

## INVITATION TO BID

Bid Invitation Number: #86-2011

Date of Issue: 07/28/11

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 **08/11/2011**. 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: 1055 Industry Road, 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).*

<b>Commodity/Service</b>
<b>Custodial Services – Central Kentucky Job Center</b>
See specifications

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

Submitted by:

*Saffire Cleaning Service LLC*  
Firm  
*450 North Broadway*  
Address  
*Lexington, Ky 40505*  
City, State & Zip  
*Elizabeth Bobbitt*    *manager*  
Signature of Authorized Company Representative – Title  
*Elizabeth Bobbitt*  
Representative's Name (Typed or printed)  
*(859) 421-9854*    *(859) 231-0179*  
Area Code - Phone - Extension    Fax #  
*saffirecleaning@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.*

**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,  
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."

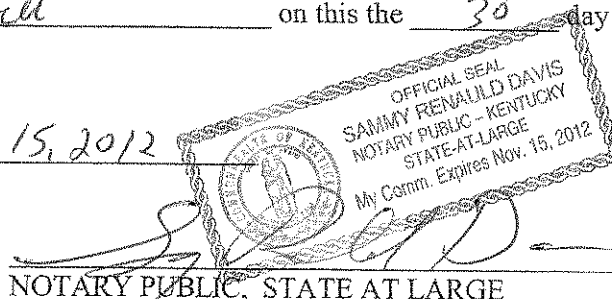
7. Bidder acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

Elizabeth Bobbitt  
STATE OF Kentucky  
COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me  
by Elizabeth Bobbitt on this the 30 day  
of July, 2011.

My Commission expires: Nov. 15, 2012



**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](http://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](http://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.*

  
Signature

  
Name of Business

# WORKFORCE ANALYSIS FORM

Name of Organization:

*Swift Cleaning Service*

Date:

*7/28/11*

Categories	Total	White		Black		Other		Total	
		M	F	M	F	M	F	M	F
Administrators	1								1
Professionals									
Superintendents									
Supervisors	2			1	1			1	1
Foremen									
Technicians									
Protective Service									
Para-Professionals									
Office/Clerical	1		1						
Skilled Craft									
Service/Maintenance									
Total:	4		1	1	2			1	2

Prepared by:

*Eliz Bobbert*

*manager*

Name & Title

## 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

[illegible]

## 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.

5 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.

Bechtel National Inc  
Business Name

David Fritz (889) 200-0069  
Contact Information (Name & Phone)

Peoples Exchange Bank  
Business Name

Margaret King (889) 774-9400  
Contact Information (Name & Phone)

Booz Allen Hamilton  
Business Name

Debbie Hooper (889) 266-8944  
Contact Information (Name & Phone)

3. Please provide a list of current contracts and number of hours required per day.

Bechtel National Inc  
Business Name

David Fritz (889) 200-0069  
Contact Information (Name & Phone)

5hr (2 shifts)  
No. of hours per day

Apanelon Mine Land Contract  
Business Name

Tammy (802) 564-7357  
Contact Information (Name & Phone)

3hr  
No. of hours per day

Richmond State Office  
Business Name

Barry Kendrick (889) 246-2827  
Contact Information (Name & Phone)

3hr  
No. of hours per day

Peoples Exchange Bank  
Business Name

Margaret King (889) 774-9400  
Contact Information (Name & Phone)

3 to 5 hrs  
No. of hours per day

4. Annual volume of business by dollars and square footage.

\$ 161,106.47

over 50,000 sq. ft.

## Custodial Services Methodology

Please list each employee, job title, and number of hours per day expected to work under this contract.

Company Name Saffire Cleaning Service Building Central Ky Job Center

Employee Name	Job Title	No. of hours per day cleaning	No. of hours per day spray buffing	No. of hours per day – Day Porter (If applicable)
(1) Supervisor		3 hr		
(1) employee		3 hr	3 hrs	





# CERTIFICATE OF LIABILITY INSURANCE

OP ID FC

DATE (MM/DD/YYYY)

07/28/11

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).

<b>PRODUCER</b>  Creech & Stafford Ins Agcy Inc 465 E High Street, Suite #201 Lexington KY 40507 Phone: 859-253-1371 Fax: 859-233-9831		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS: PRODUCER CUSTOMER ID #: <b>SAFTI-1</b>	
<b>INSURED</b>  Saffire Cleaning Service LLC Elizabeth Bobbitt 1450 N. Broadway Lexington KY 40505		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Kentucky Employers Mutual Ins. INSURER B: Ohio Casualty INSURER C: CNA Surety INSURER D: INSURER E: INSURER F: NAIC # 24074	

**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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	<input checked="" type="checkbox"/> GENERAL LIABILITY			CBP4780181	01/24/11	01/24/12	EACH OCCURRENCE	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		DAMAGE TO RENTED PREMISES (Ea occurrence)					
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		MED EXP (Any one person)					
			PERSONAL & ADV INJURY					
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			BA4780178	01/24/11	01/24/12	COMBINED SINGLE LIMIT (Ea accident)	
	<input checked="" type="checkbox"/> ANY AUTO						\$ 1000000	
	<input checked="" type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person)	
	<input type="checkbox"/> SCHEDULED AUTOS						\$	
	<input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per accident)	
	<input type="checkbox"/> NON-OWNED AUTOS						\$	
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE	
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					\$	
	<input type="checkbox"/> DEDUCTIBLE						AGGREGATE	
	<input type="checkbox"/> RETENTION \$						\$	
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			373992	03/11/11	03/11/12	WC STATUTORY LIMITS	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A						
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. EACH ACCIDENT
							\$ 1000000	
C	<input checked="" type="checkbox"/> CNA/Western Surety			70339082	07/12/11	07/12/12	E.L. DISEASE - EA EMPLOYEE	
							\$ 1000000	
							E.L. DISEASE - POLICY LIMIT	
	JANITORIAL BOND						Bond	
							5000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Custodial Services - Central KY Job Center

**CERTIFICATE HOLDER****CANCELLATION**

LFUCG - Central Purchasing Department 200 East Main Street Lexington KY 40507	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Creech & Stafford Insurance

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**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: 1450 N. Broadway Phone: \_\_\_\_\_  
Lexington, KY 40505

Project to be insured: Central KY Job Center

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 Co.	00726	A
AUTO	\$1,000,000/per occ.	\$ 1,000,000	Ohio Casualty Insurance Co.	00726	A
WC	Statutory w/endorsement for Employer's Liability for \$500,000/per occ.	\$ 1,000,000	Ohio Casualty Insurance Co.	00726	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  
Grech and Stafford Insurance Agency, Inc.  
465 East High Street, #210  
 Street Address KY 40505  
Lexington State Zip  
 City 859-253-1371  
 Telephone Number

Frieda Cyrus  
 Name of Authorized Representative  
 Commercial Lines Agent  
 Title Frieda Cyrus  
 Authorized Signature  
July 28, 2011  
 Date

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.**

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

Cost for all specified cleaning services, except spray buffing. \$ 14.29/per day \*

Cost for spray buffing services. \$ 27/per day \*

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



Lexington-Fayette Urban County Government  
DEPARTMENT OF FINANCE & ADMINISTRATION

Jim Gray  
Mayor

Jane C. Driskell  
Commissioner

ADDENDUM #1

Bid Number: 86-2011

Date: August 4, 2011

Subject: Custodial Services – Central Kentucky Job Center

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

**TO ALL PROSPECTIVE BIDDERS:**

Please be advised of the following clarifications to the above referenced bid:

- 1) The current cost for full-service cleaning is \$51.95 per day and spray buffing is \$27.00 per day.
- 2) Contractor is not responsible for emptying outside garbage cans.
- 3) Contractor is responsible for keeping sidewalk in front of building free of trash.
- 4) Pursuant to 200 KAR 5:410, the LFUCG will allow a 15% preference to qualified bidders. A notarized affidavit which affirms qualification requirements must accompany vendor's bid submittal.
- 5) Equal Opportunity Agreement is attached.
- 6) Pre-bid conference sign-in sheet is attached.

  
Brian Marcum, 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: SATTIRE CLEANING SERVICE  
ADDRESS: 1450 NORTH Broadway  
SIGNATURE OF BIDDER: Giz Bobbert