

BOYLE COUNTY FISCAL COURT REQUEST FOR PROPOSALS

Purpose: The Boyle County Fiscal Court (BCFC) is requesting proposals for janitorial and maintenance services to and for the Boyle County Fiscal Court.

- 1) **Project Description.** Perform janitorial and maintenance operations listed in Schedule A attached hereto following the times and intervals listed on Schedule A. Successful contractor shall also agree to adhere to notes listed in Schedule B.

The term of this contract shall be one (1) year beginning on September 1, 2021. The contract shall include a one-year option to renew. Pricing shall remain fixed during the initial contract term and subsequent renewal year.

- 2) **Attachments:**

- a) Schedule A – Cleaning & Maintenance Operations
- b) Schedule B - Notes

- 3) **Scope:** The Boyle County Courthouse is a public building, therefore must keep a well-maintained appearance. Due to the ongoing pandemic, common areas must be sanitized on a daily basis and extra efforts must be taken to protect the public entering and leaving the building.

The selected Contractor shall provide janitorial services following Schedule A each weekday (Monday – Friday) along with monthly, quarterly and seasonal tasks.

- 4) **Requirements:**

- a) **Equipment, Supplies & Materials:**

All cleaning supplies, cleaning equipment, hand soap, paper towels, and toilet tissue shall be supplied and stored by the Contractor.

- b) **Background Checks:**

Background checks shall be required for all janitorial staff working in County facilities. In compliance with the Administrative Office of the Courts (AOC), each staff member must supply a copy of his or her driver's license/ID to be filed in the BCFC office.

- c) **Insurance:** Contractor shall produce proof of insurance, which shall include comprehensive general liability and property damage coverage, by certificate or other suitable evidence that shall remain on file with the BCFC. Furthermore, contractor shall notify BCFC of any change in coverage within three (3) days after such change becomes effective.

d) **Non-Discrimination:**

BCFC will not discriminate against any Contractor because of race, color, religion, sex or national origin. Furthermore, the Contractor will take affirmative action to insure that all employees are treated without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, advancement, demotion, transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

e) **Indemnity.**

Contractor shall indemnify and hold harmless Boyle County Fiscal Court, its officers, employees, agents and volunteers from and against all liability, loss, damage, and, against all claims and suits for injury, including death, or damage to any person or property which may arise or result from the performance of the operations covered by this Agreement and from and against all claims, liens, or other legal action for labor and materials furnished by Contractor.

5) Proposal Award:

It is the intent of BCFC to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected, it will be the most advantageous regarding price, quality of service, Contractor qualifications and capabilities to provide the specified service, and other factors, which BCFC may consider.

Proposals will be awarded at the August 24, 2021, Fiscal Court Meeting.

Submit proposals by 4:00 pm August 22, 2021 to:

Boyle County Judge Executive Howard P. Hunt III
321 West Main Street, Room 111
Danville, Kentucky 40422

#####

**SCHEDULE A
CLEANING & MAINTENANCE OPERATIONS**

ITEM	OPERATION	FREQUENCY
Floors, Corridors	Dust Mop	Daily
Stairwells, Public Areas	Wet Mop	Twice weekly, spot clean as needed
Offices, Courtrooms & Libraries	Vacuum	Daily
Carpeted Areas	Vacuum	Daily as needed. Completely 1x/week
Tile Floors	Sweep, dust, mop	Daily
Walls	Spot Wash	As needed
Steps	Mop	As needed. Wash Semi-annually
Partitions – Glass, Doors & Windows	Wash	AS needed.
Doors, doorknobs, handles and areas frequently touched by the public (elevator buttons etc.)	Clean and Disinfect/Sanitize	During Covid Pandemic: Red Level – twice/day Yellow Level – daily Green Level – weekly
Restrooms		
Toilets, Urinals	Clean/Disinfect	Daily
Wash Basins	Clean	Daily
Dispensers	Fill	Daily
Waste Baskets	Empty	Daily. Wash as needed
Toilet Tissue	Fill	Daily
Tile Walls	Wash	Twice/month
Furniture & Equipment		
Desks, Table Tops	Dust or Wash. (See #7, Sched B)	Daily
Chairs	Dust or Wash	Daily
File Cabinet (Sides/Tops)	Dust	Daily. Wash Yearly.
Waste Baskets	Empty	Daily. Wash as needed
Recycle Containers	Empty & Clean	Daily. Wash as needed
Drinking Fountains	Clean and Sanitize	Daily. Twice/day when Boyle Co is in Covid Red or Yellow
Ash Trays/Cigarette Recept.	Empty & Clean	Daily
Other		
Outside surrounding C.H.	Police & pickup	Daily
Cigarette Butts	Pickup/Sweep accumulated butts	Daily
Light Fixtures	Wash	Yearly
Light Bulbs	Replace	As needed
Outside Steps, Entrances & Sidewalks	Make Safe for the public. Salt Furnished (See #2 Sched B)	During inclement weather
Grass and Landscapes	Mow, Weed, Trim	Weekly or as needed
Stoop Planters	Water if planted. Empty of trash & cigarettes	Daily
Constitution Square Park	Clean Bathrooms	3x/week April 1 – Nov 1 or upon official, seasonal open & closing of park

ITEM	OPERATION	FREQUENCY
Clocks	Set forward/back	During Time Change
Change Batteries in Clocks	Provided. (see #6 Sched B)	During Time Change
Holiday Decorations	Hang lights, wreaths, setup trees in public spaces	At the direction of the County Judge Executive, designee or county engineer
Maintain & clean around military monument	Weed around, Wash and/or polish	1x/month
Reset Power to lights	As needed	
Light Fixture Covers	Wash & remove any insects from inside covers	2x / year
Move furniture, file cabinets, boxes		Per request
Brass Band Festival		Open/Close Courthouse Saturday
Parking Lot Signs	Monitor and minor repairs	
On call at all times in case of emergency		At direction of county engineer
Reset Fire Alarm		As needed
Replace Ceiling Tiles		As needed
Let in maintenance contractors	Help locate with their employees	7 am before court begins. They request janitor accompany them.
Allow service personnel access to CH		Access hours as determined by county engineer and Judge Executive Designee
Monitor Elevator Operations		Report problems to county engineer or CJEx Office
Monitor Basement sump pump		Report problems to county engineer or CJEx Office
Monitor Basement Wastewater pump operations		Report problems to county engineer or CJEx Office
Monitor and report water in basement		Report problems to county engineer or CJEx Office
Cleanup water in basement	As needed.	Report problems to county engineer or CJEx Office
Report Exterior light issues		Report problems to county engineer or CJEx Office
Report Exterior door issues		Report problems to county engineer or CJEx Office
Replace batteries in exterior touch pads	As needed. Batteries supplied	Report problems to county engineer or CJEx Office

SCHEDULE B NOTES

1. In areas that will not be accessible (vaults), the Contractor shall make arrangements to complete work before they are locked at night.
2. If inclement weather or excessive traffic (such as during election or tax collection season) causes a deterioration of public floor conditions, the Contractor must monitor and clean as necessary to maintain good condition.
3. Coffee pots, microwaves, stoves or personal equipment of the employees shall not be the duty of the Contractor to clean or maintain.
4. The Contractor is to use electrical equipment with properly grounded power cords.
5. All cleaning supplies, cleaning equipment, hand soap, paper towels, toilet tissue to be furnished and properly stored by the Contractor.
6. The Fiscal Court shall furnish light bulbs, tubes, starters etc.
7. It is understood that employees of the Courthouse shall clean off desktops, file cabinet tops etc. before leaving so that the Contractor may properly clean.
8. Contractor shall be prepared to perform services at night as well as hall maintenance and cleaning during work hours. Areas of concentration will be the common public areas with an emphasis on entranceways, and the areas adjoining the courthouse.
9. Contractor is expected to carry out minor upkeep and repairs to facility, i.e. water leak shutoffs and minor plumbing, unstop drains, minor facility repair, heat/air reset etc.. May be requested to troubleshoot any problems with facility or mechanics.