

INVITATION TO BID

Bid Invitation Number: #137-2013

Date of Issue: 10/24/2013

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 **11/07/2013**. 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: 1177 Red Mile Place, 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 – Day Treatment Center
See specifications

<p style="text-align: center;"><u>Check One:</u></p> <p><input 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>
<p style="text-align: center;"><u>Procurement Card Usage</u></p> <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 type="checkbox"/> No</p>	

Submitted by: Key To Cleaning
Firm
132 Shannon Pkwy
Address
Nicholasville Ky 40356
City, State & Zip

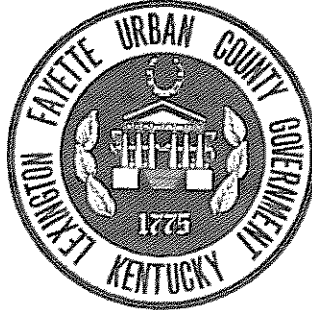
Bid must be signed:
(original signature) Lynette Bartholomew
Signature of Authorized Company Representative – Title

Representative's Name (Typed or printed)
(859) 552-8970 1859) 305-6618
Area Code - Phone - Extension *Fax #*
sbartholomew85744@roadrunner.com
E-Mail Address

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

Lexington Fayette Urban County Government

Division of Central Purchasing



Lexington Kentucky

Horse Capital of the World

INVITATION TO BID #137-2013

Custodial Services – Day Treatment Center

NOTICE TO BIDDERS

Bid Opening Date: November 7, 2013

Bid Opening Time: 2:00 PM

**Address: 200 East Main Street
3rd Floor, Room 338**

Pre Bid Meeting: October 31, 2013

Pre Bid Time: 9:00 AM

Address: 1177 Red Mile Place, Lexington, KY

AFFIDAVIT

Comes the Affiant, Lynette Bartholomew, and after being first duly sworn under penalty of perjury as follows:

1. His/her name is Lynette Bartholomew and he/she is the individual submitting the bid or is the authorized representative of Key To Cleaning, 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 at all times relevant to the performance of any services or work on behalf of the Lexington-Fayette Urban County Government, the Bidder has fully complied with, and will continue to 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

Lynette Bartholomew

STATE OF Kentucky

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me by Lynette Bartholomew on this the 5th day of November, 2013.

My Commission expires: July 12, 2014

ARB

NOTARY PUBLIC, STATE AT LARGE

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

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

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.

Dynette Furthman Key To Cleaning

 Signature Name of Business

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 a custodial service.

Nine years

2. List jobs of comparable size to this contract which your company has held within the past 5 years. Please include a contact person and a phone number.

<p><u>AGG - Extention</u> Business Name</p> <p><u>Dr Matt Gandolfo</u> Business Name</p> <p><u>Barkham Zinc</u> Business Name</p>	<p><u>L.F.U.C.G - 859-457-6532</u> Contact Information (Name & Phone)</p> <p><u>Ms Nina (859) 227-0940</u> Contact Information (Name & Phone)</p> <p><u>Debby Keener (859) 233-3824</u> Contact Information (Name & Phone)</p>
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3. Please provide a list of current contracts and number of hours required per day.

<p><u>Fleet Services</u> Business Name</p> <p><u>Recycling center</u> Business Name</p> <p><u>Phoenix Building</u> Business Name</p> <p>_____ Business Name</p>	<p><u>L.F.U.C.G (859) 457-6532</u> <u>3 hrs</u> Contact Information (Name & Phone) No. of hours per day</p> <p><u>L.F.U.C.G (859) 457-6532</u> <u>2 hrs</u> Contact Information (Name & Phone) No. of hours per day</p> <p><u>L.F.U.C.G (859) 457-6532</u> Contact Information (Name & Phone) No. of hours per day</p> <p>_____ Contact Information (Name & Phone) No. of hours per day</p>
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4. Annual volume of business by dollars and square footage.

\$ _____ sq. ft.

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	
Windex	Glass	Yes ✓	No	
ZEP. Disinfecting	Sinks, walls	✓		
ZEP. Toilet bowl cleaner	Toilet	✓		
" Floor cleaner	mopping floors	✓		
	Buffing	✓		
Re-suv-nal	Bathroom-Kitchen	✓		
Aledge	Dusting	✓		

Checklist for Custodial Bids

Basic Bid Package:

1. Signed copy of bid
2. Notorized copy of affidavit
3. Equal Opportunity Agreement
4. Workforce Analysis Form
5. Pricing Sheet

Supplemental Forms to be Returned with Bid:

5. Evidence of Insurability
6. Contractor Cleaning Products
7. Contractor Experience & References

PRICING SHEET

The Contractor shall submit a daily cost to provide the specified services, which includes labor, equipment, and cleaning supplies. Bidder should also submit a daily cost to provide spray buffing services (to be performed one (1) day a week).

Regular cleaning services will be required 5 days a week between the hours of 5:00 PM and 1:00 AM.

Spray Buffing will be required 1 day a week on Wednesday.

Cost for all specified nightly cleaning services, except spray buffing. \$ 38.00 /per day *

Cost for spray buffing services. \$ 24.00 /per day *

The Contractor shall submit an hourly cost to provide specified services for Day Porter, which includes labor, equipment, and cleaning supplies.

Day Porter will be required 7:00 – 3:30 Monday – Friday, with 30 minutes for lunch.

Day Porter – all specified cleaning services. \$ 9.50 /per hour *

* Invoices should vary based on the number of working days in a given month

BUILDING STATISTICS & PROFILE

BUILDING: Day Treatment Center

ADDRESS: 1177 Red Mile Place

TOTAL CLEANABLE SQUARE FOOTAGE – 21,449

- Carpet - 4,835
- V.C.T. - 15,582
- Ceramic Tile - 875
- Carpet (Grate) - 157

HOURS TO BE CLEANED:

Day Porter hours shall be 7:00 AM – 3:30 PM (30 minute lunch)

Night time cleaning hours shall be between 5:00 PM and 1:00 AM

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

Employee ID: 898287240

Phone: (859)552-8970

Names Insured: Lynette Bartholomew

Address: 137 Shannon Parkway
Nicholasville Ky 40356

Project to be insured: _____

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
CGL	\$1,000,000/per occ. \$2,000,000 aggregate	\$1,000,000 - 2,000,000			
AUTO	\$1,000,000/per occ.	\$1,000,000			
WC	Statutory w/endorsement for Employer's Liability for \$500,000/per occ.	\$500,000			

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: Wise Insurance Co
847 Canal Allen
 Street Address: _____
 City: Lex State: 154 Zip: 40504
 Telephone Number: 859-277-4313
 Name of Authorized Representative: Wise Insurance Co
 Title: Agent
 Authorized Signature: _____
 Date: 11-6-13

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.

WORKFORCE ANALYSIS FORM

Name of Organization: Key To Cleaning Date: 11/14/13

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

Prepared by: Dynette Banterton - Owner
Name & Title