

Request for Proposal

1. Introduction

This Request for Proposal (RFP) outlines the Kentuckiana Regional Planning and Development Agency's (KIPDA) requirements for a cleaning service for its office located at 11520 Commonwealth Drive, Louisville, Kentucky. KIPDA is a governmental planning agency within a nine-county area. KIPDA receives funding from federal and state agencies and various local governments. The operations are housed in a 15,000 square foot facility at the above address.

2. Response Procedure

All responses to this request for proposal can be submitted in a sealed envelope, marked "Cleaning Service Proposal" or emailed to crystle.chisholm@kipda.org with "Confidential Cleaning Service Proposal" in the subject line. All proposals must be submitted at the above address no later than **Noon (EST), Friday, November 16, 2018**. Faxed proposals will not be considered. Proposals received after noon on the date stated above will not be considered.

All prices listed in the proposal should remain firm for 60 days. All proposals shall become public documents of KIPDA and shall be open for review by the public.

All proposals should be submitted via email or mail to:

Crystle Chisholm
KIPDA
11520 Commonwealth Drive
Louisville, KY 40299
crystle.chisholm@kipda.org

Acceptance of the RFP does not obligate KIPDA in any way. KIPDA reserves the right to reject any and all proposals. KIPDA will not pay costs incurred in the preparation of proposals.

The award of the contract will be based upon the best combination of the price, terms, references and experience. The lowest price will not necessarily receive award of the contract.

The successful vendor shall comply with all rules, regulations, ordinances, codes and laws; shall secure and pay for permits and licenses necessary for initiation and completion of work; and shall adhere to any provisions of Social Security, Worker's Compensation and Unemployment Insurance laws (local, state or federal). The successful vendor will also comply with Title VI of the Civil Rights Act of 1964 and with the Governors' Code of Fair Practices of Kentucky which provide that the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions of employment or any matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin, age or ancestry.

Any written statements agreed upon by both parties, including the RFP responses, may become part of the service contract. Any addendums to the original vendor proposal, such as letters and telegrams, may also become part of that same contract. Provisions of the RFP shall be incorporated into the resultant contract. These provisions shall supersede related or conflicting terms of the main contract, except in those instances where fully agreed to by all parties.

Questions, discrepancies, errors, omissions or ambiguities in the RFP should be directed to crystle.chisholm@kipda.org KIPDA will not be responsible for oral instruction, clarification or other communication with anyone other than Crystle Chisholm. Contacting employees other than those mentioned may result in disqualification of the vendor.

3. Length of Contract

The contract shall commence January 1, 2019 and end December 31, 2021.

4. Scope of Work

All cleaning services will be completed after 5:00 p.m. Monday - Friday or on weekends. Please include pricing for 3 days and 5 days per week cleaning to complete the following:

LOCATION	FREQUENCY
<u>Reception Area</u>	
Clean inside windows	weekly
vacuum	weekly
wipe off table and reception desk (top only)	weekly
empty garbage cans	daily
<u>Executive Conference Room</u>	
wipe off table	weekly
vacuum	weekly
empty garbage cans	daily
<u>Reception Area Restrooms</u>	
empty garbage cans	daily
clean and sanitize toilet	daily
clean and sanitize countertop, sink and faucet	daily
clean mirror	weekly
replace toilet paper, if necessary	daily
replace paper towels, if necessary	daily
pick up any trash off floor	daily
mop floor	daily
wax floor	monthly
wash/dust walls and fixtures	weekly
<u>Hallways</u>	
vacuum	weekly
<u>ADRC Room</u>	
empty garbage cans	daily
vacuum	weekly
<u>Kitchenette off ADRC Room</u>	
empty garbage cans	daily
clean and sanitize countertop, sink and faucet	daily
clean microwave, inside and out	weekly
clean refrigerator, inside and out	monthly
<u>Kitchen/Breakroom</u>	
empty garbage cans	daily
clean and sanitize countertop, sink and faucet	daily
replace paper towels, if necessary	daily
pick up any trash off floor	daily
mop floor	daily
wax floor	monthly
wipe off tables	daily
clean microwaves, inside and out	weekly
clean refrigerator, inside and out	monthly

<u>Conference Room A, B and Burke Room</u>	
wipe off tables	daily
empty garbage cans	daily
vacuum	weekly
vacuum Burke Room chairs	monthly
<u>Copy/Mail Room</u>	
wipe off countertops	weekly
empty garbage cans	daily
vacuum	weekly
<u>Restrooms off the Breakroom</u>	
empty garbage cans	daily
clean and sanitize toilet	daily
clean and sanitize countertop, sink and faucet	daily
clean mirror	weekly
replace toilet paper, if necessary	daily
replace paper towels, if necessary	daily
pick up any trash off floor	daily
mop floor	daily
wax floor	monthly
wash/dust walls and fixtures	as needed
<u>IT Room</u>	
empty garbage cans	daily
vacuum	weekly
<u>Supervisor Cubicle Area</u>	
empty garbage cans	daily
vacuum	weekly
<u>PAS/CDO Finance Area</u>	
empty garbage cans	daily
vacuum	weekly
<u>Admin Services/Finance Area</u>	
empty garbage cans	daily
vacuum	weekly
empty shredder	as needed
<u>Home Care Room</u>	
empty garbage cans	daily
vacuum	weekly
empty shredder, if necessary	daily
<u>Outside Building</u>	
Pick up trash	as needed
Empty cigarettes from urns and receptacles	weekly
Wash windows	quarterly

5. Proposal Information

Proposals should include:

- Brief history of their company outlining their services;
- Copy of company insurance including liability insurance;
- Description of the work to be performed within your company expertise;
- One page itemized pricing schedule which includes pricing for an initial cleaning, cleaning three times a week, quarterly cleaning and cleaning five times a week;
- Any recommendations for cleaning services not listed in the Scope of Work;
- Blank sample contract;
- References.

6. Questions

Questions regarding this RFP or to make an appointment to inspect the facility prior to submission of a proposal, please email crystle.chisholm@kipda.org or call (502) 266-6084.

10/28/2018