



CUSTODIAL CONTRACT SPECIFICATIONS FOR:

Lexington-Fayette County Health Department
Proposal for Custodial Services

Services for March 1, 2019 - June 30, 2019
(Option for auto renewal for 2019-2020 Fiscal Year)

Sealed proposal should be addressed to Wade Creech, Facilities and Maintenance Team Leader, LFCHD, 650 Newtown Pike, Lexington, KY. 40508. Proposal should be in a sealed envelope and marked Custodial Service Proposal. Proposals will be received until 4:00 PM EST on February 1, 2019. No proposals will be accepted past this time or over the telephone. The Health Department reserves the right to reject any or all proposals.

INCLUDED IN CONTRACT SPECIFICATIONS:

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1. General Instructions for Proposal

a. Proposal Content

- i. The proposal form and signature page must be completed and signed by an individual authorized to bind the contractor submitting the proposal ("Contractor"). All proposals submitted without such proposal form and signature page may be deemed nonresponsive.
- ii. References – Proposals shall include a list of three (3) references including name, address, phone number and contact person.
- iii. The proposal must cover all services and sites specified herein.

b. Proposal Award

- i. It is the intent of the Lexington-Fayette County Health Department (LFCHD) to accept the "Lowest Responsible Proposal", provided it has been submitted in accordance with the proposal documents. The "Lowest Responsible Proposal" is the proposal that will be the most advantageous regarding price, quality of service, the contractor's qualifications and capabilities to provide the specified service, and other factors LFCHD may consider, including, without limitation, those criteria listed herein. LFCHD reserves the right to accept or reject any or all proposals, to waive irregularities therein, and consider criteria not specifically listed herein.

c. Term and Renewal

- i. The term of the contract shall be from March 1, 2019-June 2019, renewable for July 1, 2019 – June 30, 2020 upon mutual agreement of LFCHD and the Contractor, at their sole discretion.

d. Basis of Payment

- i. The proposal shall set forth proposed compensation to be paid to Contractor for services, which must be payable on a monthly basis. Pricing for all required cleaning services should be included. Contractor must send a monthly invoice. Payment will be made to the Contractor within 30 days after LFCHD's receipt of the Contractor's monthly invoice, after the services have been rendered, after it is determined that the Contractor has satisfied the requirements of the contract, and after approval by LFCHD. Evidence satisfactory to support payment includes, but is not limited to, completion of the requirements set forth in Section 10(p) and verification by LFCHD.
- ii. Special services provided, if and to the extent set forth in the contract in accordance with the proposal, or otherwise agreed to by Contractor and LFCHD, if any, will be billed via a separate invoice and described by the service provided and the date it was performed. Contractor shall be available to provide additional and/or more frequent cleaning services on an as-needed basis, including, without limitation, emergency and on-call service, and shall specify in its proposal the costs applicable in the event

of such additional services.

e. Contact and Notice:

- i. All references herein and in the contract requiring notice or communication to LFCHD will refer to Katrina Howard, Compliance Officer for LFCHD.

2. Scope and Classification

- a. These specifications describe requirements of LFCHD for custodial services.
- b. It is the responsibility of the contractor to submit, prior to proposal submission, any questions concerning any specifications listed within this document. Submission of a proposal serves as contractor's certification that it understands the requirements outlined within this document and that all of contractor's questions (if any) concerning this document, its proposal, and contract terms have been submitted and answered satisfactorily.
- c. **A site visit is required before submitting a proposal or proposal will not be accepted. Contact Wade Creech at (859) 509-3365 to schedule a site visit.**
- d. Specific building statistics for each site and proposal processing procedures are outlined in this document. The following information is provided:
 - 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.

Notwithstanding the foregoing, actual onsite conditions control in the event of any discrepancy between the on-site information set forth in this document and the actual onsite conditions.

3. Laws, Rules, and Regulations

The following laws, rules, and regulations are applicable to these specifications and the contractor shall comply with all requirements established therein in connection with the proposal and the performance of any contract awarded. Contractor agrees to execute any documents necessary to ensure compliance with the following laws, rules and regulations.

- 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.
- d. Health Insurance Portability and Accountability Act of 1996 and similar state and federal laws.

4. Requirements

- a. In submitting its proposal and entering and performing any awarded contract, Contractor shall remain in compliance with all conditions herein, including requirements established in Section 3.
- b. In submitting its proposal and entering and performing any awarded contract, Contractor must be in good standing with all local, state, and federal agencies.
- c. Contractor must at all times have a local office within Fayette or surrounding counties.
- d. Contractor must for the duration of any awarded contract be able to respond to an emergency call (i.e. flood) for any site covered by the proposal within one hour of notification.
- e. **The proposal must provide for an on site, working supervisor at each site at all times and such supervisor must have at least 2 years of experience as a supervisor.**
- f. Contractor must have been in business as a commercial cleaning contractor for a minimum of 3 years at the time of submission of its proposal.
- g. Contractor shall supply, at contractor's expense, the necessary work force to provide the level of services necessary to satisfy the cleaning specifications of this document and the awarded contract. The health department will provide all consumable cleaning supplies, and machinery for day to day cleaning. It is the responsibility of the contractor to provide all machinery and chemicals as needed for monthly and annual floor cleaning. See "i, j, and k" below.
- h. **Sealed proposal should be addressed to Wade Creech, Facilities and Maintenance Team Leader, LFCHD, 650 Newtown Pike, Lexington, KY. 40508. Proposals should be in a sealed envelope and marked Custodial Service Proposal. Proposals will be received until 4:00 PM EST on February 1, 2019. No proposals will be accepted past this time or over the telephone. The Health Department reserves the right to accept any proposal and reject any or all proposals.**
- i. All tiled floors at 650 Newtown Pike and 2433 Regency Road will be stripped and waxed (1) one time each year and a high gloss maintained. All tiled floors will be maintained by a high-speed buffer no less than once a month.
- j. 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 each year, such cleaning to include deep cleaning, shampooing and drying.
- k. Contractor shall provide documentation by the fifth day of each month during the contract of buffing and machine scrubbing for the prior calendar month. The documentation shall be signed by the on-site supervisor and include:
 - a. The date the floor was buffed or scrubbed and the name of the employee who performed to task.
 - b. The specific area on the floor.
 - c. Results and recommendations.

- l. 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.
- m. Contractor shall assure the staff empty and replace the mop water the equivalent of every 300 square feet.
- n. 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.
- o. Contractor shall not allow children or guests of the cleaning staff or other persons on the premises during the conduct of their duties. Failure to abide by this provision will constitute a material breach of the contract.
- p. Contractor agrees that additions, deletions and any deviation from Requirements 4 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 4.
- q. Any contractor personnel, prior to having access to any LFCHD facility, must 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. LFCHD shall have no liability for exposure of Contractor or its employees to the same. This training will be conducted by LFCHD without additional expense to the contractor; provided, that in the event of excessive turnover of contractor's personnel (defined as more than 2 new staff requiring access to any LFCHD site after the initial personnel trained at the time of contract inception) then contractor shall be responsible for the cost of such training of further new personnel, which may be recovered by deduction for amounts otherwise payable to contractor under the contract. Contractor may also submit information and/or documentation demonstrating that its employees have been previously trained in some or all of the requirements of this section; however, acceptance of such information and/or documentation in lieu of training by LFCHD will be subject to acceptance by LFCHD in its sole discretion. LFCHD will have no liability for any injuries to contractor personnel for any injuries related to exposure to disease, waste or sharp objects regardless of training. Contractor shall be responsible for providing all training with respect to its employee practices and procedures as well as cleaning technique and the performance of all other duties of Contractor under the contract.
- r. Contractor staff will not attend or participate in health department events, and will not be employees of or receive benefits from LFCHD.

5. Personnel Scheduling

- a. Contractor shall perform a background check, reasonably satisfactory to LFCHD in form and results, on all personnel employed or proposed to be employed by the Contractor to provide service to the LFCHD upon employment and prior to assignment to any LFCHD facility. Such background check for any personnel shall be furnished and submitted in confidence to the LFCHD before such personnel access any LFCHD facility. Contractor shall provide LFCHD with the names and background checks of all employees prior to such employees being granted access to any LFCHD building. Costs for such checks shall be at the contractor's expense. If the contractor hires new personnel or uses part-time personnel or permanently or temporarily re-assigns personnel from non-LFCHD facilities to LFCHD facilities 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 any LFCHD 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. LFCHD reserves the right to reject and exclude from LFCHD premises any employee of Contractor if LFCHD has not received from Contractor a satisfactory background check for such employee.
- b. Building will be cleaned commencing at 5:00pm Monday thru Friday, but for the Regency location, which should begin at 3:00 pm 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, and neither party shall unreasonably withhold consent to any such change. 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, wages and benefits, workman's compensation, taxes, and Social Security, and other amounts required by law, even if such amounts exceed the contract price.
- 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.
- f. The recognized LFCHD holidays are as follows:
 1. New Year's day and New Year's Eve(2 Days)
 2. Martin Luther King, Jr. Day
 3. Presidents' Day
 4. Memorial Day
 5. Independence Day
 6. Labor Day
 7. Thanksgiving day and the following Friday
 8. Christmas day and Christmas Eve

- 9. Presidential election days (every 4 years)
- g. Contractor shall provide services on all other holidays, at the agreed upon monthly price, including holidays established within the janitorial trades, if any, which may not coincide with the noted holidays.

6. Inspections and Contractor Supervisory Responsibilities

- a. **Contractor agrees to provide an on-site foreman/supervisor at the 650 Newtown Pike LFCHD site whenever work is being performed by the Contractor and its employees at such site. An on-site foreman/supervisor must be present at the Whipple Court site and Regency Road site for a quality check minimum of one time per week.**
- b. Contractor shall perform at least one full inspection of each LFCHD site per month with the building management to ensure contract compliance.
- c. LFCHD reserves the right to prohibit any cleaning work methods, chemicals and machinery used to provide service. Contractor shall perform all work and services in a good and workmanlike manner, consistent with sound and safe practices.

7. Safety

- a. Contractor shall use reasonable care to protect all surfaces and objects against damage, and shall only use products strictly in accordance with manufacturer instructions. If any material designed for a certain use warns of potential damage even when used in accordance with manufacturer's instruction (e.g. on a certain surface), Contractor shall not use such material without LFCHD's prior approval and shall abide by any manufacturer instructions or recommendations to test new materials in inconspicuous places.
- 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. Contractor shall place wet floor signage and similar warnings as necessary while work is in progress and for any appropriate time thereafter.
- c. Contractor shall be responsible for any and all damages, including but not limited to damages to both persons and property, both direct and indirect, including but not limited to actual, consequential, incidental or punitive damages, resulting from work performed and from acts or omissions of its employees and sub-contractors, or otherwise arising from the performance of the contract, whether or not due intentional or negligent conduct of Contractor, unless due to the grossly negligent or intentional misconduct of LFCHD. This would include, but is not limited to, work interruption damages, lost wages, damages to third parties pursuant to contract or tort, punitive damages, and any other damages. Any injury of any employees or other person, damage or possible damage to person or property, any claims against Contractor or LFCHD with respect to services

under the contract, and any occurrence which could form the basis of any such claim shall be reported immediately to LFCHD by Contractor.

- d. Contractor shall be responsible as specified in 4.i.
- e. All services provided to LFCHD by contractor will be subject to final inspection and approval of the LFCHD. 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. Contractor agrees to rework rejections at his/her expense, and repeated violations may result in termination the contract.
- f. Contractor shall permit inspection of work in process and at conclusion; LFCHD employees and others may be present at facilities while cleaning services are in progress and the same shall not diminish contractor's obligations.
- g. Inspections may be performed in any responsible manner considered necessary to determine if work performed complies with specifications.
- h. 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.

8. Insurance

- a. Contractor shall be required to submit a certificate of insurance coverage for the following:
 - i. Statutory Workman's Compensation and Occupational Diseases in the minimum amount required by law.
 - ii. Umbrella Liability with limits of \$5,000,000.
 - iii. Employer's Liability with limits of \$500,000.
 - iv. General liability including contractor's protective liability and blanket contractual liability for both personal injury and property damage, with limits of \$1,000,000 Personal; \$2,000,000 General Aggregate; \$1,000,000 each occurrence.
 - v. Automobile liability including non-owner automobile liability for both personal injury and property damage, with limits of \$ 1,000,000.
- b. The Certificate of Insurance specified in 8.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."

9. 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's employees shall dress appropriately. **The Contractor shall be responsible for shirt/smock or uniform 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, on-site storage for contractor, etc.).

10. Contract and Contract Contingencies

- a. LFCHD will provide upon proposal acceptance and award a contract for review and signature. Acceptance of any proposal is not official until the contract is executed.
- b. This contract shall be for February 15, 2019 - June 30, 2019. This contract is renewable by mutual agreement of the contractor and LFCHD for Health Department for fiscal year 2019 -2020, which is July 1, 2019 through June 30, 2020, but with no further renewal options.
- c. This document will serve as an attachment to the signed contract to serve as documentation of contract custodial specifications and responsibilities. In the event of conflict between this document and the contract, the contract shall control.
- d. 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:
 - i. Cost/square foot to provide proper level of custodial service.
 - ii. Maintenance and service capabilities of the contractor.
 - iii. Other matters specified herein or deemed appropriate by LFCHD, but all at the discretion of LFCHD.

- e. 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.
- f. **This contract may not be sub-contracted in whole or in part without the express written approval of the LFCHD, which may be granted or withheld at LFCHD's sole discretion. In the event of any permitted subcontracting, 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. Any request by Contractor for permission to subcontract shall permit LFCHD to terminate the contract.**
- g. This contract may not be assigned, in whole or part, without the express written approval of the LFCHD, which may be granted or withheld at LFCHD's sole discretion. Any request by Contractor for permission to assign the contract shall permit LFCHD to terminate the contract.
- h. Neither the Contractor, any sub-contractor, any assignee, nor any agents thereof shall be deemed to be employees or agents of the LFCHD.
- i. 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.
- j. 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 or otherwise required by LFCHD, and the same shall to the extent reasonable possible name LFCHD as an additional insured. Failure to maintain such insurance shall be cause for cancellation of the contract without notice.
- k. Either party may cancel the 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.
- l. LFCHD may cancel this contract without notice, effective immediately, if the contractor fails to perform the services as specified herein each day to the satisfaction of the LFCHD for more than two (2) consecutive working days or for continuing non-conformance. In the event of such cancellation, the LFCHD may arrange, as it deems necessary to secure the services specified. No termination of the contract by LFCHD, for cause or otherwise, shall affected LFCHD's ability to bring claims against Contractor under the contract or otherwise for any damages available under the contract or otherwise.
- m. Both parties may modify the contract only upon written agreement. No oral statements by any party shall modify this contract.
- n. The failure of either party to insist on strict performance of the terms or conditions of the contract shall not be construed as a waiver of the right to insist upon strict enforcement of such provisions in the future.

- o. The contractor agrees to pay all taxes, license fees and any other changes resulting from the performance of this contract specified therein, including sales tax.
- p. Contractor agrees to submit verification information as to compliance with the terms of the contract to be formed, including but not limited to signatures on daily and/or weekly verification pages for each area of each location to be cleaned affirming that the services set forth in the contract have been completed. Further, contractor agrees to inspections performed by the LFCHD during and following the provision of any services set forth in the contract. Additional verification actions may be taken by the LFCHD. Failure to comply with all terms of the contract and/or verification of the same will be considered a material breach of the contract.
- q. Contractor will provide the identities of individuals to be used to perform the services set forth in the contract. Before the contractor may substitute individuals to perform the services, the LFCHD reserves the right to object to the substitute individuals. If the substitute individuals require information and/or other information from the LFCHD to adequately complete the services set forth in the contract, Contractor agrees to compensate the Health Department the reasonable cost of time and resources provided by the LFCHD.
- r. Additional provisions may be set forth in the contract. Nothing herein shall be deemed to limit or otherwise affect the ability of LFCHD to provide additional provisions, obligations or conditions in the contract.
- s. Contractor shall not employ, for service as specified herein, any person currently employed by LFCHD

CONTRACT CUSTODIAL SERVICES SPECIFICATIONS

DAILY GENERAL CLEANING EVENING CREW

650 NEWTOWN PIKE- MONDAY – FRIDAY 5:00PM START TIME
2433 REGENCY ROAD – MONDAY – FRIDAY 3:00PM 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.
- Clean drinking fountains removing watermarks and splashes.

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 – 650 location only

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

Restrooms

- Clean and disinfect all fixtures and dispensers.
- Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
- Toilet seats to be wiped clean on both sides.
- Remove splash marks from walls around basins.
- Restock all paper products and hand soap.
- Sweep, mop and disinfect floors.
- Clean and disinfect stall dividers and doors.
- Clean mirrors.
- Empty all trash and sanitary napkin receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point.
- Report any restroom repairs needed to the Facilities Team Leader.

Clean and neatly arrange janitorial closets. All cleaning items are to return to their designated location each day after cleaning is completed.

SUNDAY ONLY CLEANING
650 NEWTOWN PIKE – RICE C LEACH COMMUNITY ROOM
MUST BE AFTER 3PM

- Clean and disinfect all fixtures and dispensers in restroom and break room
- Restock all paper products and hand soap in restroom and break room
- Sweep, mop, and disinfect all floors in hall, community room, and restrooms
- Clean restroom mirrors
- Wipe down and disinfect all tables and chairs
- Empty trash and replace liners

WEEKLY CLEANING – Both 650 Newtown Pike and 2433 Regency Road

- Complete all high dusting, including exhaust fans and air ventilators within reach
- Glass: Squeegee both sides of glass removing prints and smudges. Wipe frames.
- Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, and office furniture.

MONTHLY CLEANING – Both 650 Newtown Pike and 2433 Regency Road

- Clean and polish door kick plates
- Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
- All tiled floors will be maintained by a high-speed buffer or burnished no less than once a month.
- Detail vacuum exposed:
 - under desks
 - along office panels
 - Move chairs for under table access
- Upon designated schedule clean and wipe down all refrigerators. Minimum one time per month for each refrigerator.
 - It is the responsibility of the Contractor to determine cleaning schedule and have approved by LFCHD contact.

QUARTERLY CLEANING – Both 650 Newtown Pike and 2433 Regency Road

- Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides.
- Dust horizontal blinds.

ANNUAL CLEANING – Both 650 Newtown Pike and 2433 Regency Road

1. 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.
2. 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.

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

- Spot clean walls and baseboards
- Buff floors
- 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 (16)

Exam rooms/labs – 26

Conference/Training rooms – 10

Closed Door Offices – 7

Break room – 2

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.
- Every Wednesday the Recycling “Rosies” that are greater than 50% full are to be taken down to lobby and placed in designation location.
- Strip and wax all tile floors once per year.
- Shampoo common corridors and conference rooms once per year.

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 – 16

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.**

Clean and neatly arrange janitorial closets. All cleaning items are to return to their designated location each day after cleaning is completed.

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.**

Proposal Instructions for Request for Proposal for Cleaning Services

1. Complete Proposal Form, Proposal Summary and Signature Page
2. Complete All Proposal Quotation Sheets
3. Provide Proof of Workman's Compensation
4. Provide three (3) References

PROPOSAL QUOTATION SHEET
650 NEWTOWN PIKE LOCATION

LEXINGTON FAYETTE COUNTY HEALTH DEPT
 LOCATION: **Main Building – 650 Newtown Pike**

Total Hours Per Month:	
Total Monthly Direct Labor Cost:	
Total Monthly Indirect Labor Cost	
Monthly Floor Material Cost:	

****Administrative fees to be included in summary page**

PROPOSAL QUOTATION SHEET
650 NEWTOWN PIKE LOCATION
SUNDAY ONLY CLEANING

LEXINGTON FAYETTE COUNTY HEALTH DEPT
 LOCATION: **Rice C Leach Community Room – 650 Newtown Pike**
 SQUARE FOOTAGE TOTAL: 1
 DAYS OF SERVICE: **Five (5)**

Total Hours Per Week:	
Total Monthly Labor Cost:	
Total Monthly Indirect Labor Cost	
Monthly Cost:	

****Administrative fees to be included in summary page**

PROPOSAL QUOTATION SHEET
2433 REGENCY ROAD

LEXINGTON FAYETTE COUNTY HEALTH DEPT
 LOCATION: **2433 Regency Road**
 SQUARE FOOTAGE TOTAL: 7500 sq. ft.
 DAYS OF SERVICE: **FIVE (5)**

Total Hours Per Month:	
Total Monthly Labor Direct Cost:	
Total Monthly Indirect Labor Cost	
Monthly Floor Material Cost:	

****Administrative fees to be included in summary page**

PROPOSAL QUOTATION SHEET
1051 WHIPPLE COURT STE 110

LEXINGTON FAYETTE COUNTY HEALTH DEPT
 LOCATION: **1051 Whipple Court Ste 110**
 SQUARE FOOTAGE TOTAL: 1500 sq. ft.
 DAYS OF SERVICE: **FIVE (5)**

Total Hours Per Month:	
Total Monthly Direct Labor Cost:	
Total Monthly Indirect Labor Cost	
Monthly Cost:	

****Administrative fees to be included in summary page**

PROPOSAL QUOTATION SHEET
ANNUAL FLOOR STRIPPING/WAXING AND CARPET CLEANING
650 NEWTOWN PIKE & 2433 REGENCY ROAD LOCATION

Total Hours For Annual Cleaning:	
Total Labor Cost:	
Total Material Cost:	
Total Annual Cleaning Cost:	

**Administrative fees to be included in summary page

Proposal Form, Summary and Signature Page

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

Contractor Name:	
Address:	
Telephone:	
Email Address:	

SITE	MONTHLY FEE
650 NEWTOWN PIKE	
2433 REGENCY ROAD	
1051 WHIPPLE COURT	
SUNDAY CLEANING	
ADMINISTRATIVE MONTHLY COST	
MONTHLY TOTAL	

SITE	ANNUAL FEES
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650 NEWTOWN PIKE ANNUAL COST	
2433 REGENCY ROAD ANNUAL COST	
1051 WHIPPLE COURT ANNUAL COST	
SUNDAY CLEANING ANNUAL COST	
ANNUAL FLOOR CLEANING COST	
ADMINISTRATIVE ANNUAL COST	
ANNUAL TOTAL	

EXTRA WORK / ADDITIONAL SERVICES PRICING	
PER HOUR RATE	

CONTRACTOR AUTHORIZED SIGNATURE	
DATE	