INVITATION TO BID

Bid Invitation Number: #30-2015 Date of Issue: 02/12/2015

Sealed bids will be received in the office of the Division of Central Purchasing. 200 East Main Street, Lexington, Kentucky, until 2:00 PM, prevailing local time on 02/26/2015. Bids must be received by the above-mentioned date and time. Mailed bids should be sent to:

Division of Central Purchasing 200 East Main Street, Rm 338 Lexington, KY 40507, (859) 258-3320

The Lexington-Fayette Urban County Government assumes no responsibility for bids that are not addressed and delivered as indicated above. Bids that are not delivered to the Division of Central Purchasing by the stated time and date will be rejected.

All bids must have the company name and address, bid invitation number, and the commodity/service on the outside of the envelope.

Bids are to include all ship	ping costs	to the po	oint of delivery located at:	1799 Old Fr	ankfort Pi	i, Lexingto	n, KY
Bid Security Required: Cashier Check, Certified Check,						_xNo	

Commodity/Service	
Custodial Services – Streets & Roads	
See specifications	

Check One:	Proposed Delivery:
Bid Specifications Met Exceptions to Bid Specifications. Exceptions shall	days after acceptance of bid.
be itemized and attached to bid proposal submitted.	uays after acceptance of oid.
Procurement Card Usage	e v
Yes The Lexington-Fayette Urban County Government wi	

Submitted by:	key to cleaning
Bid must be signed: (original signature)	Address Nicholosuille ky 40356 City, State & Zip Light Butho Lowner Signature of Authorized Company Representative - Title Lynette Bartholome W Representative's Name (Typed or printed)
	(851)55)-8970 Area Code-Phone-Extension Fax # Sbatholomew85744@ road 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. An effe Bartholome and after being first duly sworn under penalty of perjury as follows:
1. His/her name is Lynette Bantoone and he/she is the individual submitting the bid or is the authorized representative of
the entity submitting the bid (hereinafter referred to as "Bidder").
2. Bidder will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the bid is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Bidder will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.4. Bidder has authorized the Division of Central Purchasing to verify the above-
mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Bidder has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Bidder will not violate any provision of the campaign finance laws of the Commonwealth.
6. Bidder has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."7. Bidder acknowledges that "knowingly" for purposes of this Affidavit means, with
respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists 8. Bidder at all times relevant to the performance of any services or work on behalf of the
Lexington-Fayette Urban County Government, the Bidder has fully complied with, and will continue to comply with the provisions of the Federal Fair Labor Standards Act (29 U.S.C. Chapter 8) and KRS 337.225, pertaining to the payment of minimum wages and as otherwise applicable to such services or work performed.
Further. Affiant sayeth naught. Great Bauttoli
STATE OF Kentucky
COUNTY OF Fayette
The foregoing instrument was subscribed, sworn to and acknowledged before me
by <u>Lynette Bartholomen</u> on this the <u>2</u> It day of <u>February</u> 2015.
My Commission expires: $8/3/(2017)$
Notary Public State at Large 494468 Kentucky Commission Expires Aug 31, 2017

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

EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

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

Signature

hadom Key To Cleaning

WORKFORCE ANALYSIS FORM

ame of Organization:	Key	70	C	Cleaning	D'A	ľ		Date	Date: 2/23/15	3/15
Categories		Total	White	nite	Bla	Black	Other	1er	Total	tal
			×	F	M) TET	M	뇬	3	Ŧ
Administrators										
Professionals										
Superintendents										
Supervisors										
Foremen				!			_			
Technicians										
Protective Service										
Para-Professionals										
Office/Clerical										
Skilled Craft										
Service/Maintenance		6				_				
Total:		4								

Prepared by: by the S mille Name & Title

0 wrer

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

OF AMADY NOT BE AWARDED IF A COMPLETED AND SIGNED COPY OF THIS FORM FOR ALL COVERAGE'S LISTED ABOVE IS NOT PROVIDED	NOTE: Authorized signatures maybe the agent's if agent has placed insurance through an agency agreement with the insurer. If insurance is brokered, authorized signature must be that	Telephone Number Date	Lexiverton Ky 40504	Allen Road	HASUFANCE	for the coverage's checked above unless stated otherwise when submitting. LEE MOCTISION	The Risk Management Provisions Insurance and Indemnification required provisions, statements regarding insurance requirements, and the undersigned agrees to abide by all provisions	Employer's Liability for 500,000 KIMI	nt for \$	AUTO \$1,000,000/per occ. \$ 1000,000	CGI. \$1.000.000/per occ. \$2.000.000 \$1000100/2000, 000 Jenn Star	Coverage Policy Requirements To Insured Insurer Code Ratin	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:	Project to be insured: Streets & Koads	Nicholasville Ky 40356	innon Pkwy	
VE IS NOT PROVIDED.	orized signature must be that					1501 Jr	es to abide by all provisions					A.M. Best's ode Rating	 These are outlined in the 			Phone (859) 552-897	

CONTRACTOR'S CLEANING PRODUCTS

LFUCG requires the use of environmentally preferred products. (GREEN CLEANERS)

During each inspection the janitorial closets will be inspected for the correct environmental cleaning chemicals. Any chemicals that have not been approved for usage will be removed from the janitorial closet.

Product Name	Intended Use	Using Pro Time Inspe	e of	Non-Green Product
		Yes	No	
Zep Forlet bowl cleaner	Toilets.			
zed Windex	Glass	V		
Re jur nol	walls sinks	ست ا		
spray & bult	floors	V		
Pine Soit	B-1 oors	~		
Zep stoumber steel	V Doors			
cleaner	Kick plate			
	1			

PRICING SHEET

The Contractor shall submit a daily cost to provide the specified services, which includes labor, equipment, and cleaning supplies. Bidder should also submit a daily cost to provide spray buffing services (to be performed one (1) day a week).

Regular cleaning services will be required 5 days a week. Spray Buffing will be required 1 day a week on Wednesday.

Cost for all specified cleaning services, except spray buffing.

Cost for spray buffing services.

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

Contractor Experience & References

The Contractor is encouraged to submit the information requested below with their proposal. If the information is not provided with the bid and the Contractor has the low bid, LFUCG will contact the Contractor and give a 24 hour notification to provide the information. If the information is not received by the end of the 24 hour period, the bid will be rejected. Please attach additional sheets as necessary.

I. Years	the company has been in business	as a custodial service:
		11 year(s)
	obs of comparable size to this con le a contact person and a phone nu	tract which your company has held within the past 5 years. Please mber.
54	eets & Roade Business Name	Contact Information (Name & Phone) 1859, 425-280
Wo	Business Name	L-F.U. C.G Ersula Killens Contact Information (Name & Phone)
Q.	Business Name	Contact Information (Name & Phone)
3. Please	provide a list of current contracts a	and number of hours required per day.
Day	Treatment Business Name	L.F.V.G.G. (859) 425 -2803 5-1 Contact Information (Name & Phone) No. of hours per day
Recyc	Business Name	Contact Information (Name & Phone) No. of hours per day
Was	Business Name	Contact Information (Name & Phone) No. of hours per day
Phoen	Business Name	Contact Information (Name & Phone) No. of hours per day
4. Annua	al volume of business by dollars an	d square footage:
2		sa fi