair Labor
Standards Act (29 U.S.C. Chapter 8) and KRS 337.225, pertaining to the payment of minimum wages and
as otherwise applicable to such services or work performed.
Further, Affiant sayeth naught. 2 lin Babbatt
STATE OF Kentucky
COUNTY OF Fragetto
The foregoing instrument was subscribed, sworn to and acknowledged before me
by <u>lightless Belief</u> on this the 16 day
of <u>fune</u> , 2011.
My Commission expires: $\frac{\int Lov_1/2}{2}$
OFFICIAL SEAL SAMMY RENAULD DAYS NOTARY PUBLIC - KENTUCKY STATE-AT-LARGE OFFICIAL SEAL SAMMY RENAULD DAYS NOTARY PUBLIC - KENTUCKY STATE-AT-LARGE
My Comm. Expires Nov. 15, 2012 NOTARY PUBLIC, STATE AT LARGE

Please refer to Section II. Bid Conditions, Item "U" prior to completing this form.

EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
 - Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.

Signature /

Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization:	SHETIRE (JOHN)	100/1	7 6 7	119 URVICE LAC	KAC	****		Dati	Date: 6 1	
Categories	Total	warmed	M	White	4	Black	ō	Other		1042
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Total:				<u>Tanggar</u> agunan	- princes	25			* E confidence and	- Commercial Control

Nome & Title

PRICING SHEET

The Contractor shall submit a daily cost to provide the specified services, which includes labor, equipment, and cleaning supplies.

Regular cleaning services will be required 6 days a week. One cleaning per day is required Tuesday-Friday and two cleanings per day are required Saturday-Sunday. It is possible that cleaning will be required on Mondays in the future. If Mondays are added, cleaning will be required once per day and will be paid at the same per day rate as Tuesday-Friday.

Cost for all specified cleaning services, Tuesday-Friday.	\$ <u>27</u> /per day
Cost for all specified cleaning services, Saturday-Sunday.	\$ <u>30</u> /per day

ACORD'

CERTIFICATE OF LIABILITY INSURANCE

OPID FC

DATE (MM/DD/YYYY)

06/07/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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PRODUCER	T CONTACT I NAME:	ACCURATION OF THE PROPERTY OF
Creech & Stafford Ins Agcy Inc 210 Malabu Drive, Suite 200	PHONE FAX (A/C, No, Ext): (A/C, No): E-MAIL ADDRESS:	
Lexington KY 40502-3252	PRODUCER CUSTOMER ID # SAFFI-1	
Phone:859-253-1371 Fax:859-233-9831	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A: Ohio Casualty	24074
Saffire Cleaning Service LLC Elizabeth Bobbitt	INSURER B: Kentucky Employers Mutual Ins.	
133 Angel Falls Drive	INSURER C: CNA Surety	
Lexington KY 40511	INSURER D:	
	INSURER E:	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

SR TR	TYPE OF INSURANCE	ADDL INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMET	\$
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-	ANY PROPRIETOR/PARTNER/EXECUTIVE	N/A	İ				E.L. EACH ACCIDENT	\$ 1000000
-	(Mandatory in NH)		ŀ	,			E.L. DISEASE - EA EMPLOYEE	\$1000000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$ 1000000
:	CNA/Western Surety			70339082-JANITORIAL BOND	07/12/11	07/12/12	Limit	100000
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Custodial	services	Bla	#93-2012	

CERTIFICATE HOLDER				(CANCE	ELLAT	ION
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SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

Downtown Arts Center 139-143 East Main Street Lexington KY 40507

Creech & Stafford Insurance

AUTHORIZED REPRESENTATIVE

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EVIDENCE OF INSURABILITY
LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT PROJECT
(Use separate form for each Agency of Brokerage agreeing to provide coverage)

	ng service LLC	**************************************		Employee ID:	
Address: 433 Angel Falls Drive	rive	THE PROPERTY OF THE PERSON NAMED AND ADDRESS OF THE PERSON NAMED ADDRESS OF THE PERSON NAMED AND ADDRESS OF THE PERSON NAMED A	E	Phone:	votermitereth & grap & d.
Lexington, KY 4051	511	ed my comment of the many many that the many many that the	A STATE OF THE STA		
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n lieu of obtaining certificates of insuran nsurance and Risk Management of Part	n lieu of obtaining certificates of insurance at this time, the undersigned agrees to provide the above Named Insured with the minimum coverage listed below. These are outlined in the names and Risk Management of Part V (Special Conditions), including all requirements, and conditions:	nce at this time, the undersigned agrees to provide the above Named In I Special Conditions), including all requirements, and conditions:	isured with the minimum coverage li	sted below. These are outl	ned in the
Coverage	Minimum Limits and Policy Requirements	Limits Provided To Instred	Name of	4. Be	
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agement Provisions Insur 3e's checked above unless 1d Stafford Insur	to kisk management Provisions Insurance and Indemnification required provisions, statements regarding insurance requirements, and the undersigned agrees to abide by all provisions of the coverage's checked above unless stated otherwise when submitting. Creech and Stafford Insurance Agency, Inc.	rovisions, statements regarding insur	ance requirements, and the undersig	ned agrees to ahid	e by all provisions
Agency or Brokerage 210 Malabu Drive, Suite 200	0		Name of Authorized Representative	3.6	
	A STATE OF THE PARTY OF THE PAR	American construction of the first feet from the first from the fi	Commercial Lines Agent	7	
e Eximption	KY Zinte	40502	Jan Da Car	7	
859-253-1371 Tetephone Number	dro	Approximately the second secon	Authorized Signature June 12, 2012 Date		
			3		

NOTE: Authorized signatures may be the agent's if agent has placed insurance through an agency agreement with the insurer. If insurance is brokered, authorized signature must be that of authorized representative of insurer.

CONTRACT MAY NOT BE AWARDED IF A COMPLETED AND SIGNED COPY OF THIS FORM FOR ALL COVERAGE'S LISTED ABOVE IS NOT PROVIDED.

CONTRACTOR'S CLEANING PRODUCTS

LFUCG requires the use of environmentally preferred products. (GREEN CLEANERS)

During each inspection the janitorial closets will be inspected for the correct environmental cleaning chemicals. Any chemicals that have not been approved for usage will be removed from the janitorial closet

Product Name	Intended Use	Using Pro Time Inspec	of	Non-Green Product
		Yes	No	
Simple Edecen	yes	レ		
Windey	yes)			
Hanless Steel	yes			
		·		

Contractor Experience & References

The Contractor is encouraged to submit the information requested below with their proposal. If the information is not provided with the bid and the Contractor has the low bid the LFUCG will contact the Contractor and give a 24 hour notification to provide the information. If the information is not received by the end of the 24 hour period the bid will be rejected. Please attach additional sheets as necessary.

1.	Years the company has been in business as	s a custo	dial service.
	Wilderstand Control of	4	years
2.	List jobs of comparable size to this contra include a contact person and a phone numb	et whic er,	h your company has held within the past 5 years. Please
	Business Name		Siane OSbourne 634-1665 Contact Information (Name & Phone)
	DIVISION of Abandon Munes hance Contro Business Name	ct	Trans Trent (502) 564-7357 Contact Information (Name & Phone)
	Blue grass ARMy Dep Business Name	<i>)</i> 0	Exact Information (Name & Phone)
3.	Please provide a list of current contracts and	i numbe	σ of hours required per day.
	Bechtal Inc.	Sra	ne Eshouene (859) 624-6204 (5hr+plus)
L'	Bechfol Inc Business Name Buelglass ARM y Depo Business Name	Conta	ct Information (Name & Phone) No. of hours per day wol Fritz (859) 200-0069 (St Shift (5)) second Shift (5)
(سترا	Will Lange Contract	Conta	ct Information (Name & Phone) No. of hours per day V15 Trent (502) 564 - 7357 (5 hrs) ct Information (Name & Phone) No. of hours per day
	Business Name FICE of Employment oeval training Business Name	Na	ency Sherrow (502)564-2782 (3hr) ct Information (Name & Phone) No. of hours per day
4.	Annual volume of business by dollars and s	•	
	\$ 225,000 + pus		250,913 sq. ft.



Lexington-Fayette Urban County Government DEPARTMENT OF FINANCE & ADMINISTRATION

Jim Gray Mayor

Jane C. Driskell Commissioner

ADDENDUM #1

Bid Number: 93-2012

Date: June 14, 2012

Subject: Custodial Services - Downtown Arts Center

Please address inquiries to: Sondra Stone, Buyer (859) 258-3324

TO ALL PROSPECTIVE BIDDERS:

- 1) LFUCG is currently paying \$30 per day (Monday Friday) and \$38 per day (Saturday and Sunday).
- 2) Section 5.0 SAFETY, add "Contractor's employees should adhere to professional dress appropriate to their occupation. For safety reasons, open toe shoes are prohibited."
- 3) Section 6.0 INSURANCE, substitute "Eloise Mock" with "Keith Gallman."
- 4) Delete Fourth Floor from the specs. No cleaning will be required on that floor.
- 5) Delete Mezzanine from the specs. No cleaning will be required in that area. Trash may be set outside of Control Room for emptying.
- 6) Stairways around Lexington Arts Gallery on Second Floor are to be cleaned. Alarms are disconnected.
- 7) Pre-bid sign in sheet is attached.

Todd Slatin, Acting Director Division of Central Purchasing

All other terms and conditions of the Bid and specifications are unchanged. This letter should be signed, attached to and become a part of your Bid.

SIGNATURE OF BIDDER

200 East Main Street

Lexington, KY 40507 HORSE CAPITAL OF THE WORLD

(859) 425-2255

www.lexingtonky.gov