

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.

All bids must have the company name and address, bid invitation number, and the commodity/service on the outside of the envelope.

Bids are to include all shipping costs to the point of delivery located at: 141 E Main St, Lexington, KY

Bid Security Required: Yes No Performance Bond Required: Yes No
Cashier Check, Certified Check, Bid Bond (Personal checks and company checks will not be acceptable).

Commodity/Service
Custodial Services – Downtown Arts Center
See specifications

<p style="text-align: center;"><u>Check One:</u></p> <p><input checked="" type="checkbox"/> Bid Specifications Met</p> <p><input type="checkbox"/> Exceptions to Bid Specifications. <i>Exceptions shall be itemized and attached to bid proposal submitted.</i></p>	<p style="text-align: center;"><u>Proposed Delivery:</u></p> <p>_____ days after acceptance of bid.</p>
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<u>Procurement Card Usage</u>
<p><input type="checkbox"/> Yes The Lexington-Fayette Urban County Government will be using Procurement Cards to purchase goods and services and also to make payments. Will you accept Procurement Cards?</p> <p><input checked="" type="checkbox"/> No</p>

Submitted by:

Sapphire Cleaning Service LLC
Firm _____
133 Angel Falls Drive
Address _____
Lexington, Ky 40511
City, State & Zip _____
Elizabeth Bobbitt
Signature of Authorized Company Representative – Title _____
Elizabeth Bobbitt
Representative's Name (Typed or printed) _____
(859) 421-9854
Area Code - Phone - Extension _____ Fax # _____
sapphirecleaning@yahoo.com
E-Mail Address _____

**Bid must be signed:
(original signature)**

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

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 www.Greenseal.org 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 pre-approved 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 No

AFFIDAVIT

Comes the Affiant, SAFFIRE CLEANING Service and after being first duly sworn under penalty of perjury as follows:

1. His/her name is Elizabeth Bobbitt and he/she is the individual submitting the bid or is the authorized representative of SAFFIRE Cleaning Service LLC, 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.
6. 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 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.

Eliz Bobbitt

STATE OF

Kentucky

COUNTY OF

Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me

by

Elizabeth Bobbitt

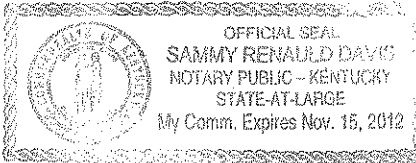
on this the 16 day

of

June, 2011.

My Commission expires:

Nov. 15, 2012



Sammy Renauld Davis
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.

Elij Bobbett
Signature

Sapphire Cleaning Service LLC
Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: SAFFIRE CLEANING SERVICE LLC

Date: 6/17/12

Categories	Total		White		Black		Other		Total	
	M	F	M	F	M	F	M	F	M	F
Administrators						1				
Professionals										
Superintendents										
Supervisors	2	1	1	1	1	1			1	2
Foremen										
Technicians										
Protective Service										
Para-Professionals										
Office/Clerical						1				
Skilled Craft										
Service/Maintenance										
Total:	2	1	1	1	1	3			1	2

Prepared by: Eliy Bobbat owner
Name & 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.

\$ 27 /per day

Cost for all specified cleaning services, Saturday-Sunday.

\$ 30 /per day

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

Names Insured: Saffire Cleaning Service LLC Employee ID: _____

Address: 433 Angel Falls Drive Phone: _____

Lexington, KY 40511

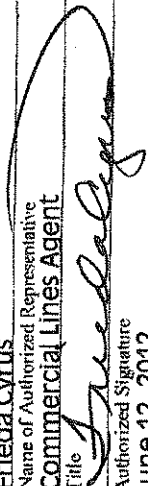
Project to be insured: Downtown Arts Center Custodial Services #93-2012

In 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 Insurance and Risk Management of Part V (Special Conditions), including all requirements, and conditions:

Coverage	Minimum Limits and Policy Requirements	Limits Provided To Insured	Name of Insurer	A.M. Best's Code	Rating
CGI	\$1,000,000/per occ. \$2,000,000 aggregate	\$ 1,000,000/\$2,000,000	Ohio Casualty Insurance	000726	A
AUTO	\$1,000,000/per occ.	\$ 1,000,000	Ohio Casualty Insurance	000726	A
WC	Statutory w/endorsement for Employer's Liability for \$500,000/per occ.	1,000,000	KEMI	011781	A-

The Risk Management Provisions Insurance and Indemnification required provisions, statements regarding insurance requirements, and the undersigned agrees to abide by all provisions for the coverage's checked above unless stated otherwise when submitting.

Agency or Brokerage: Creech and Stafford Insurance Agency, Inc.
 Street Address: 210 Malibu Drive, Suite 200
 City: Lexington State: KY Zip: 40502
 Telephone Number: 859-253-1371

Name of Authorized Representative: Frieda Cyrilus
 Title: Commercial Lines Agent
 Authorized Signature: 
 Date: June 12, 2012

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 COVERAGES 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 Product at Time of Inspection		Non-Green Product
		Yes	No	
<i>Simple Green</i>	<i>yes</i>	<input checked="" type="checkbox"/>		
<i>Windex</i>	<i>yes</i>	<input checked="" type="checkbox"/>		
<i>Stainless Steel</i>	<i>yes</i>	<input checked="" type="checkbox"/>		



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.

COMPANY NAME: Sapphire Cleaning Service LLC

ADDRESS: 133 Angel Falls Drive Lex, Ky 40571

SIGNATURE OF BIDDER: Elij Bobbes