

CUSTODIAL CONTRACT SPECIFICATIONS FOR:

Lexington-Fayette County Health Department
650 Newtown Pike
Lexington, KY 40508

Services for September 1, 2018 - June 30, 2019

Sealed bid should be addressed to Wade Creech, Facilities and Maintenance Team Leader, LFCHD, 650 Newtown Pike, Lexington, KY. 40508. Bids should be in a sealed envelope and marked Custodial Service Bid. Bids will be received until 4:00 PM EST on July 12, 2018. No bids will be accepted past this time or over the telephone. The Health Department reserves the right to reject any or all bids.

1. Scope and Classification

- a. These specifications describe requirements of the Lexington Fayette County Health Department (LFCHD) for custodial services.
- b. A site visit is required before submitting a bid or bid will not be accepted. Contact Wade Creech at (859) 509-3365 to schedule a site visit.**
- c. Specific building statistics for each site and bid processing procedures are outlined in this document. The following information is provided:
 - Cleanable square footage by type of use.
 - Cleanable square footage by type of flooring.
 - Square footage by type of use and type of flooring estimated as close as possible
 - Number of floors.
 - Number of restrooms.
 - Special cleaning instructions or requirements.

2. Publications

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

- a. All local ordinances governing licensure for businesses.
- b. All applicable safety regulations of the LFCHD and all applicable federal, state, and local laws, ordinances, rules and regulations.
- c. All federal, state and local laws, ordinances, rules, and regulations regarding but not limited to hiring practices and payment of employees, supplies, and other withholding and payment of taxes.

3. Requirements

- a. Contractor shall remain in compliance with all conditions herein, including requirements established in Section 2.

- b. Contractor must be in good standing with all local, state, and federal agencies.
- c. Contractor must have a local office within Fayette or surrounding counties.
- d. Contractor must be able to respond to an emergency call (i.e. flood) within one hour of notification.
- e. On site, working supervisor must have 3-5 years of experience as a supervisor.
- f. Contractor must have been established for a minimum of 3 years.
- g. Contractor shall supply, at his/her expense, the necessary work force and machinery to provide the level of services contained in all covenants of the cleaning specifications.
- h. As an amendment to this bid, contractor shall provide a pricing per case of each of the specified cleaning and consumable products attached to this document. LFCHD reserves the right to accept or decline any of the line items. Only specified items listed in supply attachment will be accepted as to fit existing dispensers and units. Please include sales tax price per case list and any percentage markup. The attached list is a list of what we are currently using as consumables. Our intent is to determine the most cost efficient way of purchasing consumables. There is potential for some items to not be used as we are working to streamline the number of products we use in house.
- i. **Sealed bid should be addressed to Wade Creech, Facilities and Maintenance Team Leader, LFCHD, 650 Newtown Pike, Lexington, KY. 40508. Bids should be in a sealed envelope and marked Custodial Service Bid. Bids will be received until 4:00 PM EST on July 12, 2018. No bids will be accepted past this time or over the telephone. The Health Department reserves the right to reject any or all bids.**
- j. All tiled floors at 650 Newtown Pike and 2433 Regency Road will be stripped and waxed (1) one time a year and a high gloss maintained. All tiled floors will be maintained by a high-speed buffer or burnished no less than once a month.
- k. All main aisle carpet areas on all floors and Conference Rooms at 650 Newtown Pike and 2433 Regency Road (conference room only) shall be cleaned once a year.
- l. Contractor shall provide documentation on a monthly basis, inspection on buffing and machine scrubbing. The documentation shall include:
 - The date the floor was buffed or scrubbed.
 - The specific area on the floor.
 - Results and recommendations.
- m. In the case that a new product must be purchased to replace existing products, contractor shall assure that disinfectants used are registered for use against the HIV Virus. Contractor shall assure that all disinfectants are E.P.A. registered. LFCHD officials shall reserve the right to approve or disapprove such disinfectants without regard to trade name and manufacturer.
- n. Contractor shall assure the staff empty the mop water every three rooms, and in open areas the equivalent of every 300 square feet.
- o. Contractor shall take all due precautions while cleaning in areas that contain computers, communication and medical equipment. Cleaning chemicals shall not be sprayed directly on equipment surfaces. Any damage to equipment will be the sole responsibility of the contractor.
- p. Contractor shall not allow children and guests of the cleaning staff on the

premises during the conduct of their duties.

- q. Contractor agrees that additions, deletions and any deviation from Requirements 3 shall be submitted in writing to a designated LFCHD official and shall allow a fourteen day acknowledged response time before any change is implemented. During the fourteen-day evaluation time, contractor shall abide by all sections of Requirements 3.
- r. Staff will be required to attend training that includes an explanation of LFCHD exposure control policy and plan, discussion on blood borne diseases and their transmission, and instruction on handling sharp and other regulated waste. This training will be conducted by qualified personnel without additional expense to the contractor.
- s. Contractor staff will not attend or participate in health department events.

4. Personnel Scheduling

- a. All personnel employed by the Contractor to provide service to the LFCHD shall be subject to a background check upon employment and prior to assignment. Such background check shall be made available to and submitted in confidence to the LFCHD. Costs for such shall be at the contractor's expense. If the contractor hires new personnel or uses part-time personnel to assure cleaning as required, contractor shall provide the LFCHD with new names and background check before access to the building will be granted. All contractor staff shall be required to sign in upon arrival at the premises and sign out upon departure. No contractor staff member will be granted access to the building unless scheduled to work or as a client during normal business hours.
- b. Building will be cleaned commencing at 5:00pm Monday thru Friday. Please refer to contract custodial specifications. These hours are subject to change. Any change will be agreed upon in writing by Contractor and LFCHD. Stripping wax, waxing and shampooing shall be done on pre-scheduled weekends.
- c. Personnel employed by the contractor shall be bonded for a minimum amount of \$1,000.
- d. 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.
- e. Contractor may recognize all LFCHD holidays as a part of this agreement but shall provide service the close of the last regular business day preceding a holiday.

The recognized LFCHD holidays are as follows:

- 1. New Year's (2 Days)
- 2. Martin Luther King's Birthday
- 3. President's Day
- 4. Memorial Day

5. Independence Day
 6. Labor Day
 7. Thanksgiving (2 Days)
 8. Christmas (2 Days)
 9. Presidential Elections (every 4 years)
- f. Contractor shall provide services on all other holidays, at the agreed upon monthly price, including holidays established within the janitorial trades, which may not coincide with the noted holidays (4.e).

5. Inspections and Contractor Supervisory Responsibilities

- a. **Contractor agrees to provide an on-site foreman/manager at 650 Newtown Pike.**
- b. Contractor shall perform at least one inspection of the complex per month with the building management to ensure contract compliance.
- c. LFCHD reserves the right to approve cleaning work methods, chemicals and machinery used to provide service.

6. Safety

- a. Contractor shall take every precaution to protect all surfaces and objects against damage.
- b. Contractor shall provide all necessary safety devices, signs, etc. as required to preclude injury or hazards to persons or property as specified by OSHA.
- c. Contractor shall be responsible for any and all such damages resulting from work performed and from acts of his/her employees and sub-contractors. Any possible damage will be reported immediately to the LFCHD representative.
- d. Contractor shall be responsible as specified in 3.I.
- e. All items and services ordered will be subject to final inspection and approval of the LFCHD.
- f. Articles or services which do not comply with the terms of this order or which contain defects in material or workmanship will be rejected by the LFCHD.
- g. Contractor agrees to rework rejections at his/her expense.
- h. Contractor shall permit inspection of work in process and at conclusion.
- i. Inspections may be performed in any responsible manner considered necessary to determine if work performed complies with specifications.
- j. Contractor shall provide Safety Data Sheets (SDS) of all chemicals and/or cleaners stored on or used at the LFCHD facilities. The SDS will remain in the building in a conspicuous place for all to inspect. All chemicals and cleaners stored on the premises will be decaled in compliance with OSHA standards and regulations.

7. Insurance

- a. Contractor shall be required to submit a certificate of insurance coverage for certain minimum amounts of any or all of the following.
 - Statutory Workman's Compensation and Occupational Diseases
 - Employer's Liability
 - General liability including contractor's protective liability and blanket contractual liability for both personal injury and property damage.
 - Automobile liability including non-owner automobile liability for both personal injury and property damage.
- b. The Certificate of Insurance specified in 7.a, shall contain a clause reading: "The insurance provided by these policies will not be materially changed or canceled without 30-day prior written notice being given to the Lexington-Fayette County Health Department.

8. Security

- a. No employee of the Contractor will take or make use of any LFCHD material or information, which is classified or non-classified, encountered within execution of duties.
- b. Any property of the LFCHD removed by employee(s) of the Contractor will be considered theft.
- c. Employees of the Contractor shall follow LFCHD "sign-in, sign-out" procedures where applicable.
- d. Employees of the Contractor shall wear an LFCHD issued identification badge on provided lanyard and company shirt or smock at all times while on LFCHD property. **The Contractor shall be responsible for shirt/smuck issue.**
- e. Cleaning foreman/supervisor will be responsible for distributing badges to cleaning staff. All badges will be returned to a secure location at the end of each shift. Shift foreman/supervisor will retain their badge in order to enter properties as needed to complete duties. Supervisor/foreman will also be responsible for one set of keys required to complete duties.
- f. Loss of keys and access cards shall be promptly reported to the security guard on duty and to the LFCHD representative. Under conditions where loss of any keys requires re-keying of locks and issuance of new keys, cost of such labor and material will be charged to the Contractor at the discretion of the LFCHD.
- g. The LFCHD reserves the right to specify special work procedures/practices (e.g. cleaning of equipment rooms).

9. Contract and Contract Contingencies

- a. A standard LFCHD contract is attached for review. Contractor may submit their company's contract, but if any provision of such contract conflicts with these

specifications or the LFCHD contract, these specifications and the LFCHD contract shall prevail.

- b. This contract shall be for September 1, 2018 - June 30, 2019. This contract is renewable by mutual agreement of the contractor and Health Department for fiscal year 2019 - 2020.
- c. A contract for services specified herein shall be awarded within a reasonable time of receipt of the proposal and will be based on an evaluation of the following:
 - Cost/square foot to provide proper level of custodial service.
 - Maintenance and service capabilities of the contractor.
- d. Contractor shall include with his/her proposal a complete description of _____ services provided by his/her firm and a listing of customers currently served by the contractor. Proposals shall note specifications, which cannot or will not be met.
- e. **This contract may not be sub-contracted in whole or in part without the express written approval of the LFCHD. The Contractor shall remain responsible for the performance of the contract and the Contractor shall be liable for compliance by any sub-contractor with the terms of this contract. A copy of any sub-contract shall be submitted prior to its execution, to the LFCHD for approval.**
- f. This contract may not be assigned, in whole or part, without the express written approval of the LFCHD.
- g. Neither the Contractor, sub-contractor nor any agents thereof shall be deemed to be employees or agents of the LFCHD.
- h. The Contractor hereby agrees to indemnify and hold harmless the LFCHD, its employees and agents from any claims or demand whatsoever arising from the contractor's performance under this contract.
- i. The Contractor accepts responsibility for any loss or damage to property owned by the LFCHD caused by the contractor's employees or agents. The Contractor shall keep in force at all times liability insurance in amount established by law. Failure to maintain such insurance shall be cause for cancellation of this contract without notice.
- j. Either party may cancel this contract by delivering written notice of intent to cancel to the other party, not less than thirty (30) days before the proposed date of expiration.
- k. LFCHD may cancel this contract without notice if the contractor fails to perform the services as specified herein for more than two (2) consecutive working days or continuing non-conformance. In the event of such cancellation, the LFCHD may arrange, as it deems necessary to secure the services specified.
- l. Both parties may modify this contract only upon written agreement. No oral statements by any party shall modify this contract.
- m. The failure of either party to insist on strict performance of the terms or _____ conditions of this contract shall not be construed as a waiver of the right to insist upon strict enforcement of such provisions in the future.
- n. 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.
- o. Contractor shall not employ, for service as specified herein, any person currently employed by the LFCHD.

CONTRACT CUSTODIAL SERVICES SPECIFICATIONS

DAILY GENERAL CLEANING

EVENING CREW

650 NEWTOWN PIKE- MONDAY – FRIDAY 5:00PM START TIME

2433 REGENCY ROAD – MONDAY – FRIDAY 4PM START TIME

Floors

- Dust mop, sweep, and damp mop with disinfectant
- Remove soiling, black marks, etc. from tile floors
- Remove spots, stains, and soiling from carpets, mats, and runners
- Vacuum carpet areas as needed but at least one time a week
- Sweep and mop stairwells
- Clean behind doors, in corners, and underneath tables and other large items easily accessible

Stairwells/Walls/Glass

- Remove dust and damp wipe ledges, sills, and stairwell rails to remove dust, oiling, and smudge
- Spot clean or wash painted and vinyl covered walls to remove daily soiling
- Clean doors, doorframes, door glass and all check-in & check- out windows to remove dirt, dust, fingerprints, and smudges.
- Disinfect all doorknobs.

Furnishings, Fixtures, and Work Stations

- Dust exposed areas
- Clean and polish exposed desktops
- Clean, disinfect, and polish drinking fountains to dry high gloss

Employee Lounge and Kitchen/Office area designated break areas

- Clean table bases to remove dirt scuffs and soiling
- Spot clean chairs
- Wash and polish table tops
- Mop and disinfect floors
- Clean, polish, and disinfect sink and faucet fixtures
- Clean refrigerator exterior
- Replenish paper towels and hand soap.
- Wipe down inside all microwaves on second, third, and fourth floors.
- Wipe down inside door of ice machines on second and third floor.

Trash

- Empty trash, wiping edge if needed
- Place new liner in trash containers as needed.
- Remove trash, boxes, and other items marked "TRASH".

Recycling

- Empty all recycling bins (slim jims) on all floors into the designated containers.

Elevator

- Mop floor.
- Dust and polish stainless steel mullion.
- Clean elevator door tracks as needed

Restrooms

- Clean and disinfect all fixtures and dispensers.
- Restock all paper products and hand soap.
- Sweep, mop and disinfect floors.
- Clean and disinfect stall dividers and doors.
- Clean mirrors.

Clean and neatly arrange janitorial closets**MONTHLY CLEANING**

1. Clean and polish door kick plates
2. High speed buff all tiled floors
3. Detail vacuum exposed:
 - under desks
 - along office panels
 - Move chairs for under table access
4. Upon designated schedule clean and wipe down all refrigerators. Minimum one time per month for each refrigerator.

CONTRACT CUSTODIAL SERVICES SPECIFICATIONS
EVENING CREW
DENTAL AREA- 650 NEWTOWN PIKE

DAILY CLEANING

- Empty trash
- Sweep, mop and disinfect floors
- Dust exposed counters, desks, and tables
- Damp wipe cabinets, file cabinets
- Replenish soap and paper towels
- Sweep behind doors and in corners
- Sweep under and around equipment
- Clean and disinfect all sinks and faucets.
- Clean check-in and check- out windows

MONTHLY CLEANING

1. Spot clean walls and baseboards
2. Buff floors
3. Clean windowsills

650 NEWTOWN PIKE SPECIFICS

Cleanable Square Footage 43,000 SQ. FT.

Number of Floors – 4

Type of Flooring: Carpet 25,000 sq. ft. Tile 18,000 sq. ft.

Restrooms (13)

Exam rooms - 26

Conference/Training rooms - 8

Break room – 1

Waiting areas - 3

Dental Clinic - 1

Special Instructions or Requirements:

- **Supply Rooms and mechanical Rooms are excluded from all cleaning services unless otherwise mutually agreed.**
- **Every Wednesday and Friday the RCL will require having all tables wiped down and chairs wiped down with disinfectant. The floor will also need to be swept and mopped on these days. This is in addition to daily duties for the RCL room.**
- **Strip and wax all tile floors once per year.**
- **Shampoo common corridors and conference rooms once per year.**

BID QUOTATION SHEET

CONTRACTOR:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

LEXINGTON FAYETTE COUNTY HEALTH DEPT

LOCATION: **Main Building – 650 Newtown Pike**

SQUARE FOOTAGE TOTAL: 43,000

DAYS OF SERVICE: **Five (5)**

LABOR	RATE PAY	HRS PER DAY	HRS PER WEEK	MONTHLY GROSS

TOTAL HRS PER WK: _____

TOTAL MONTHLY LABOR COST \$ _____

MONTHLY MATERIAL COST \$ _____

MONTHLY COST \$ _____

2433 REGENCY ROAD SPECIFICS

Cleanable Square Footage 7500 SQ. FT.

Number of Floors - 1

Type of Flooring: Carpet 1300 sq. ft. Tile 6200 sq. ft.

Restrooms – 5

Lab – 1

Exam room / Offices – 10

Break room – 1

Waiting areas – 2

Conference/training room - 1

Cleaning requirements shall be:

- **Strip and wax all tile floors one time a year.**
- **Cleaning requirements and specifications shall be the same as referenced on pages 8-9 in addition to any specifications below.**
- **Buff all tiles floors monthly.**
- **Clean windows at minimum one time per month, more if needed.**
- **Clean glass on all doors nightly.**
- **Empty outside large trashcan container weekly.**
- **Police outside entrance area and parking lot for trash daily.**
- **Sweep leaves from parking lot and front entrance area as needed.**
- **Apply salt as needed to front entrance area during winter months.**
- **Shampoo conference room carpet once per year.**
- **Take recycling container “rosie” to curb for Monday pickup Friday evening and cleaning duties are complete.**

BID QUOTATION SHEET

CONTRACTOR:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

LEXINGTON FAYETTE COUNTY HEALTH DEPT

LOCATION: **2433 Regency Road**

SQUARE FOOTAGE TOTAL: 7500 sq. ft.

DAYS OF SERVICE: **FIVE (5)**

LABOR	RATE PAY	HRS PER DAY	HRS PER WEEK	MONTHLY GROSS

TOTAL HRS PER WK: _____

TOTAL MONTHLY LABOR COST \$ _____

MONTHLY MATERIAL COST \$ _____

MONTHLY COST \$ _____

1051 WHIPPLE COURT STE. 110 SPECIFICS

Cleanable Square Footage 1500 SQ. FT.

Number of Floors- 1

Type of Flooring: Glazed concrete

Restrooms - 2

Cleaning requirements shall be:

- **Cleaning requirements and specifications shall be the same as 650 Newtown Pike.**

BID QUOTATION SHEET

CONTRACTOR:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

LEXINGTON FAYETTE COUNTY HEALTH DEPT

LOCATION: **1051 Whipple Court Ste 110**

SQUARE FOOTAGE TOTAL: 1500 sq. ft.

DAYS OF SERVICE: **FIVE (5)**

LABOR	RATE PAY	HRS PER DAY	HRS PER WEEK	MONTHLY GROSS

TOTAL HRS PER WK: _____

TOTAL MONTHLY LABOR COST \$ _____

MONTHLY COST \$ _____

BID SUMMARY SHEET

CONTRACTOR:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

TO: LEXINGTON-FAYETTE COUNTY HEALTH DEPARTMENT
650 NEWTOWN PIKE
LEXINGTON, KY. 40508

Monthly Fee

650 NEWTOWN PIKE \$ _____

WHIPPLE COURT \$ _____

2433 REGENCY ROAD \$ _____

Total \$ _____

Site Bid Quotation Sheets must be attached.
Supply list quotation must be attached.

Contractor:

Authorized Signature

Date