

INVITATION TO BID

Bid Invitation Number: #136-2013

Date of Issue: 10/30/2013

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 11/13/2013. 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: 101 E Vine 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).*

<b>Commodity/Service</b>
<b>Custodial Services – Phoenix Building</b>
See specifications

<p style="text-align: center;"><b><u>Check One:</u></b></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;"><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>
<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  
132 Shannon  
City, State & Zip

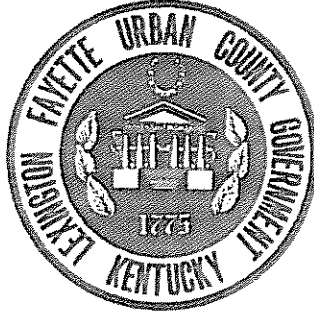
**Bid must be signed:  
(original signature)**

Lynette Bartholomew      owner  
Signature of Authorized Company Representative – Title  
Lynette Bartholomew  
Representative's Name (Typed or printed)  
859-552-8970      8593056618  
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 #136-2013**

**Custodial Services – Phoenix Building**

**NOTICE TO BIDDERS**

**Bid Opening Date: November 13, 2013**

**Bid Opening Time: 2:00 PM**

**Address: 200 East Main Street  
3<sup>rd</sup> Floor, Room 338**

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**Pre Bid Meeting: November 6, 2013**

**Pre Bid Time: 1:00 PM**

**Address: 101 E Vine St, 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.

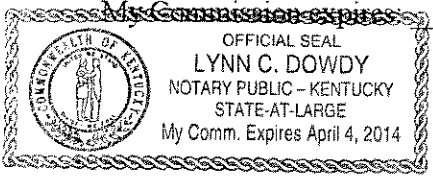
Lynette Bartholomew

STATE OF Kentucky

COUNTY OF Jessamine

The foregoing instrument was subscribed, sworn to and acknowledged before me by Lynette P. Bartholomew on this the 9th day of November, 2013

April 4, 2014



Lynn C Dowdy  
NOTARY PUBLIC, STATE AT LARGE

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



**WORKFORCE ANALYSIS FORM**

Name of Organization: Key TO Cleaning

Date: 11/11/13

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

Prepared by: Dyrette Basilio owner  
Name & Title

### CONTRACT CLEANING INSPECTION REPORT

**INSTRUCTIONS:** Form is used to record results of contract cleaning service inspection. The condition of area(s) inspected will be rated **SATISFACTORY** or **UNSATISFACTORY**.

**RATING SYSTEM:** Two or more unsatisfactory ratings constitute a failed score.

BUILDING:	TIME OF INSPECTION:	DATE OF INSPECTION:
INSPECTOR (PLEASE PRINT):	INSPECTOR'S SIGNATURE:	
CONTRACTOR OR DESIGNEE:	CONTRACTOR OR DESIGNEE SIGNATURE:	

	WORK DESCRIPTION - LOCATION	SAT.	UNSAT.	REMARKS
1)	<b>PUBLIC AREAS:</b>			
a	Glass Doors, Stairs/Landing			
b	Floors: Vacuumed, swept, mopped, buffed			
c	Water Fountains, sinks, countertops			
d	Elevators: tracks, floors, walls, polish & shine			
e	Trash Cans: Free of spills/dirt			
f	Other (Specify)			
2)	<b>OFFICES/EXAM ROOMS:</b>			
a	Floors: Vacuumed, swept, mopped, buffed			
b	Dusting: Furniture, vents, blinds			
c	Walls/Doors, Wall fixtures			
d	Windows: Sills and ledges			
e	Trash Cans: Free of spills/dirt			
f	Other (Specify)			
3)	<b>RESTROOMS:</b>			
a	Toilets, urinals, including base			
b	Sinks, partitions, mirrors, wall fixtures			
c	Soap dispensers clean/replenished			
d	Floors, baseboards: Vacuumed, mopped, buffed			
e	Paper products replenished			
f	Trash Cans: Free of spills/dirt			
g	Other (Specify)			
4)	<b>BREAKROOM/KITCHEN, JANITOR'S CLOSET</b>			
a	Floors: vacuumed, swept, mopped, buffed			
b	Sinks, mirrors, countertops, tables, fixtures			
c	Walls/Doors, window sill/ledges			
d	Soap dispensers clean/replenished			
e	Paper products replenished			
f	Trash Cans: Free of spills/dirt			
g	Other (Specify)			

PASS		
FAIL		

*LFUCG Standards must be maintained at all times. All deficiencies are required to be corrected within 24hrs from the time of inspection.*

<b>RE-INSPECTION:</b>	<b>Initials</b>	Work locations listed on this report are not representative of complete scope of work. Work performed should comply with bid specifications. Deficiencies in work locations not specifically listed on this report but included in bid specifications will be classified under "Other" category.
Time:		
Date:		

**Results of Re-Inspection:**

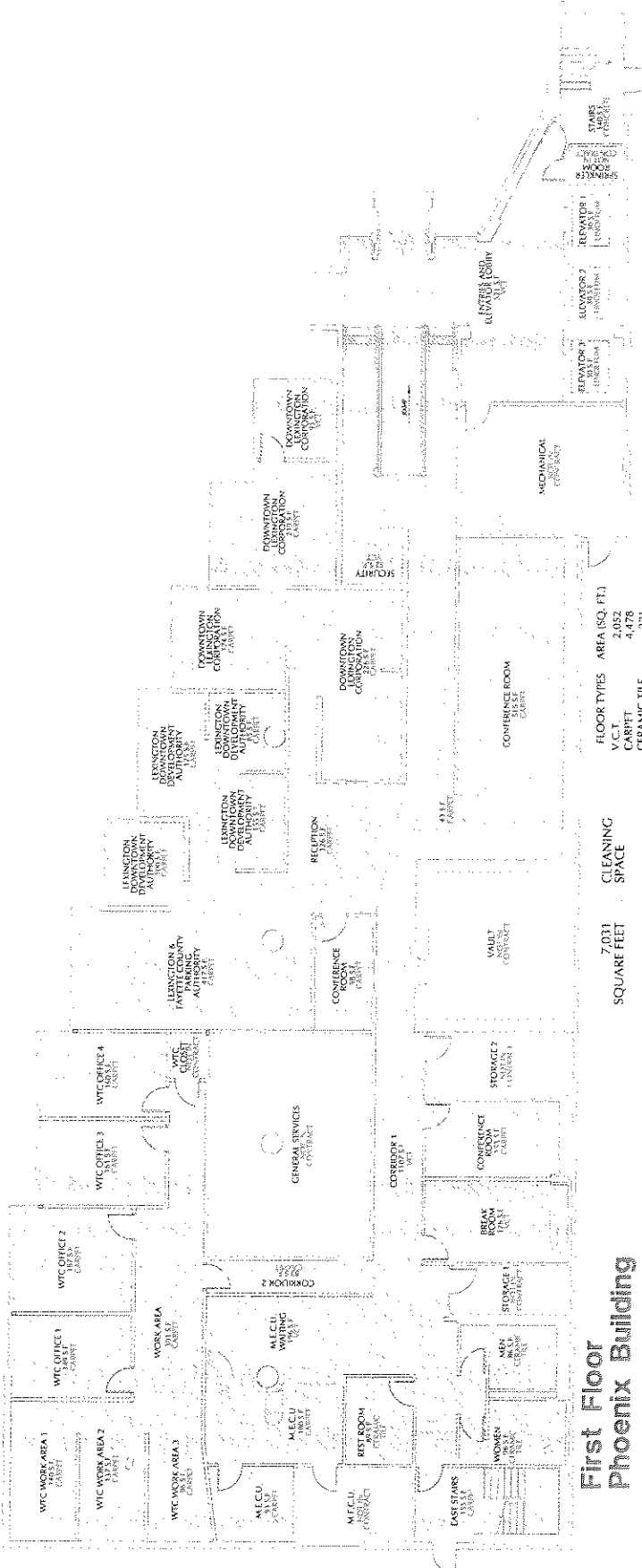
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**First Floor  
Phoenix Building**

FLOOR TYPES	AREA (SQ. FT.)
V.C.T.	2,052
CARPET	4,478
CERAMIC TILE	271
UNOLEUM	90
CONCRETE	140

7,031 SQUARE FEET

CLEANING SPACE

## 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. \$ 102.<sup>00</sup> /per day \*

Cost for spray buffing services. \$ 148.<sup>20</sup> /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: Lynette Bartholomew - Key To Cleaning  
 Address: 132 Shannon Pkwy  
Nicholasville Ky 40356

Employee ID: 898282240  
 Phone: 859-552-8970

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	\$100,000,000			
AUTO	\$1,000,000/per occ.	\$1,000,000			
WC	Statutory w/endorsement for Employer's Liability for \$500,000/per occ.	\$500,000	YEN I		

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: W. Lee Morris on  
 Street Address: 847 Lane Allen  
 City: Lexington Ky State: W0504 Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

Name of Authorized Representative: W Lee Morrison Sr  
 Title: Asst Mgr  
 Authorized Signature: \_\_\_\_\_  
 Date: 11-11-13

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 COVERAGES LISTED ABOVE IS NOT PROVIDED.**

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.*

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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

11-11-13

## 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	
Thom Shine	Floors	✓		
Windex	windows glass	✓		
Re-sv-anal	Sinks bathrooms, etc	✓		
Qledge	Dusting	✓		
zcp toilet bowl	Toilet bowl	✓		

## 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.

Dr Matt Gandolfo  
Business Name

Ms Nina 859-277-0940  
Contact Information (Name & Phone)

Barkham Inc  
Business Name

Debby Keeper 859-233-3824  
Contact Information (Name & Phone)

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Contact Information (Name & Phone)

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

Fleet Services  
Business Name

L.F.U.C.G 859-457-6532 3hrs  
Contact Information (Name & Phone) No. of hours per day

Recycling Center  
Business Name

L.F.U.C.G 859-457-6532 3hrs  
Contact Information (Name & Phone) No. of hours per day

Phoenix BID  
Business Name

L.F.U.C.G 859-457-6532 6hrs  
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.

\$ \_\_\_\_\_ sq. ft.