

**INVITATION TO BID**

Bid Invitation Number: #68-2014

Date of Issue: 03/31/2014

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 **04/14/2014**. 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: 126 Cisco 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 – Coleman House</b>
See specifications

<p align="center"><b><u>Check One:</u></b></p> <p><input type="checkbox"/> Bid Specifications Met</p> <p><input checked="" type="checkbox"/> Exceptions to Bid Specifications. <i>Exceptions shall be itemized and attached to bid proposal submitted.</i></p>	<p align="center"><b><u>Proposed Delivery:</u></b></p> <p>_____ days after acceptance of bid.</p>
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<b><u>Procurement Card Usage</u></b>	
<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?
<input checked="" type="checkbox"/> No	

Submitted by: Reliable Source Cleaners  
 Firm  
1515 VAN BUREN DRIVE  
 Address  
Lexington, Kentucky 40511  
 City, State & Zip

**Bid must be signed:  
(original signature)** *Marcus Newcomb* C.E.O.  
 Signature of Authorized Company Representative – Title

Representative's Name (Typed or printed)  
MARCUS Newcomb  
 Area Code - Phone – Extension      Fax #  
859-705 9671

E-Mail Address  
ReliableSourceCleaners@gmail.com

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

**AFFIDAVIT**

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

1. His/her name is MARCUS Newcomb and he/she is the individual submitting the bid or is the authorized representative of Reliable Source Cleaners, 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.

STATE OF

Kentucky

COUNTY OF

Fayette

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

by

Marcus Newcomb

on this the

14

day

of

April

, 2014.

My Commission expires:

4-9-17

[Signature]  
NOTARY PUBLIC, STATE AT LARGE

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

## EQUAL OPPORTUNITY AGREEMENT

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### 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.*

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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: Reliable source Cleaners

Date: 4 / 13 / 14

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

Prepared by:

Marcus Newcomb C.E.O.

Name & Title

## 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. \$ 21 /per day \*

Cost for spray buffing services. \$ 22 /per day \*

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



## 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.

25 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.

Circus Auto Sales  
Business Name

502-418-2241 Maurice Hunter  
Contact Information (Name & Phone)

Big Lots  
Business Name

502-421-1223 MARY HARMON  
Contact Information (Name & Phone)

Buy Buy Baby  
Business Name

869-246-2715 Miranda Lewis  
Contact Information (Name & Phone)

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

Business Name	Contact Information (Name & Phone)	No. of hours per day
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Business Name	Contact Information (Name & Phone)	No. of hours per day
Business Name	Contact Information (Name & Phone)	No. of hours per day
Business Name	Contact Information (Name & Phone)	No. of hours per day
Business Name ✓	Contact Information (Name & Phone) ✓	No. of hours per day ✓

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

\$ 0 sq. ft.