



Lexington-Fayette Urban County Government
DEPARTMENT OF FINANCE & ADMINISTRATION

Jim Gray
Mayor

Jane C. Driskell
Commissioner

ADDENDUM #1

Bid Number: 83-2011

Date: August 3, 2011

Subject: Custodial Services – Police Roll Call West

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

TO ALL PROSPECTIVE BIDDERS:

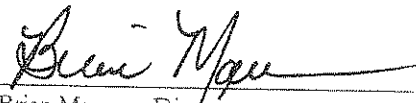
Please be advised of the following clarifications to the above referenced bid:

1) Under **CLEANING SPECIFICATIONS – DAILY GENERAL CLEANING:**

- a. **FLOORS** - delete specification #6.
- b. **FURNISHING/FIXTURES** – delete specifications #12 and #13.

The gym is not included in this contract.


- 2) The current cost for full-service cleaning is \$69.75 per day and spray buffing is \$38.25 per day.
- 3) Equal Opportunity Agreement is attached.
- 4) 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: INTEC Building Services, Inc.
3812 Bardstown Rd.
Louisville, Ky 40218
502-452-6111
Fax 502-452-2255

ADDRESS: _____

SIGNATURE OF BIDDER:  _____

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

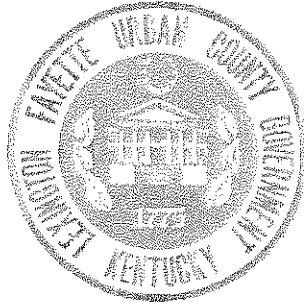
I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.

Signature _____

INTEC
Name of Business

Lexington Fayette Urban County Government

Division of Central Purchasing



Lexington Kentucky

Horse Capital of the World

INVITATION TO BID #83-2011

Custodial Services – Police Roll Call West

NOTICE TO BIDDERS

Bid Opening Date: August 10, 2011

Bid Opening Time: 2:00 PM

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

Pre Bid Meeting: August 3, 2011

Pre Bid Time: 10:00 AM

Address: 1795 Old Frankfort Pike

INVITATION TO BID

Bid Invitation Number: #83-2011

Date of Issue: 07/27/11

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 **08/10/2011**. 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: 1795 Old Frankfort Pike, 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 – Police Roll Call West
See specifications

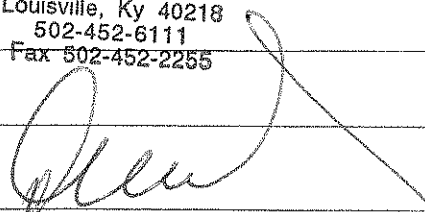
<u>Check One:</u> <input checked="" type="checkbox"/> Bid Specifications Met <input type="checkbox"/> Exceptions to Bid Specifications. <i>Exceptions shall be itemized and attached to bid proposal submitted.</i>	<u>Proposed Delivery:</u> <u>15</u> days after acceptance of bid.
<u>Procurement Card Usage</u> <input checked="" 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 type="checkbox"/> No	

Submitted by:

INTEC Building Services, Inc.
3812 Bardstown Rd.
Firm Louisville, Ky 40218
 502-452-6111
Address Fax 502-452-2255

City, State & Zip

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


Signature of Authorized Company Representative – Title
Cesar Vanegas CEO
Representative's Name (Typed or printed)
502-452-6111 502-452-2255
Area Code - Phone - Extension Fax #
CesarV@intecps.com
E-Mail Address

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

AFFIDAVIT

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

1. His/her name is Cesar Vanegas and he/she is the individual submitting the bid or is the authorized representative of

INTEC Building Services, Inc

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.

STATE OF

Kentucky

COUNTY OF

Jefferson

The foregoing instrument was subscribed, sworn to and acknowledged before me by Cesar Vanegas on this the 8th day of August, 2011.

My Commission expires: 3-17-2012

[Signature]
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

WORKFORCE ANALYSIS FORM

Name of Organization:

Inter Building Services, Inc

Date:

8/5/11

Categories	Total	White		Black		Other		Total	
		M	F	M	F	M	F	M	F
Administrators	5	2				2	1	4	1
Professionals									
Superintendents									
Supervisors	9	2	1			2	4	3	6
Foremen	3					3		3	
Technicians	1	1						1	
Protective Service									
Para-Professionals									
Office/Clerical	3	1	1				1	1	2
Skilled Craft									
Service/Maintenance	213	10	8	11	10	75	99	96	117
Total:	234	14	11	12	10	82	105	108	126

Prepared by:

[Signature] HR Manager

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

Cost for all specified cleaning services, except spray buffing.

\$ 34⁰⁰ /per day *

Cost for spray buffing services.

\$ 22⁹⁵ /per day *

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

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

Names Insured: _____ Employee ID: _____

Address: _____ Phone: _____

Please see

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

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 *attached* Name of Authorized Representative _____
 Street Address *sample* _____
 City _____ State _____ Zip _____
 Telephone Number _____ Authorized Signature _____ 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 COVERAGE'S LISTED ABOVE IS NOT PROVIDED.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/29/2011

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).

PRODUCER HYLAND, BLOCK & HYLAND, INC. 1250 S. Third St. Louisville KY 40203		CONTACT NAME: Susie Siegel PHONE (A/C, No, Ext): (502) 637-4733 FAX (A/C, No): (502) 637-6222 E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: 00004261																						
INSURED Intec Building Services, Inc., DBA: Intec 3812 Bardstown Road Louisville KY 40218		<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A</td><td>MID America Fire and Casualty</td><td>23507</td></tr><tr><td>INSURER B</td><td>Indiana Insurance Company</td><td>22659</td></tr><tr><td>INSURER C</td><td>Ohio Casualty-Lexington, KY</td><td>24074</td></tr><tr><td>INSURER D</td><td>Ohio Casualty - Bonds</td><td></td></tr><tr><td>INSURER E</td><td></td><td></td></tr><tr><td>INSURER F</td><td></td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A	MID America Fire and Casualty	23507	INSURER B	Indiana Insurance Company	22659	INSURER C	Ohio Casualty-Lexington, KY	24074	INSURER D	Ohio Casualty - Bonds		INSURER E			INSURER F		
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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 SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			BKA53784081	1/31/2011	1/31/2012	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY			BAA53784081	1/31/2011	1/31/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO		BODILY INJURY (Per person) \$				
	<input type="checkbox"/> ALL OWNED AUTOS		BODILY INJURY (Per accident) \$				
	<input type="checkbox"/> SCHEDULED AUTOS		PROPERTY DAMAGE (Per accident) \$				
	<input type="checkbox"/> HIRED AUTOS			Underinsured motorist \$ 1,000,000			
	<input type="checkbox"/> NON-OWNED AUTOS			Uninsured motorist combined \$ 1,000,000			
C	UMBRELLA LIAB		OCCUR	USO53784081	1/31/2011	1/31/2012	EACH OCCURRENCE \$
	EXCESS LIAB		CLAIMS-MADE				AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			XWA1153784081	1/31/2011	1/31/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	E.L. EACH ACCIDENT \$ 1,000,000				
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000				
			E.L. DISEASE - POLICY LIMIT \$ 1,000,000				
D	Business Services Bond			40442551	1/31/2011	1/31/2012	Limit \$25,000 Deductible \$250

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SAMPLE CERTIFICATE OF INSURANCE
Intec Building Services, LLC
3812 Bardstown Road
Louisville, KY 40218

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

Terry Hyland/SUZIE

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.

28 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.

Kentucky Educational Television (KET) JR Pemberton (859-806-1212)
Business Name Contact Information (Name & Phone)

Norton Hospitals Tony Cassidy (502-594-8328)
Business Name Contact Information (Name & Phone)

Kentuckiana Medical Center Paul Newson (812-280-3300)
Business Name Contact Information (Name & Phone)

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

KET - Lexington JR Pemberton (859-806-1212) 1.5 hrs
Business Name Contact Information (Name & Phone) No. of hours per day

Central KY Job Center Keith Gallman (859-425-2209) 6 hrs
Business Name Contact Information (Name & Phone) No. of hours per day

Police Roll Call West Keith Gallman (859-425-2209) 7.5 hrs
Business Name Contact Information (Name & Phone) No. of hours per day

Commonwealth Fund (Ket) Jill Fitzpatrick (859-258-7221) 3 hrs
Business Name Contact Information (Name & Phone) No. of hours per day

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

\$ 3,500,000 over 1,000,000 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 INTEC Building Police Roll Call West

[illegible]