



LEXINGTON

Lexington-Fayette Urban County Government

Lexington, Kentucky
Horse Capital of the World

Division of Procurement

Date of Issue: January 5, 2026

INVITATION TO BID #133-2025 Custodial Services for TB WWTP

Bid Opening Date: January 20, 2026 **Bid Opening Time:** 2:00 PM
Address: All bids must be submitted on line at <https://lexingtonky.ionwave.net/>
Type of Bid: Price Contract

Pre Bid Meeting: January 12, 2026 **Pre Bid Time:** 10:00 AM
Address: 301 Jimmie Campbell Drive, Lexington, KY

Sealed bids will ONLY be received online at <https://lexingtonky.ionwave.net/> until **2:00 PM**, prevailing local time on **1/20/2026**. Bids must be submitted/uploaded by the above-mentioned date and time.

Bids are to include all shipping, handling and associated fees to the point of delivery (unless otherwise specified in the bid documents below) located at: 301 Jimmie Campbell Drive Lexington, KY

<input checked="" type="checkbox"/> Bid Specifications Met _____ Exceptions to Bid Specifications. <i>Exceptions shall be itemized and attached to bid proposal submitted.</i>	Check One: <input type="checkbox"/> Exceptions to Bid Specifications. <i>Exceptions shall be itemized and attached to bid proposal submitted.</i>	Proposed Delivery: <u>5</u> days after acceptance of bid.
Procurement Card Usage —The Lexington-Fayette Urban County Government may be using Procurement Cards to purchase goods and services and also to make payments. Will you accept Procurement Cards? _____ Yes _____ No		

To expedite award, the forms in this document should be completed and uploaded with your bid.

Submitted by: ecomaid of Lexington-Richmond-Nicholasville
Firm Name
1109 E Reynolds Rd, Unit 100A
Address
Lexington, KY 40517
City, State & Zip

Bid must be signed: Emily Wisecup, Operator
Signature of Authorized Company Representative – Title

Emily Wisecup (Luebke)
Representative's Name (Typed or printed)
859-267-3024
Area Code - Phone – Extension *Fax #*
emilyluebke@ecomaid.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, Emily Wisecup (Luebke) and after being first duly sworn under penalty of perjury as follows:

1. His/her name is Emily Wisecup (Luebke) and he/she is the individual submitting the bid or is the authorized representative of ecomaid 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 Procurement 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.

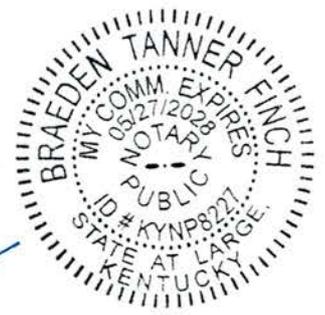
Further, Affiant sayeth naught. Emily Wisecup

STATE OF Kentucky
COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me by Emily Wisecup (Luebke) on this the 15 day of January, 2026

My Commission expires: 05/27/28

Braeden Tanner Finch
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

II. Bid Conditions

- A. No bid may be withdrawn for a period of sixty (60) days after the date and time set for opening.
- B. No bid may be altered after the date and time set for opening. In the case of obvious errors, the Division of Procurement may permit the withdrawal of a bid. The decision as to whether a bid may be withdrawn shall be that of the Division of Procurement.
- C. Acceptance of this proposal shall be enactment of an Ordinance by the Urban County Council.
- D. The bidder agrees that the Urban County Government reserves the right to reject any and all bids for either fiscal

or technical reasons, and to award each part of the bid separately, all parts to one vendor or all parts to multiple vendors.

- E. Minor exceptions may not eliminate the bidder. The decision as to whether any exception is minor shall be entirely that of the head of the requisitioning Department or Division and the Director of the Division of Procurement. The Urban County Government may waive technicalities and informalities where such waiver would best serve the interests of the Urban County Government.
- F. Manufacturer's catalogue numbers, trade names, etc., where shown herein are for descriptive purposes and are to guide the bidder in interpreting the standard of quality, design, and performance desired, and shall not be construed to exclude proposals based on furnishing other types of materials and/or services. However, any substitution or departure proposed by the bidder must be clearly noted and described; otherwise, it will be assumed that the bidder intends to supply items specifically mentioned in this Invitation for Bids.
- G. The Urban County Government may require demonstrations of the materials proposed herein prior to acceptance of this proposal.
- H. Bids must be submitted on this form and must be signed by the bidder or his authorized representative. Unsigned bids will not be considered.
- I. Bids must be submitted prior to the date and time indicated for opening. Bids submitted after this time will not be considered.
- J. All bids mailed must be submitted in the Ion Wave online portal at <https://lexingtonky.ionwave.net/>
- K. Bidder is requested to show both unit prices and lot prices. In the event of error, the unit price shall prevail.
- L. A certified check or Bid Bond in the amount of **XX** percent of the bid price must be attached hereto. This check must be made payable to the Lexington-Fayette Urban County Government, and will be returned when the material and/or services specified herein have been delivered in accordance with specifications. In the event of failure to perform within the time period set forth in this bid, it is agreed the certified check may be cashed and the funds retained by the Lexington-Fayette Urban County Government as liquidated damages. Checks of unsuccessful bidders will be returned when the bid has been awarded.
- M. The delivery dates specified by bidder may be a factor in the determination of the successful bidder.
- N. Tabulations of bids received may be mailed to bidders. Bidders requesting tabulations must enclose a stamped, self-addressed envelope with the bid.
- O. The Lexington-Fayette Urban County Government is exempt from Kentucky Sales Tax and Federal Excise Tax on materials purchased from this bid invitation. Materials purchased by the bidder for construction projects are not tax exempt and are the sole responsibility of the bidder.
- P. All material furnished hereunder must be in full compliance with OSHA regulations.
- Q. If more than one bid is offered by one party, or by any person or persons representing a party, all such bids shall be rejected.
- R. Signature on the face of this bid by the Bidder or his authorized representative shall be construed as acceptance of and compliance with all terms and conditions contained herein.
- S. The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, disability, age, genetic information, political affiliation, or veteran status.
- T. The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) *The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age or national origin;*
- (2) *The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age or national origin;*
- (3) *The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provisions of the non-discrimination clauses required by this section; and*
- (4) *The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers' representative of the contractor's commitments under the nondiscrimination clauses.*

The contractor is required to comply to the Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560 to KRS 45.640)

- U. Any party, firm or individual submitting a proposal pursuant to this invitation must be in compliance with the requirements of the Lexington-Fayette Urban County Government regarding taxes and fees before they can be considered for award of this invitation and must maintain a "current" status with regard to those taxes and fees throughout the term of the contract. The contractor must be in compliance with Chapter 13 from the Code of Ordinances of the Lexington-Fayette Urban County Government. The contractor must be in compliance with Ordinance 35-2000 pursuant to contractor registration with the Division of Building Inspection. If applicable, said business must have a Fayette County business license.

Pursuant to KRS 45A.343 and KRS 45A.345, the contractor shall

- (1) *Reveal any final determination of a violation by the contractor within the previous five year period pursuant to KRS Chapters 136 (corporation and utility taxes), 139 (sales and use taxes), 141 (income taxes), 337 (wages and hours), 338 (occupational safety and health of employees), 341 (unemployment and compensation) and 342 (labor and human rights) that apply to the contractor; and*
- (2) *Be in continuous compliance with the above-mentioned KRS provisions that apply to the contractor for the duration of the contract.*

A contractor's failure to reveal the above or to comply with such provisions for the duration of the contract shall be grounds for cancellation of the contract and disqualification of the contractor from eligibility for future contracts for a period of two (2) years.

- V. Vendors who respond to this invitation have the right to file a notice of contention associated with the bid process or to file a notice of appeal of the recommendation made by the Director of Procurement resulting from this invitation.

Notice of contention with the bid process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his/her contention with the bid process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Procurement shall promptly respond in writing findings as to the compliance with bid processes. If, based on this review, a bid process irregularity is deemed to have occurred the Director of Procurement will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a bid recommendation must be filed within 3 business days of the bid recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain

his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Procurement shall in writing, affirm or withdraw the recommendation.

III. Procurement Contract Bid Conditions

- A. The terms of this agreement shall be for one (1) year from the date of acceptance of this contract by the Lexington-Fayette Urban County Government. This agreement may be automatically extended for an additional one (1) year renewal. This contract may be canceled by either party thirty (30) days after delivery by canceling party of written notice of intent to cancel to the other contracting party.
- B. Price Changes **(Space Checked Applies)**
 - (XXX)1. Prices quoted in response to the Invitation shall be firm prices for the first 6 months of the Procurement Contract. After 6 months, prices may be subject to revision and such changes shall be based on general industry changes. Revision may be either increases or decreases and may be requested by either party. There will be no more than one (1) price adjustment per 6 months. Requests for price changes shall be received in writing at least twenty (20) days prior to the effective date and are subject to written acceptance before becoming effective. Proof of the validity of a request for revision shall be responsibility of the requesting party. The Lexington-Fayette Urban County Government shall receive the benefit of any decline that the seller shall offer his other accounts.
 - () 2. No provision for price change is made herein. Prices are to be firm for the term of this contract.
 - () 3. See bid specifications.
- C. If any contract item is not available from the vendor, the Lexington-Fayette Urban County Government, at its option, may permit the item to be back-ordered or may procure the item on the open market.
- D. All invoices must bear reference to the Lexington-Fayette Urban County Government Purchasing document numbers which are being billed.
- E. This contract may be canceled by the Lexington-Fayette Urban County Government if it is determined that the Bidder has failed to perform under the terms of this agreement, such cancellation to be effective upon receipt of written notice of cancellation by the Bidder.
- F. No substitutions for articles specified herein may be made without prior approval of the Division of Procurement.

EQUAL OPPORTUNITY AGREEMENT

Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

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.
- 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 disability.*
- 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.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. 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 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.


Signature

ecomaid
Name of Business

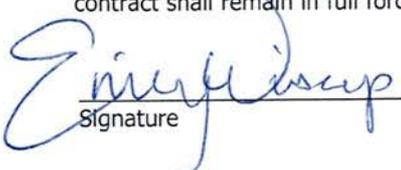
GENERAL PROVISIONS OF BID CONTRACT

By signing the below, bidder acknowledges that it understands and agrees with the following provisions related to its bid response and the provision of any goods or services to LFUCG upon selection by LFUCG pursuant to the bid request:

1. Bidder shall comply with all Federal, State & Local regulations concerning this type of service or good. All applicable state laws, ordinances and resolutions (including but not limited to Section 2-33 (Discrimination due to sexual orientation or gender identity) and Chapter 13 (Licenses and Regulations) of the Lexington-Fayette Urban County Government Code of Ordinances, and the regulations of all authorities having jurisdiction over the project shall apply to the contract, and shall be deemed to be incorporated herein by reference.
2. Failure to submit ALL forms and information required by LFUCG may be grounds for disqualification.
3. Addenda: All addenda and IonWave Q&A, if any, must be considered by the bidder in making its response, and such addenda shall be made a part of the requirements of the bid contract. Before submitting a bid response, it is incumbent upon bidder to be informed as to whether any addenda have been issued, and the failure of the bidder to cover any such addenda may result in disqualification of that response.
4. Bid Reservations: LFUCG reserves the right to reject any or all bid responses, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by bidder in the preparation of its response.
6. Changes/Alterations: Bidder may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the bid response, and received by LFUCG prior to the scheduled closing time for receipt of bids, will be accepted. The bid response when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of bid response".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from any bidder.
8. Bribery Clause: By his/her signature on its response, bidder certifies that no employee of his/hers, any affiliate or subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.
9. Additional Information: While not necessary, the bidder may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the bid response. Additional documentation shall not serve as a substitute for other documentation which is required by the LFUCG to be submitted with the bid response.
10. Ambiguity, Conflict or other Errors: If a bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the bid request of LFUCG, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to Bid Terms: In submitting its bid response, the bidder agrees that it has carefully examined the specifications and all provisions relating to LFUCG's bid request, including but not limited to the bid contract. By submission of its bid response, bidder states that it understands the meaning, intent and requirements of LFUCG's bid request and agrees to the same. The successful bidder shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to bidder shall be authorized for services, expenses, or goods reasonably covered under these provisions that the bidder omits from its bid response.
12. Cancellation: LFUCG may unilaterally terminate the bid contract with the selected bidder(s) at any time, with or without cause, by providing at least thirty (30) days advance written notice unless a different advance written notice period is negotiated prior to contract approval. Payment for services or goods received prior to termination shall be

made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13. Assignment of Contract: The selected bidder(s) shall not assign or subcontract any portion of the bid contract with LFUCG without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
14. No Waiver: No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this bid proposal or bid contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
15. Authority to do Business: Each bidder must be authorized to do business under the laws of the Commonwealth of Kentucky and must be in good standing and have full legal capacity to provide the goods or services specified in the bid proposal. Each bidder must have all necessary right and lawful authority to submit the bid response and enter into the bid contract for the full term hereof including any necessary corporate or other action authorizing the bidder to submit the bid response and enter into this bid contract. If requested, the bidder will provide LFUCG with a copy of a corporate resolution authorizing this action and/or a letter from an attorney confirming that the proposer is authorized to do business in the Commonwealth of Kentucky. All bid responses must be signed by a duly authorized officer, agent or employee of the bidder.
16. Governing Law: This bid request and bid contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this matter, the bidder agrees that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division and that the bidder expressly consents to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to these matters or any rights or obligations arising thereunder.
17. Ability to Meet Obligations: Bidder affirmatively states that there are no actions, suits or proceedings of any kind pending against bidder or, to the knowledge of the bidder, threatened against the bidder before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of bidder to perform its obligations under this bid response or bid contract, or which question the legality, validity or enforceability hereof or thereof.
18. Price Discrepancy: When applicable, in case of price discrepancy, unit bid price written in words will prevail followed by unit price written in numbers then total amount bid per line item.
19. Bidder understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Bidder is an independent contractor at all times related to the bid response or bid contract.
20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.
21. If any term or provision of this bid contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.


Signature

1-15-26
Date



LEXINGTON

MINORITY BUSINESS ENTERPRISE PROGRAM

Sherita Miller, MPA, CPSD
Minority Business Enterprise Liaison
Division of Procurement
Lexington-Fayette Urban County Government
200 East Main Street
Lexington, KY 40507
smiller@lexingtonky.gov
859-258-3323

OUR MISSION: The mission of the Minority Business Enterprise Program (MBEP) is to facilitate the full participation of minority and women owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long- term economic viability of Lexington-Fayette Urban County Government.

To that end the urban county council adopted and implemented Resolution 272-2024 – a Certified Minority and Women Business Enterprise seventeen percent (17%) minimum goal including minimum subgoals of five percent (5%) for Minority Business Enterprises (MBE) and a subgoal of twelve percent (12%) for Women Business Enterprises (WBE); a three (3%) minimum goal for Certified Veteran-Owned Small Businesses and/or Certified Service- Disabled Veteran Owned Businesses; and a goal of utilizing Disadvantaged Business Enterprises (DBE), where applicable, for government contracts.

The resolution states the following definitions shall be used for the purposes of reaching these goals:

Certified Disadvantaged Business Enterprise (DBE) – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a person(s) who is socially and economically disadvantaged as define by 49 CFR subpart 26.

Certified Minority Business Enterprise (MBE) – a business in which at least fifty-one percent (51%) is owned, managed and controlled by an ethnic minority (i.e. Black American, Asian American, Hispanic American, Native American)

Certified Women Business Enterprise (WBE) – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a woman.

Certified Veteran-Owned Small Business (VOSB) – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard.

Certified Service -Disabled Veteran Owned Small Business (SDVOSB) – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a disabled veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard.

The term “Certified” shall mean the business is appropriately certified, licensed, verified, or validated by an organization or entity recognized by the Division of Procurement as having the appropriate credentials to make a

determination as to the status of the business.

The following certifications are recognized and accepted by the MBEP:

Kentucky Transportation Cabinet (KYTC), Disadvantaged Business Enterprise (DBE)
Kentucky Minority and Women Business Enterprise (MWBE)
Women's Business Enterprise National Council (WBENC)
National Women Business Owners Corporation (NWBOC)
National Minority Supplier Development Council (NMSDC)
Tri-State Minority Supplier Development Council (TSMSSDC)
U.S. Small Business Administration Veteran Small Business Certification (VetCert)
Kentucky Service- Disabled Veteran Owned Small Business (SDVOSB)

To comply with Resolution 272-2024, prime contractors, minority and women business enterprises, veteran owned small businesses, and service-disabled veteran owned small businesses must complete monthly contract compliance audits in the Diverse Business Management Compliance system, <https://lexingtonky.diversitycompliance.com/>

A list of organizations that certify and/or maintain lists of certified businesses (i.e. DBE, MBE, WBE, VOSB and/or SDVOSB) is available upon request by emailing, Sherita Miller, smiller@lexingtonky.gov.



LEXINGTON

LFUCG MWDBE PARTICIPATION FORM

Bid/RFP/Quote Reference # _____

The MWDBE and/or veteran subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to the Division of Procurement for approval immediately.

Failure to submit a completed form may cause rejection of the bid.

MWBE Company, Name, Address, Phone, Email	DBE/MBE WBE/VOSB/SDVOSB	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1.				
2.				
3.				
4.				

The undersigned company representative submits the above list of MWDBE and veteran firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Company

Company Representative

Date

Title



LFUCG MWDBE SUBSTITUTION FORM

Bid/RFP/Quote Reference # _____

The substituted MWDBE and/or veteran subcontractors listed below have agreed to participate on this Bid/RFP/Quote. These substitutions were made prior to or after the job was in progress. These substitutions were made for reasons stated below and are now being submitted to the Division of Procurement for approval. By the authorized signature of a representative of our company, we understand that this information will be entered into our file for this project. **Note: Form required if a subcontractor is being substituted on a contract.**

SUBSTITUTED DBE/MBE/WBE/VOSB Company Name, Address, Phone, Email	DBE/MBE/WBE/VOSB/SDVOSB Formally Contracted/ Name, Address, Phone, Email	Work to Be Performed	Reason for the Substitution	Total Dollar Value of the Work	% Value of Total Contract
1.					
2.					
3.					
4.					

The undersigned acknowledges that any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Company

Company Representative

Date

Title



DOCUMENTATION REQUIRED FOR GOOD FAITH EFFORTS AND OUTREACH PLANS

As affirmed in Resolution Number 272-2024, the Urban County Council has adopted an annual aspirational goal of utilizing at least seventeen percent (17%) of public funds spend from certain discretionary agreements with certified Minority Business Enterprises (MBEs) and certified Woman Business Enterprises (WBEs); utilizing at least three percent (3%) of public funds from certain discretionary agreements with Certified Veteran-Owned Small Business and Certified Service-Disabled Veteran-Owned Small Businesses (VOSBs); and utilizing Disadvantaged Business Enterprises (DBEs) where applicable. Bidders should make every effort to achieve these goals.

Therefore, as an element of the responsiveness of the bid, all Bidders are required to submit documentation of their good faith and outreach efforts to ensure all businesses, including small and disadvantaged businesses such as minority-, woman-, and veteran-owned businesses, have an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement. Examples of good faith and outreach efforts that satisfy this requirement to encourage the participation of, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs include:

1. Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women, and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to participate.
2. Attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year to meet new small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to partner with on LFUCG contracts and procurements.
3. Attended pre-bid/pre-proposal meetings that were scheduled by LFUCG to inform small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs of subcontracting opportunities.
4. Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs.
5. Requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG and showed evidence of contacting the companies on the list(s).
6. Contacted organizations that work with small, DBE, MBE, WBE, and VOSB companies for assistance in finding certified DBEs, MBEs, WBEs, VOSB and/or SDVOSBs to work on this project. Those contacted and their responses must be a part of the bidder's outreach efforts documentation.
7. Sent written notices, by certified mail, email, or facsimile, to qualified, certified small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.
8. Followed up initial solicitations by contacting small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs via tailored communications to determine their level of interest.

9. Provided the interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs with adequate and timely information about the plans, specifications, and requirements of the contract.
10. Selected portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs in order to increase the likelihood of subcontracting participation. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate small, DBE, MBE, WBE, VOSB and/or SDVOSB participation, even when the prime contractor may otherwise perform these work items with its own workforce.
11. Negotiated in good faith with interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection must be so noted in writing with a description as to why an agreement could not be reached.
12. Included documentation of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs that were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.
 - a. Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a small business', DBE's MBE's, WBE's, VOSB's and/or SDVOSB's quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy the participation goals.
13. Made an effort to offer assistance to or refer interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal.
14. Made efforts to expand the search for small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
15. Other – any other evidence that the bidder submits that may demonstrate that the bidder has made reasonable efforts to include small, DBE, MBE, WBE, VOSB and/or SDVOSB participation.

Bidder must document, with specificity, each of the efforts it made to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs as subcontractors in the procurement, including the date on which each effort was made, the medium through which each effort was made, and the outcome of each effort.

Note: Failure to submit the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement which is subject to review by the MBE Liaison. Documentation of Good Faith and Outreach Efforts must be submitted with the Bid, regardless of the proposed level of small, DBE, MBE, WBE, VOSB and/or SDVOSB participation in the procurement. If the Good Faith and Outreach Effort documentation is not submitted with the bid response, the bid may be rejected.

OUTREACH EFFORTS EVALUATION

Outreach efforts demonstrated by the bidder or respondent will be evaluated on a pass/fail basis.

ATTACHMENT A – SMALL AND DISADVANTAGED, MINORITY-, WOMEN-, AND VETERAN-OWNED BUSINESS OUTREACH PLAN

Proposer Name: ecomaid Date: 1-15-26
Project Name: Custodial Services for TB WWTP Project Number: 133-2025
Contact Name: Emily Luebbe Telephone: 859-267-3624
Email: emily.luebbe@ecomaid.com

The mission of the Minority Business Enterprise Program is to facilitate the full participation of disadvantaged businesses, minority-, women-, veteran-, and service-disabled veteran-owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long-term economic viability of Lexington-Fayette Urban County Government.

To that end, small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, must have an equal opportunity to be utilized in the performance of contracts with public funds spent from certain discretionary agreements. By submitting its offer, Bidder/Proposer certifies that it has taken, and if there are further opportunities will take, reasonable steps to ensure that small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, are provided an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement.

The information submitted in response to this clause will not be considered in any scored evaluation. Failure to submit this form may cause the bid or proposal to be rejected.

Is the Bidder/ Proposer a certified firm? Yes No

If yes, indicate all certification type(s):

DBE MBE WBE SBE VOSB/SDVOSB

and supply a copy of the certificate and/or certification letter if not currently listed on the city's Minority Business Enterprise Program's (MBEP) certified list.

1. Include a list of firms that Bidder/ Proposer has had a contractual relationship with within the last two years that are minority-owned, woman-owned, veteran-owned or small businesses, regardless of their certification status.

- ecomaid →
- Red Poppy Cafe
 - Relationships with a rmap
 - Joey's Carpet Care
 - Crown Restoration
 - Parsons & Howard Insurance Group
 - Mii Korean Aesthetics
 - Accounts by the Book

2. Does Bidder/Proposer foresee any subcontracting opportunities for this procurement?

Yes No

If no, please explain why in the field below. Do not complete the rest of this form and submit this first page with your bid and/or proposal. (Click or tap here to enter text.) *It seems well within our scope and availability to handle on our own for consistency.*

If yes, please complete the following pages and submit all pages with your bid and/or proposal.

Describe the steps Bidder/Proposer took to solicit small and disadvantaged businesses, including MBEs, WBEs, VOSBs, and SDVOSBs, for subcontracting opportunities for this procurement.

3. Check the good faith and outreach efforts the Bidder/Proposer used to encourage the participation of small and disadvantaged businesses including, MBEs, WBEs, VOSBs and SDVOSBs:

- Bidder placed advertisements in search of prospective small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs for the solicitation.
- Bidder attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year.
- Bidder attended pre-bid and/or pre-proposal meetings for this solicitation.
- Bidder sponsored an Economic Inclusion Outreach event.
- Bidder requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG.
- Bidder contacted organizations that work with small, DBE, MBE, WBE, VOSB and/or SDVOSB companies.
- Bidder sent written notices to certified small, DBE, MBE, WBE, VOSB and SDVOSB businesses.
- Bidder followed up to initial solicitations with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB.
- Bidder provided small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses interested in performing the solicited work with prompt access to the plans, specifications, scope of work, and requirements of the solicitation.

- Bidder made efforts to segment portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, including dividing sub-bid/partnership opportunities into economically feasible units/parcels, to facilitate participation.
- Bidder negotiated in good faith with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses.
- Bidder provided adequate rationale for rejecting any small business', DBEs, MBEs, WBEs, VOSBs or SDVOSBs for lack of qualifications.
- Bidder offered assistance in obtaining bonding, insurance, financial, equipment, or other resources to small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, in an effort to assist them in meeting project requirements.
- Bidder made efforts to expand the search for small businesses, DBEs MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
- Bidder made other reasonable efforts to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation.

4. Bidder/Proposer must include documentation, including the date each effort was made, the medium through which each effort was made, and the outcome of each effort with this form, regardless of the level of small, DBE, MBE, WBE, VOSB and/or SDVOSB participation. Examples of required documentation include copies of email communications, copies of newspaper advertisements, or copies of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs or SDVOSBs.

For detailed information regarding outreach efforts that satisfy the MBE Program's requirements, please see "Documentation Required for Good Faith Efforts and Outreach Plans" page.

Note: The Bidder/Proposer must be willing to report the identity of each subcontractor and the value of each subcontract to MBEP if awarded a contract from this procurement.

Failure to submit the documentation requested may be cause for rejection of the bid. Bidders may include any other documentation deemed relevant to this requirement, which is subject to review by the MBE Liaison. Documentation of Good Faith and Outreach Efforts must be submitted with the bid, regardless of the proposed level of SBEs, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation in the procurement. If the Good

Faith and Outreach Effort Form and associated documentation is not submitted with the bid response, the bid may be rejected.

The undersigned acknowledges that all information is accurate. Any misrepresentations may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

ecomaid
Company
1-15-26
Date

Emily Wisecup (Luebre)
Company Representative
Operator
Title

WORKFORCE ANALYSIS FORM

Name of Organization: Ecornaids of Lexington - Richmond - Nicholasville

Categories	Total		White (Not Hispanic or Latino)		Hispanic or Latino		Black or African-American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators		1															0	1
Professionals																	0	0
Superintendents																	0	0
Supervisors		2														1	0	1
Foremen		6															0	2
Technicians						1											0	7
Protective Service																	0	0
Para-Professionals																	0	0
Office/Clerical																	0	0
Skilled Craft																	0	0
Service/Maintenance		1															1	0
Total:	12	9				1										1	1	11

Prepared by: Emily Wisecup (Luecke), Operator
(Name and Title)

Date: 1 / 15 / 24
Revised 2015-Dec-15

EVIDENCE OF INSURABILITY

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

Names Insured: Ecomaid's LLC Employee ID: N/A
 Address: 322 w water st Phone: 859-267-3624

Project to be insured: Lexington-Fayette Urban County Government

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:

Section Items	Coverage	Minimum Limits and Policy Requirements	Limits Provided To Insured	Name of Insurer	A.M. Best's Code	Rating
SC-2 - see provisions	CCIL	\$1,000,000 per occ. And \$2,000,000 aggregate	\$1,000,000	Owners Ins Co	32700	A+
SC-2 - see provisions	AUTO	\$1,000,000/per occ.	\$1,000,000	Auto Owners Ins Co	18988	A+
SC-2 - see provisions	WC/EL	Statutory w/endorsement as noted / \$500,000	\$1,000,000	WESCO Ins Co	25011	A+
SC-2 - see provisions	EXC	\$1,000,000 per occ.	\$1,000,000	Auto Owners	18988	A+

Section 2 includes 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: Parsons & Howard Insurance Group Name of Authorized Representative: Jeff Marrett
328 High Land Park DR Title: Licensed Agent

Street Address: Richmond State: Ky Zip: 40175 Authorized Signature: _____
 City: 859-624-9199 Date: 1-20-20
 Telephone Number: _____

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.

IMPORTANT: Contract may not be awarded if a completed and signed copy of this form for all coverage's listed above is not provided with the bid.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/15/2026

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 have ADDITIONAL INSURED provisions or 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		CONTACT NAME: Leanna Jimenez	
Parsons & Howard Insurance Group		PHONE (A/C, No, Ext): (859) 624-9199	FAX (A/C, No):
328 High Land Park Dr		E-MAIL ADDRESS: leanna@myphig.com	
Richmond KY 40475		INSURER(S) AFFORDING COVERAGE	
		INSURER A: OWNERS INS CO	
		INSURER B: AUTO OWNERS INS CO	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
		NAIC #	
		32700	
		18988	

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			52291948	11/18/2025	11/18/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> 19 <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			5629194800	11/18/2025	11/18/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			5629194801	11/18/2025	11/18/2026	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
							State Surcharge 1	\$
							PER STATUTE	
							OTHER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A			52291948	11/18/2025	11/18/2026	Special	15,000
							Basic Group I	15,000
							Basic Group II	15,000

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

CERTIFICATE HOLDER	CANCELLATION
Lexington-Fayette Urban County Government	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
200 E Main St	AUTHORIZED REPRESENTATIVE
Lexington KY 40507	Leanna Jimenez

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/20/2026

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 have **ADDITIONAL INSURED** provisions or 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 Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland NJ 07068		CONTACT NAME: Automatic Data Processing Insurance Agency, Inc. PHONE (A/C, No, Ext): 1-800-524-7024 FAX (A/C, No): E-MAIL ADDRESS:	
INSURED Em Corporate - Lexington Richmond 421 W Main St Frankfort KY 40601		INSURER(S) AFFORDING COVERAGE INSURER A: Wesco Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 25011	

COVERAGES **CERTIFICATE NUMBER:** 4790139 **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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A N	WWC3813538	11/17/2025	11/17/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Job Reference: #133-2025
Job Locations: 301 Jimmie Campbell Drive, Lexington, KY

CERTIFICATE HOLDER Lexington-Fayette Urban County Government 200 E Main Street Lexington KY 40507	CANCELLATION 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
---	--

**RISK MANAGEMENT PROVISIONS
INSURANCE AND INDEMNIFICATION**

INDEMNIFICATION AND HOLD HARMLESS PROVISION

- (1) It is understood and agreed by the parties that Vendor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Vendor or its employees, agents, servants, owners, principals, licensees, assigns or subcontractors of any tier (hereinafter "Vendor") under or in connection with this agreement and/or the provision of goods or services and the performance or failure to perform any work required thereby.
- (2) Vendor shall indemnify, save, hold harmless and defend the Lexington-Fayette Urban County Government and its elected and appointed officials, employees, agents, volunteers, and successors in interest (hereinafter "LFUCG") from and against all liability, damages, and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, from or by Vendor's performance or breach of the agreement and/or the provision of goods or services provided that: (a) it is attributable to personal injury, bodily injury, sickness, or death, or to injury to or destruction of property (including the loss of use resulting therefrom), or to or from the negligent acts, errors or omissions or willful misconduct of the Vendor; and (b) not caused solely by the active negligence or willful misconduct of LFUCG.
- (3) In the event LFUCG is alleged to be liable based upon the above, Vendor shall defend such allegations and shall bear all costs, fees and expenses of such defense, including but not limited to, all reasonable attorneys' fees and expenses, court costs, and expert witness fees and expenses, using attorneys approved in writing by LFUCG, which approval shall not be unreasonably withheld.
- (4) These provisions shall in no way be limited by any financial responsibility or insurance requirements, and shall survive the termination of this agreement.
- (5) LFUCG is a political subdivision of the Commonwealth of Kentucky. Vendor acknowledges and agrees that LFUCG is unable to provide indemnity or otherwise save, hold harmless, or defend the Vendor in any manner.

FINANCIAL RESPONSIBILITY

Vendor understands and agrees that it shall demonstrate the ability to assure compliance with these provisions prior to final acceptance of its bid and the commencement of any work or the provision of any goods.

INSURANCE REQUIREMENTS

YOUR ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW. YOU MAY NEED TO CONFER WITH YOUR INSURANCE AGENTS, BROKERS, OR CARRIERS TO DETERMINE IN ADVANCE OF SUBMISSION OF A RESPONSE THE AVAILABILITY OF THE INSURANCE COVERAGES AND ENDORSEMENTS REQUIRED HEREIN. IF YOU FAIL TO COMPLY WITH THE INSURANCE REQUIREMENTS BELOW OR THE INDEMNITY REQUIREMENTS, YOU MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

Required Insurance Coverage

Vendor shall procure and maintain for the duration of this contract the following or equivalent insurance policies at no less than the limits shown below and cause its subcontractors to maintain similar insurance with limits acceptable to LFUCG in order to protect LFUCG against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work or provision of goods hereunder by Vendor. The cost of such insurance shall be included in any bid:

<u>Coverage</u>	<u>Limits</u>
General Liability (Insurance Services Office Form CG 00 01)	\$1 million per occurrence, \$2 million aggregate or \$2 million combined single limit
Commercial Automobile Liability	\$1 million per occurrence
Worker's Compensation	Statutory
Employer's Liability	\$500,000
Excess/Umbrella Liability	\$1 million per occurrence

The policies above shall contain the following conditions:

- a. All Certificates of Insurance forms used by the insurance carrier shall be properly filed and approved by the Department of Insurance for the Commonwealth of Kentucky. LFUCG shall be named as an additional insured in the General Liability Policy and any required Commercial Automobile Liability Policy using the Kentucky DOI approved forms.
- b. The General Liability Policy shall be primary to any insurance or self-insurance retained by LFUCG.
- c. The General Liability Policy shall include Products Liability coverage.
- d. LFUCG shall be provided at least 30 days advance written notice via certified mail, return receipt requested, in the event any of the required policies are canceled or non-renewed.
- e. Said coverage shall be written by insurers acceptable to LFUCG and shall be in a form acceptable to LFUCG. Insurance placed with insurers with a rating classification of no less than Excellent (A or A-) and a financial size category of no less than VIII, as defined by the most current Best's Key Rating Guide shall be deemed automatically acceptable.

Renewals

After insurance has been approved by LFUCG, evidence of renewal of an expiring policy must be submitted to LFUCG, and may be submitted on a manually signed renewal endorsement form. If the policy or carrier has changed, however, new evidence of coverage must be submitted in accordance with these Insurance Requirements.

Deductibles and Self-Insured Programs

IF YOU INTEND TO SUBMIT A SELF-INSURANCE PLAN IT MUST BE FORWARDED TO LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, DIVISION OF RISK MANAGEMENT, 200 EAST MAIN STREET, LEXINGTON, KENTUCKY 40507 NO LATER THAN A MINIMUM OF FIVE (5) WORKING DAYS PRIOR TO THE RESPONSE DATE. Self-insurance programs, deductibles, and self-insured retentions in insurance policies are subject to separate approval by Lexington-Fayette Urban County Government's Division of Risk Management, upon review of evidence of Vendor's financial capacity to respond to claims. Any such programs or retentions must provide LFUCG with at least the same protection from liability and defense of suits as would be afforded by first-dollar insurance coverage.

Safety and Loss Control

Vendor shall comply with all applicable federal, state, and local safety standards related to the performance of its works or services under this Agreement and take necessary action to protect the life, health and safety and property of all of its personnel on the job site, the public, and LFUCG.

Verification of Coverage

Vendor agrees to furnish LFUCG with all applicable Certificates of Insurance signed by a person authorized by the insurer to bind coverage on its behalf prior to final award, and if requested, shall provide LFUCG copies of all insurance policies, including all endorsements.

Right to Review, Audit and Inspect

Vendor understands and agrees that LFUCG may review, audit and inspect any and all of its records and operations to insure compliance with these Insurance Requirements.

DEFAULT

Vendor understands and agrees that the failure to comply with any of these risk management provisions shall constitute a default and that LFUCG may elect at its option any single remedy or penalty or any combination of remedies and penalties, as available, including but not limited to purchasing insurance and charging Vendor for any such insurance premiums purchased, or suspending or terminating the contract or work.

JANITORIAL SERVICES SPECIFICATION

1.0 SCOPE AND CLASSIFICATION

- 1.1 This specification outlines LFUCG's requirements for contracted janitorial services.
- 1.2 Specific facility statistics are enclosed.

2.0 PUBLICATIONS

The following publications are applicable to these specifications and the Contractor shall comply with all requirements established therein:

- 2.1 All federal, state, and local laws, ordinances, rules, and regulations regarding (but not limited to) hiring practices and payment of employees and suppliers and withholding and payment of taxes and insurance.

3.0 REQUIREMENTS

- 3.1 Contractor shall remain in compliance with all conditions herein, including requirements established in Section 2.0.
- 3.2 The Contractor, at all times during performance of services required by this Contract, shall allow only employees involved with providing these services to enter LFUCG facilities.
- 3.3 The Owner shall provide cleaning chemicals, paper products, trash bags, brooms, dust pans, mops, and mop buckets. The Contractor shall provide all supervision, personnel, and all additional equipment and supplies as required to complete the services specified herein.
- 3.4 Contractor will pay all personnel costs required to provide the proper level of service established herein including, but not limited to, workman's compensation, taxes, and social security.
- 3.5 Contractor agrees to provide a local supervisor/manager to oversee the operations required by this agreement. This supervisor/manager shall be available daily and after hours by phone.
- 3.6 All matters pertaining to the recruitment, screening, hiring, and retention of employees shall be the exclusive responsibility of the Contractor.
- 3.7 The Contractor, at the request of the LFUCG, may be asked to remove workers from the facilities if circumstances warrant.
- 3.8 The Contractor shall comply with all existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour laws, and any other stipulations regarding proper personnel management.

- 3.9 The Contractor shall be responsible for necessary training in the application of chemicals and the use of equipment to facilitate safe conditions for the LFUCG employees, the general public, and the Contractor's employees. The Contractor and its employees shall be in compliance with all OSHA standards as they relate to the work being performed and products and equipment used.
- 3.10 Only employees of the Contractor shall enter LFUCG facilities. Personnel shall not bring any children or other individuals to LFUCG facilities while performing the duties of this contract.
- 3.11 The LFUCG has established an Alcohol & Drug-Free Workplace Policy (CAO Policy #7). All employees of the Contractor must comply with the requirements of the policy.
- 3.12 The LFUCG has established a Policy & Procedures for Harassment Complaints (CAO Policy #5R). All employees of the Contractor must comply with the requirements of the policy.

4.0 SCHEDULING

- 4.1 Contractor shall provide janitorial services twice per week on a schedule agreed to by all parties. Services shall be provided on the same days each week unless a schedule change is warranted due to a recognized LFUCG holiday. Contractor shall inform LFUCG staff of any proposed schedule changes a minimum of one week prior to the scheduled date. The recognized LFUCG holidays are:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

If Contractor fails to provide scheduled service or make alternative arrangements as required, provisions for make-up of time will not be allowed. Contractor will not be paid for work that is not completed as agreed.

- 4.2 The Contractor must submit to the Division of Water Quality the required documentation for all personnel employed by the Contractor that will provide services to the Urban County Government. Background checks shall be the responsibility of the Contractor for every employee the Contractor uses in LFUCG facilities. Pictures of all employees must accompany the background checks. These checks must be completed before an employee begins providing services to LFUCG. Background checks must contain names, addresses, and social security numbers and any other personal data for all employees utilized in servicing LFUCG facilities before they will be allowed access to any facility. All background checks shall be required to be done on a state-wide basis. This information and

an acknowledgement that the worker has successfully tested negative in a preemployment alcohol/drug screen is to be sent to:

Division of Water Quality
Attn: Danyelle Bridgewater
301 Jimmie Campbell Drive
Lexington, KY 40504

Any contractor, or their employee, found to have a felony conviction as described below must be immediately removed from servicing LFUCG facilities. Felony convictions barring work in LFUCG facilities include Larceny/Theft over \$300; Murder; Rape; Robbery; Assault 1st, 2nd, or 3rd; Burglary; Sexual Abuse; Narcotics Trafficking; or Arson. All other felonies and misdemeanors (not including traffic offenses) must not have occurred within the past three (3) years. No contractor and/or their employee shall be permitted to bring a weapon into any LFUCG facility. Any contractor and/or their employee observed stealing any item either directly or through the closed circuit television system shall be grounds for removal of the contractor and/or their employee. The contractor's responsibility for the actions of their personnel also extends to any person brought into an LFUCG facility by their employee without the permission of the LFUCG. In addition, the LFUCG reserves the right to prosecute any theft. The LFUCG further reserves the right to forbid entrance to LFUCG facilities of any personnel found to have any convictions that violate this section. Failure to comply with the requirements of this section by the Contractor may result in termination of the contract. Any Contractor that knowingly or willfully submits an employee that does not meet the requirements of Section 4.2 shall be in violation and will be removed from any and all LFUCG facilities and will forfeit their right to award of this contract or, if awarded, the contract will be terminated.

5.0 SAFETY

- 5.1 Contractor shall provide all necessary safety devices, signs, etc. as required to preclude injury or hazards as specified by OSHA.
- 5.2 Contractor shall provide a bloodborne pathogen exposure control plan and provide updated copies as requested by the LFUCG.
- 5.3 Contractor's employees shall dress professionally and appropriately for their occupation. Open toe shoes are prohibited.

6.0 INSURANCE

See enclosed insurance requirements (Contractor shall be required to submit updated insurance certificates quarterly to Danyelle Bridgewater, Division of Water Quality, for compliance purposes).

7.0 SECURITY

- 7.1 No employee of the Contractor shall take or make use of any LFUCG material or information which is classified or non-classified.
- 7.2 No employee of the Contractor shall be permitted to bring a weapon into any LFUCG facility.
- 7.3 Any property of the LFUCG and/or its employees removed by employees of the Contractor without advance consent shall be considered as theft. The Contractor's responsibility for the

actions of their personnel also extends to any person brought into an LFUCG facility by their employee without the permission of the LFUCG. Any theft will be reported to the police and may result in termination of the Contract.

- 7.4 Employees of the Contractor shall follow LFUCG sign-in procedures.
- 7.5 All employees of the Contractor must carry a valid picture ID at all times when they are in LFUCG facilities for the performance of services required by this agreement. All Contractor personnel must present their picture ID when requested by any LFUCG employee.
- 7.6 Employees of the Contractor performing cleaning services shall turn out lights as instructed prior to leaving the building.

8.0 INVOICING

- 8.1 Invoices must be submitted to the following address:

Attn: Danyelle Bridgewater, Staff Assistant Sr.
Division of Water Quality
301 Jimmie Campbell Drive
Lexington, KY 40504

- 8.2 LFUCG is not responsible for payment of special time and material work unless work has been requested in writing by an authorized agent of LFUCG, Division of Water Quality and a purchase order has been issued.
- 8.3 Invoices may not be submitted for work not yet completed nor dated prior to last working day of month being invoiced. The Division of Water Quality must be in receipt of all invoices for the previous month by the 10th of the following month.

9.0 WORK PROCEDURES/PRACTICES

- 9.3 LFUCG reserves the right to terminate the Contract if the Contractor fails to perform the services as specified herein for more than two (2) consecutive working days. It is the Contractor's responsibility to convey scope of work, desired cleaning methods, and schedules to all employees performing services.
- 9.4 LFUCG may request additional services on an as-needed basis (cleaning of areas not included in contract, extra attention to high traffic areas, etc.). If LFUCG requests that Contractor perform work that is beyond the scope of this contract, LFUCG reserves the right to negotiate with Contractor for the services required. Any cost incurred for these services shall be invoiced as specified in Section 8.
- 9.5 The Contractor shall be financially liable for any and all damage resulting from work performed under this contract and from acts of their employees. Any damage should be reported immediately to LFUCG.
- 9.6 If at any time an emergency exists, the Contractor shall notify Danny Hyatt, Plant Operations Supervisor at 859-621-2722.

10.0 ADDITIONAL PROVISIONS

- 10.1 Bids shall include a listing/description of all additional services Bidder is qualified to provide. LFUCG may request additional services on an as-needed basis.
- 10.2 The Contractor hereby agrees to indemnify and hold harmless the LFUCG and its employees and agents from any claims or demands whatsoever arising from the Contractor's performance under this contract.
- 10.3 The Contractor hereby accepts responsibility for any loss or damage to property owned by the LFUCG and/or its employees caused by the Contractor's employees or agents.
- 10.4 In instances where a requirement is not properly addressed by the Contractor, the LFUCG will make arrangements, as it deems necessary, to secure the services specified, or the work will be assigned to the LFUCG Division of Water Quality personnel at the applicable LFUCG hourly rate plus cost of materials and supplies. All costs incurred will be deducted from the Contractor's immediate billing.
- 10.5 This agreement may be modified only upon the written agreement of both parties.
- 10.6 The failure of either party to enforce any of the terms or conditions of this contract shall not be construed as a waiver of the right to enforce such provisions in the future.
- 10.7 The Contractor agrees to pay all taxes, license fees, and any other charges resulting from the performance of this contract specified therein, including sales tax.
- 10.8 Contractor should not employ, for service to be rendered as specified herein, any person currently employed by LFUCG without the advance approval of the Division of Water Quality.
- 10.9 The Contract will be awarded on the basis of price and the Bidder's ability to provide the required services. LFUCG reserves the right to reject any bids that do not satisfactorily demonstrate the Bidder's ability to meet these specifications.

11.0 CLEANING METHODS

- 11.1 LFUCG reserves the right to approve cleaning methods and equipment used to provide service.
- 11.2 The Contractor shall take all necessary precautions when cleaning areas that contain electronics and communication equipment. Only dry dusting of electronics and communication equipment is permitted. Contractor is liable for any damage to this equipment caused by improper cleaning or other negligent actions of the Contractor.
- 11.3 Renovations made to facilities during the course of this Contract may change cleaning requirements. Under these circumstances, LFUCG reserves the right to negotiate pricing with Contractor.

REQUIREMENTS FOR JANITORIAL SERVICES PROVIDED TWICE PER WEEK

A. FLOORS

1. All floors in the contracted areas shall be swept or dust mopped. Spot mopping/scrubbing shall be provided as necessary to address high traffic or soiled areas.
2. All carpets, mats, and runners shall be vacuumed and spot cleaned as needed.

B. WALLS, CEILINGS, AND GLASS

1. All sills, office furniture, file cabinets, shelves, door frames, and baseboards shall be dusted. These surfaces shall be wiped with an all purpose cleaner as necessary to remove significant dirt or dust. All surfaces including walls and ceilings shall be dusted to remove cobwebs.
2. All interior and exterior glass doors and vestibules shall be cleaned with glass cleaner.
3. All interior glass of exterior windows shall be cleaned with glass cleaner as necessary.
4. All walls shall be spot cleaned and/or washed as necessary to remove soiling.

D. KITCHENS AND BREAKROOMS

1. Tables and chairs (including bases) shall be wiped to remove dirt, scuffs, and soiling.
2. All fabric or vinyl chairs shall have fabric vacuumed and/or spot cleaned as necessary.
3. All sinks shall be cleaned and counters wiped down.
4. Paper towels shall be replenished as necessary.

E. RESTROOMS

1. Toilets, urinal, and sinks shall be cleaned and dusted.
2. Mirrors shall be cleaned with glass cleaner.
3. Sanitary napkin receptacles shall be emptied and cleaned and liners replaced.
4. Hand soap, toilet paper, and hand towels shall be replenished as necessary.
5. Toilet paper rolls shall be oriented in the holders with the loose end over the roll as opposed to under the roll. Failure to orient toilet paper rolls as specified will result in immediate termination of this Contract.

K. TRASH AND RECYCLING

1. All trash receptacles in the contracted areas shall be emptied and the liners replaced, and the receptacles shall be cleaned as needed.
2. All recycling receptacles in the contracted areas shall be emptied, and the receptacles shall be cleaned as needed. Liners or trash bags shall not be used in the recycling receptacles.
3. All trash shall be disposed of in the dumpster indicated during the pre-bid meeting.
4. All recycling shall be disposed of in the dedicated recycling dumpster indicated during the pre-bid meeting. Recycling shall never be comingled with trash and/or disposed of in the trash dumpster. Recycling shall never be disposed of in trash bags or liners.

5. All cardboard boxes set at trash receptacles shall be broken down and disposed of in the dedicated recycling dumpster indicated during the pre-bid meeting.

L. MISCELLANEOUS

1. All light switches and doorknobs shall be disinfected.
2. All water fountains and bottle fill stations shall be thoroughly cleaned and disinfected.
3. All countertops, tabletops, shelves, and other furniture in the contracted areas shall be dusted and cleaned.
4. All furniture, chairs, trash and recycling receptacles, etc. in the contracted areas shall be returned to an orderly arrangement once an area has been cleaned.
5. All janitorial closets shall be left neat and clean.

BUILDING STATISTICS & PROFILE

BUILDING: Town Branch WWTP Administration and Laboratory Building

ADDRESS: 301 Jimmie Campbell Drive

TOTAL SQUARE FOOTAGE INCLUDED IN CONTRACT - 12,351

Cleaning may be performed on weekends or between 5:00 P.M. and 6:00 A.M. on weekdays.

PRICING SHEET

The Contractor shall submit a "per service" cost to provide the specified services, which includes the provision of labor, equipment, and cleaning supplies.

Regular cleaning services will be required two days per week.
Mopping will be required once a week.

<u>Line Item</u>	<u>Unit of Measure</u>
Cost for cleaning services	per service
Cost for mopping services	per service

*****Line item pricing must be submitted in lonwave*****



ADDENDUM #1

Bid Number: **#133-2025**

Date: January 13, 2026

Subject: **Custodial Services for TB WWTP**

Address inquiries to:
Kristie Thomas
(859) 258-3320

TO ALL PROSPECTIVE SUBMITTERS:

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

Pre-bid sign-in sheet attached.

Todd Slatin, Director
Division of Procurement

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: ecomaid

ADDRESS: 169 E Reynolds Rd, Unit 100A Lexington KY 40517

SIGNATURE OF BIDDER: [Handwritten Signature]



E S T I M A T E

ecomaid
322 W. Water Street
Unit A
Richmond, KY 40475
(859) 267-3624



EM73@ecomaid.com

<https://www.ecomaid.com/richmond-ky>

Billing/Service Address

Town Branch WWTP
Administration & Laboratory
Build
LFUCG
301 Jimmie Campbell Dr
Lexington, KY 40504
(859) 123-4567
TBWWTP@lex.gov

Date	January 15, 2026
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This Estimate expires on 2/14/2026

View

Please review and select one proposal from the bundle before accepting:

Commercial Ser...

Commercial Service (12,351 sq ft) -

Green Clean Commercial Routine Checklist to be completed in **ALL areas** of the facility each visit including, but not limited to:

Remove dust and cobwebs from ceiling edges, crown molding, and air vents, from ceiling fans and light fixtures; Dust window blinds and sills (excluding plastic blinds) Dust

Commercial Ser...

Commercial Service (Floor Addition Only)

\$75.00

Select

door frames, window frames, furniture, desks, file cabinets, tables, and chair rails; Wipe all light switches, switch plates, doorknobs, and drawer pulls; Clean picture frames and glass, removing dust and fingerprints; Clean and buff all mirrors and glass surfaces; Dust shelves and knickknacks (intricate displays may require extra time); Dust baseboards; Dust and spot clean all walls as needed; Vacuum all carpets and area rugs; Vacuum and mop all hard flooring, including corners and edges; Empty trash containers and replace bags, recycling receptacles emptied, cardboard broken down, and everything disposed of in proper dumpsters.

\$120.00

Select

Item	Description	Qty	Amount
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* Commercial Service	<p>Commercial Service (12,351 sq ft) -</p> <p>Green Clean Commercial Routine Checklist to be completed in ALL areas of the facility each visit including, but not limited to:</p> <p>Remove dust and cobwebs from ceiling edges, crown molding, and air vents, from ceiling fans and light fixtures; Dust window blinds and sills (excluding plastic blinds) Dust door frames, window frames, furniture, desks, file cabinets, tables, and chair rails; Wipe all light switches, switch plates, doorknobs, and drawer pulls; Clean picture frames and glass, removing dust and fingerprints; Clean and buff all mirrors and glass surfaces; Dust shelves and knickknacks (intricate displays may require extra time); Dust baseboards; Dust and spot clean all walls as needed; Vacuum all carpets and area rugs; Vacuum and mop all hard flooring, including corners and edges; Empty trash containers and replace bags, recycling receptacles emptied, cardboard broken down, and everything disposed of in proper dumpsters.</p>	1	\$120.00
*Commercial Office Housekeeping (Per Unit / 100 sqft)	<p>Commercial Office Housekeeping (Per Unit / 100 sqft): Refill hand soaps, toilet papers, hand towels, and paper towels in dispensers as needed.</p> <p><i>Toilet paper must be oriented with loose end OVER roll</i></p>	0	\$0.00
*Commercial Restroom - Multi-Stall (2-5)	<p>Commercial Restroom - Multi-Stall (2-5):</p> <p>Thoroughly clean and sanitize all bathroom surfaces to ensure a fresh, hygienic space. This includes scrubbing and drying sinks, faucets, and vanities; cleaning and polishing tile, grout, and glass; sanitizing toilets inside and out, including the base; spot-cleaning cabinet and drawer fronts; and polishing towel racks and hardware. Floors are vacuumed and mopped, and finishing touches are added for a polished, professional look.</p> <p>Water fountains and bottle fill stations to be cleaned and disinfected</p>	0	\$0.00
*Commercial Restroom - Single Stall	<p>Commercial Restroom - Single Stall:</p> <p>Thoroughly clean and sanitize all bathroom surfaces to ensure a fresh, hygienic space. This includes scrubbing and drying sinks, faucets, and vanities; cleaning and polishing tile, grout, and glass; sanitizing toilets inside and out, including the base; spot-cleaning cabinet and drawer fronts; and polishing towel racks and hardware. Floors are vacuumed and mopped, and finishing touches are added for a polished, professional look.</p>	0	\$0.00

Kitchenette	Commercial Kitchen/Break Room: wipe and sanitize countertops, scrub sinks, wipe cabinet faces, clean interior microwave, clean and polish exterior appliances, sanitize high touch points, wipe tables, chairs, and legs/bases associated, and vacuum/mop floors.	0	\$0.00
		Subtotal	\$120.00
		Tax	\$7.20
		Total	\$127.20

T E R M S A N D C O N D I T I O N S

The Terms of Service Agreement is attached to this proposal. Please be sure your review before accepting. By proceeding to accept, you acknowledge that you have read, understood, and agreed to the terms.

Click [here](#) if you no longer wish to receive notifications or related information about this proposal.

ESTIMATE

ecomaid
322 W. Water Street
Unit A
Richmond, KY 40475
(859) 267-3624

EM73@ecomaid.com

<https://www.ecomaid.com/richmond-ky>



Billing/Service Address

Town Branch WWTP
Administration & Laboratory
Build
LFUCG
301 Jimmie Campbell Dr
Lexington, KY 40504
(859) 123-4567
TBWWTP@lex.gov

Date	January 15, 2026
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This Estimate expires on 2/14/2026

[View](#)

Please review and select one proposal from the bundle before accepting:

Commercial Ser...

Commercial Service (12,351 sq ft) -

Green Clean Commercial Routine Checklist to be completed in ALL areas of the facility each visit including, but not limited to:

Remove dust and cobwebs from ceiling edges, crown molding, and air vents, from ceiling fans and light fixtures; Dust window blinds and sills (excluding plastic blinds) Dust

Commercial Ser...

Commercial Service (Floor Addition Only)

\$75.00

Select

door frames, window frames, furniture, desks, file cabinets, tables, and chair rails; Wipe all light switches, switch plates, doorknobs, and drawer pulls; Clean picture frames and glass, removing dust and fingerprints; Clean and buff all mirrors and glass surfaces; Dust shelves and knickknacks (intricate displays may require extra time); Dust baseboards; Dust and spot clean all walls as needed; Vacuum all carpets and area rugs; Vacuum and mop all hard flooring, including corners and edges; Empty trash containers and replace bags, recycling receptacles emptied, cardboard broken down, and everything disposed of in proper dumpsters.

\$120.00

Select

Item	Description	Qty	Amount
* Commercial Service	Commercial Service (Floor Addition Only)	1	\$75.00
*Commercial Floors Only (Per 1000 sqft)	Commercial Floors Only (Per 1000 sqft): All hard flooring swept and mopped; All carpets, mats, rugs, and runners to be vacuumed.	12	\$0.00
		Subtotal	\$75.00
		Tax	\$4.50
		Total	\$79.50

T E R M S A N D C O N D I T I O N S

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LEXINGTON

Bid 133-2025 Addendum 1
ecomaid of Lexington-Richmond-
Nicholasville
EM CORPORATE - LEXINGTON RICHMOND
LLC
Supplier Response

Event Information

Number: Bid 133-2025 Addendum 1
Title: Custodial Services for TB WWTP
Type: Competitive Bid
Issue Date: 1/5/2026
Deadline: 1/20/2026 02:00 PM (ET)
Notes: ONLY ONLINE BIDS WILL BE ACCEPTED FOR THIS SOLICITATION.

Contact Information

Contact: Kristie Thomas
Address: Central Purchasing
Government Center Building
200 East Main Street
Lexington, KY 40507
Phone: (859) 2583320
Email: kthomas@lexingtonky.gov

ecomaid's of Lexington-Richmond-Nicholasville Information

Contact: Emily Luebke
Address: 169 E. Reynolds Road
Unit 100A
Lexington, KY 40517
Phone: (859) 267-3624
Email: emilyluebke@ecomaid's.com
Web Address: www.ecomaid's.com/lexington-ky

ONLY ONLINE BIDS WILL BE ACCEPTED! By submitting your response, you certify that you are authorized to represent and bind your company and that you agree to all bid terms and conditions as stated in the attached bid/RFP/RFQ/Quote/Auction documents.

Emily Wisecup (Luebke)

Signature

Submitted at 1/20/2026 12:57:34 PM (ET)

emilyluebke@ecomaid's.com

Email

Response Attachments

1.20.26_LFUCG.133-2025_TB WWTP.pdf

ecomaid's_CompletedBidPackage

Bid Attributes

1 Bid package

Have you completed and attached your bid package? This is a contractual agreement and required for all bids.

YES

Bid Lines

1 Cost for cleaning service per specifications

Quantity: 1 UOM: EA Price: Total:

2 Cost for mopping services per specifications

Quantity: 1 UOM: EA Price: Total:

Response Total: \$195.00