



## Invitation to Bid – Contracted Janitorial Services County Administration Building

### I. Bid Information

- a. Bid Request: Contracted Janitorial Services FY2023  
Bid Posted 10/24/2022
- b. Department: Facilities
- c. Bid Opening: 11/10/2022 at 11AM
- d. Location of Opening:  
Campbell County Administration Building, 3rd Floor Finance  
Department, Office 322, 1098 Monmouth Street, Newport, KY 41071
- e. Bidder Information:

Bidders Name \_\_\_\_\_

Signature \_\_\_\_\_

Firm/Company \_\_\_\_\_

Firm/Co. Address \_\_\_\_\_

Firm/Co. Phone \_\_\_\_\_

Firm/Co. Email \_\_\_\_\_

The signee certifies that they have read and understand the contents of this solicitation

### II. INSTRUCTIONS TO BIDDERS – Terms and Conditions

1. The bid should be in a SEPARATE ENVELOPE and have typed on the envelope, "CONTRACTED JANITORIAL SERVICES," the opening date and time. Campbell County Fiscal Court will not be held responsible for any premature opening or failure to open any bid not properly addressed and identified as stated above
2. Bid must be completed, signed in ink and received at **Campbell County Fiscal Court, 1098 Monmouth Street, Suite 322, Newport, KY 41071**, no later than the date and time specified for opening of bids, at which time all received bids will be opened and read publicly on **November 10, 2022 at 11:00 AM** in the Fiscal Court Chambers of the Campbell County Fiscal Court.



3. Bid must be submitted on the **Bid Price Sheet**, with the bid amount stated in monthly and annual cost in US Dollars.
4. In the event of a tie, the bid with the earliest time received stamp will be considered the successful bidder. Bidders are invited to attend the public bid opening, and review bid files.
5. A list of qualifications and a minimum of three (3) references are required and should be attached to this bid.
6. The successful bidder is responsible for all licenses, liability insurance, Workers' Compensation Certificate, Hazardous Communication Program (OSHA) and incidentals.
7. The successful bidder must have (or obtain) a business license issued by the Occupational License Department of Campbell County 859-292-3884 prior to beginning work.
8. Reserved Rights
  - a. Campbell County Fiscal Court reserves the right to reject any or all bids, including without limitations the right to reject any or all nonconforming, non-responsive, incomplete, unbalanced, or conditional bids, to waive formalities, and to reject the bid of any Bidder if Owner (Campbell County Fiscal Court) believes that it would not be in the best interest of the Owner to make an award to that Bidder. Owner also reserves the right to negotiate with the apparent qualified Bidder to such an extent as may be determined by Owner.
  - b. CCFC reserves the right of renewal for any service and maintenance contracts that may be needed for a minimum of two (2) one (1) year periods.
  - c. All the terms and conditions of these instructions to bidders and the specifications for this project shall constitute, the part of, and incorporate into, the contract between the County and the successful bidder.
9. Complete bid packet follows this invitation (Invitation to Bid and instructions, General Information, Bid Specifications for Required Janitorial Services, and Bid Price Sheet) and can be requested by contacting Joey Cucchiara, Campbell County Business Analyst at **859-547-1825** or Mike Braun, Campbell County Maintenance Director at **859-547-1845**.
10. Award
  - a. It is the intent of Campbell County Fiscal Court to award a contract to the lowest responsible bidder meeting specifications. CCFC reserves the right to determine the lowest responsible bid/offer in any way determined to be in the best interests of Campbell County. Award will be based on the following factors



(where applicable): (a) adherence to all conditions and requirements of the bid/proposal specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.

### **III. General Information**

#### **Contracted Janitorial Services for the Campbell County Administration Building**

- **To schedule a suggested pre-bid walk-through, please contact Mike Braun at 859-547-1845 or email him at [mbraun@campbellcountyky.gov](mailto:mbraun@campbellcountyky.gov)**
- The initial term of the agreement is from January 1, 2023 through December 31, 2023. The term may be extended annually at the option of Campbell County Fiscal Court (owner), for up to two additional one-year periods for a total potential term of three years.
- The successful bidder will receive a schedule of regular hours of operation for all offices located in the Campbell County Administration Building. Janitorial services will be required Monday thru Friday, beginning after 5:00 P.M. Any deviation from this schedule, by either the owner or the janitorial service, must be communicated 24 hours in advance.
- Bids should be based on the requirements listed. However, the successful bidder must be willing to negotiate with the owner if additional needs arise.
- **This bid is for services only.** Owner will provide all paper products, soap dispensers and refills. Owner will also provide all vacuums, trash bags, custodial bins, mops, buckets, brooms and cleaning products, etc. There is a janitorial closet located on each floor. Owner is responsible for pick-up and disposal of all recyclables.
- This is not a prevailing wage job, however, all personnel must be bonded and a copy of the bond should be made available upon request of the owner.
- All janitorial staff must carry identification indicating they are employees of the successful bidder when on site.
- No sub-contracting is permitted.



#### **IV. Bid Specifications**

##### **REQUIRED JANITORIAL SERVICES**

###### **PUBLIC RESTROOMS AND WATER FOUNTAINS**

- Six (6) public restrooms – Men's and Women's on 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> floor
- Three (3) public water fountains on 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> floor

###### **Daily**

- Spot clean tile walls and toilet partitions
- Clean and polish all dispensers and fixtures. Clean and disinfect wash basins, toilet bowls (inside and out) and urinals and surrounding area.
- Mop all restroom floors with germicidal solution.
- Clean all mirrors.
- Empty all trash receptacles and wall units
- Change trash can liners in parking lot garbage cans (5)
- Restock all paper products (as needed)
- Restock all soap dispensers (as needed)
- Clean and sanitize drinking fountains
- Change urinal mats and deodorizers

###### **COMMON AREAS**

###### **1<sup>ST</sup> FLOOR ENTRY**

###### **Daily**

- Dust mop Terrazzo Tile floors
- Damp mop as needed
- Vacuum any carpeted areas/runners/mats
- Clean entrance doors (inside and out) smudges and fingerprints removed
- Empty Trash receptacle



## **1<sup>st</sup> FLOOR LOBBY-ELEVATORS-STAIRCASE**

### **Daily**

- Dust mop Terrazzo Tile floors
- Mop and clean staircase steps
- Clean staircase railing and glass panels
- Vacuum any carpeted areas
- Empty Trash receptacle
- Clean elevator doors (inside and out) and surrounding area
- Clean (sweep and/or damp mop) elevators floors
- Clean windows (eye level) of any smudges

## **2<sup>nd</sup> & 3<sup>rd</sup> FLOOR ATRIUM**

### **Daily**

- Dust and damp mop as needed floors
- Clean glass/metal railings
- Empty any trash receptacles
- Clean elevator doors (inside and out) and surrounding area
- Dust and spot clean all seating and tables
- Clean door/glass leading into Offices

## **STAIRWELLS A & B**

### **Daily**

- Sweep and remove any trash or debris daily
- Wipe down handrails

## **FISCAL COURT CHAMBERS/MEETING ROOM – 1<sup>ST</sup> FLOOR**

### **Daily**

- As scheduled/As needed



**OFFICES/WORK AREA/CONFERENCE ROOMS/LOBBY AREAS/EMPLOYEE BREAK  
ROOM/PRIVATE RESTROOMS of the FOLLOWING DEPARTMENTS:**

- **ADMINISTRATION/EXECUTIVE**
- **COUNTY CLERK DEPARTMENTS:**
  - Motor Vehicles
  - Land Records
  - Elections and Marriage License
  - Records Room
- **TAX OFFICE**
- **FISCAL AFFAIRS DEPARTMENT**
- **HUMAN RESOURCES**
- **HOUSING (LOBBY AREA ONLY)**
- **PLANNING AND ZONING**
- **PROPERTY VALUATION DEPARTMENT**

**Daily (for above departments)**

- Empty all trash cans
- Dust mop all tiled areas
- Vacuum all carpeted common areas (weekly)
- Restrooms (same as public restrooms)

**EMPLOYEE LOUNGE/RESTROOMS**

- Damp mop flooring in lounge
- Clean refrigerators (outside) and microwaves (inside and out)
- Restrooms (same as public restrooms)

**Please Note:**

**THESE REQUIREMENTS SHOULD BE USED AS A GUIDELINE AND MAY CHANGE IF THE NEED SHOULD ARISE OR AT THE REQUEST OF THE BUILDING MAINTENANCE SUPERVISOR.**



**V. Bid Price Sheet**

Bid Request:            Campbell County Administration Building  
Contracted Janitorial Services

Bidders Name \_\_\_\_\_

Signature \_\_\_\_\_

Firm/Company \_\_\_\_\_

Email \_\_\_\_\_

<b>Monthly Cost</b>	\$
<b>Annual Cost</b>	\$



**VI. Authentication of Bid and Affidavit of Non-collusion and Non-conflict of Interest**

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 432.170: That I am the bidder (if the bidder is an individual, a partner (if the bidder is a partnership) or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);

That the attached bid or bids covering Campbell County Fiscal Court, has been arrived at by the bidder independently and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other vendor or materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition;

That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids;

That the bidder is legally entitled to enter into the contracts with the Campbell County Fiscal Court and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 164.390, 16.092, 61,096 and 42.990; and

(Applicable to corporations only) That as a foreign corporation we are registered with the Secretary of State, Commonwealth of Kentucky, and authorized to do business in the State \_\_\_\_\_ or,  
That as a domestic corporation we are in good standing with the Secretary of State, Commonwealth of Kentucky \_\_\_\_\_. (Check the statement applicable.

That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

**NOTICE**

Any agreement of collusion among bidders or prospective bidders which restrains, tend to restrain, or is reasonably calculated to restrain completion by agreement to bid at a fixed price, or to refrain from bidding or otherwise, is prohibited. The provision of KRS 355.080 and 305.000 which permit the regulation of resale price by contract do not apply to sales to the State, no sales to Local Governments.

Any person who violates any provisions of Kentucky Revised Statue 42.076 shall be guilty of a felony and shall be punished by a fine not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year no more than five years, or both such fine and imprisonment. Any firm, Corporation or association which violates any of the provision of KRS 42.076 shall, upon conviction, be fined not less than ten thousand dollars no more than twenty thousand dollars.

In submitting this bid on the Bid Price Sheet, it is expressly agreed that upon proper acceptance by the Campbell County Fiscal Court of any or all items bid, a contract shall hereby be created with respect to the items accepted.

Signed by: \_\_\_\_\_ Date \_\_\_\_\_

Firm/Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_





**VII. Required Affidavit for Bidders, Offerors, and Contractors Claiming Resident Bidder Status**

**For Bids and Contracts in General:**

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
  - a. Filed Kentucky corporate income taxes;
  - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
  - c. Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY (Campbell County Fiscal Court) reserves the right to request documentation supporting a bidder's claim of resident bidder statue. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to before me by: \_\_\_\_\_  
Affiant Title

of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Company Name)

\_\_\_\_\_  
Notary Public

\_\_\_\_/\_\_\_\_/\_\_\_\_  
My commission expires



**VIII. References/List of Relevant Work**

1. Attach additional sheets if necessary

Project:	
Client:	
Contact Name:	
Phone Number:	
Email:	
Description of Work Performed:	
Project:	
Client:	
Contact Name:	
Phone Number:	
Email:	
Description of Work Performed:	
Project:	
Client:	
Contact Name:	
Phone Number:	
Email:	
Description of Work Performed:	

