

Boyd County Public Library
Ashland – Catlettsburg – Midland
1740 Central Ave.
Ashland, KY 41101
606.329.0090
thebookplace.org



**2024 BCPL CLEANING SERVICE
Request for Proposals (RFP)**

Boyd County Public Library is seeking competitive sealed bids for cleaning service for 3 locations. The successful bidder will be contracted directly with the Library.

Title of Project: **2024 BCPL CLEANING SERVICE**

Sealed Bids should be submitted only to: Debbie Cospers, Library Director
Boyd County Public Library
1740 Central Ave.
Ashland, KY 41101

Sealed Bids due date and time: No later than **Tuesday, November 12, 2024, at 2:00 pm** EST

THIS PAGE SHALL BE COMPLETED, SIGNED AND RETURNED WITH THE SEALED BID.

Business Name, Address, and Officer Contact

Company's Legal Name

Authorized Representative Signature

Address 1

Printed Name

Address 2

Title

City, State, Zip Code

Email

Phone

Date

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Project

Boyd County Public Library is soliciting proposals for cleaning service for the following three (3) locations:

Ashland Branch

1740 Central Ave

Ashland, KY 41101

Constructed 1936; 22,000 sq ft over two floors and a basement

Remodeled extensively with last remodel 2005

Catlettsburg Branch

2704 Louisa St.

Catlettsburg, KY 41129

Constructed mid-70's; 2,500 sq ft, single floor

Remodeled 2013

Midland Branch

6686 Hwy 60

Ashland, KY 41102

Constructed 2022; 19,000 sq ft, single floor

Scope of Work

1. Scope of Work

This project involves the daily, weekly, and monthly full service cleaning of all three Boyd County Public Library's facilities

2. Daily Maintenance:

- a. Empty trash cans both inside and outside
 - i. Re-line trash cans with appropriately sized bags supplied by the Library
 - ii. Place outside in the dumpster
 - iii. Wipe down inside and out as needed
 - iv. Wipe walls and areas around trash cans ("splatter areas")
- b. Wipe off public common area tables, countertops, desks, etc.
- c. Clean and sanitize public tables, table tops attached to chairs
- d. Clean and sanitize tables in all Study Rooms
- e. Clean and sanitize restrooms, including fixtures, stalls, partitions, changing stations, tile ledges, and receptacles
- f. Sweep and wet mop all hard surface floors
- g. Restock soap, paper towel, and toilet paper dispensers in public and staff restrooms
- h. Empty and reline feminine sanitary disposal
- i. Clean and sanitize countertops, table tops, and sink in kitchen(s)
- j. Spot clean entrance doors and windows
- k. Vacuum Technical Services, staff lounge, entrance areas
- l. Spot vacuum public areas
- m. Clean and sanitize drinking fountains and water dispensers
- n. Clean hand contact areas and handrails in the stairway(s), ramp, and elevator

3. Weekly Maintenance:
 - a. Vacuum staff workroom and office floors
 - b. Vacuum upholstered chairs
 - c. Vacuum all public areas thoroughly
 - d. Damp wipe vinyl chairs
 - e. Check stock of cleaning supplies and paper products
 - f. Pour water in restroom and utility closet drains
 - g. Wipe inside and outside of refrigerators and microwaves
4. Monthly Maintenance:
 - a. Dust baseboards
 - b. Dust cold air returns
 - c. Dust restroom exhaust fans
 - d. Dust picture frames in public areas
 - e. Dust shelves in public area
 - f. Dust all door and window ledges
 - g. Dust wall mounted framed items
 - h. Dust all furniture in public areas
 - i. Dust blinds
 - j. Dust and mop/vacuum all stairwells, including emergency exit stairwells
5. Quarterly
 - a. Deep clean public and staff restrooms, including walls, stalls, and fixtures
 - b. Deep clean hard surface floors (restrooms, lobby, etc.)
6. As needed
 - a. Remove graffiti and marks from walls
 - b. Clean carpet stains
 - c. Unclog toilets
 - d. Remove all visible cobwebs
 - e. Spot clean doors, walls, glass, wall switches
 - f. Handle any blood borne pathogens, restroom/baby/vomit clean up
7. Cleaning Supplies
 - a. Bidder shall supply all cleaning supplies and cleaning equipment/material to adequately clean the buildings.
 - b. The Bidder shall utilize cloth rags or towels to perform all cleaning.
 - c. Storage space is available in each facility.
8. Equipment
 - a. Bidder shall provide all equipment necessary to perform the contracted work to current industry standards.
 - b. The bidder shall research and select the appropriate floor machines to properly clean the different flooring surfaces that are unique to each building.
 - c. The bidder shall maintain all equipment in proper working order.
 - d. All equipment stored on the library premises shall be clearly marked with the Bidder's Company Name.
 - e. All equipment including mop and mop buckets shall be kept clean and odor free.
9. Boyd County Public Library will supply trash bags, hand towels, toilet paper, and hand soap.
10. The cleaning time will be set by agreement between all parties and shall not be changed by the Bidder without expressed written permission of the Public Services Manager.
11. *The contract shall be for 5 years and shall start January 1, 2025.*

12. Cleaning shall occur on the following schedule:

LOCATION	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Ashland (1st Floor)	X	X	X	X	X	X	X
Ashland (Basement)	X	X	X	X	X	X	X
Ashland (2nd Floor Public areas)	X	X	X	X	X	X	X
Ashland (2nd Floor Staff areas)		X	X	X	X	X	
Catlettsburg				X	X	X	X
Midland	X	X	X	X	X	X	X

13. Any and all permits/licenses as required by authorities having jurisdiction, whether local, state, county, and/or federal, are the complete responsibility of the Bidder and shall be obtained prior to commencement of work. Any and all expense/cost related to obtaining required permits/licenses is the sole responsibility of the Bidder.
14. A log book, provided by the Bidder, shall be maintained on each site. The Facilities Coordinator and/or Public Services Manager may require an on-site walk-through inspection by the Bidder's responsible person with notice.
15. By submitting a proposal each bidder agrees that each worker assigned to this contract is a direct employee of the named organization.
16. Bidder's employees on this contract shall be covered under liability insurance.
17. The Bidder shall be held liable for any damage caused to the buildings, the contents, and/or injury to its occupants, project grounds or landscape resulting from the execution of the work and/or from not exercising proper precautionary measures. Any cost of repair or replacement resulting from damages shall be at the bidder's expense. Further, bidder shall be liable for any unauthorized or criminal acts of its employees.
18. Bids will be awarded on best evaluated and not necessarily lowest price. The Library reserves the right to accept or reject any bid based on factors, including but not limited to pricing, work history, work references, and/or ability to meet schedule requirements.
19. **Sealed bids are due no later than Tuesday, November 12, 2024 at 2:00 p.m. EST. Bids shall be submitted to Debbie Cosper, Library Director, at the Ashland Branch (1740 Central Ave., Ashland, KY 41101) and shall be read aloud in the Meeting Room.**
20. Questions shall be directed to Ben Nunley, Public Services Manager, at bnunley@thebookplace.org
21. Pre-bid bidder walk-throughs are available upon request and shall be scheduled with Ben Nunley.

Qualifications

1. All potential bidders shall have experience cleaning public buildings and shall provide substantial history (minimum of 3 references from similar projects) of satisfactory performance.
2. Where the specifications pertain to a specific brand or model of equipment, BCPL will evaluate any bidder's proposed alternate with emphasis on design, construction, dimensions, materials, maintenance, required parts, stocking, operator controls, and performance. To be considered an approved equal, the alternate equipment shall, in the sole opinion of BCPL, meet or exceed all of the listed criteria when compared to the specific brand and model.
3. Provide a summary letter of the information contained in the proposal, including, but not limited to:
 - a. Provide a description of your company's qualifications, credentials, experience, and resources in creating a public library facilities plan;
 - b. Total Proposed cost of project, inclusive of all related costs.
4. Provide a detailed breakdown of all costs associated with this project. Include the Price Worksheet at the end of the proposal. Boyd County Public Library is exempted from sales tax.
5. The Bidder, not the Owner, shall perform quality control. Please describe what steps your firm will take to monitor and redirect the quality of the cleaning provided. Include such information as inspection frequency, recording methods, qualifications of the inspector, and steps that shall be taken to correct problems.
6. You must submit as part of your Bid/Proposal either a Certification as to Kentucky Resident Status or a Certification as to Non-Resident Status contained at the end of this solicitation for bids/proposals. Failure to submit the applicable Certification may result in the disqualification of your bid/proposal. The Library reserves the right to require additional information from the Bidder/Proposer.

Instructions to Potential Bidders

1. Sealed bids submitted as specified, received by the correct time and date, shall be opened and publicly read aloud. The proposal envelope shall have the Project Name, Bidder's Name, and date on the outside.
2. Submittals shall be made on 8 ½" X 11" portrait format, and placed in a sealed, opaque envelope. Qualifications shall be submitted by mail, courier, or delivered in person to Debbie Cosper either with the sealed bid or on or before the deadline for submission.
3. This Request for Proposal and any addenda are available on the Boyd County Public Library website (thebookplace.org). The link which contains the Request for Proposal information is on the home page.
4. Bidders are reminded that changes to the Request for Proposal, in the form of addenda, are often issued between the issue date and within four (4) days before the closing of the Request for Proposal. Bidders are solely responsible for checking the website to insure they have the most current information regarding the Request for Proposal.
5. Bidders are requested to refrain from contact with Library Trustees and Library Staff prior to a selection announcement, except as described in this document.
6. Any cost incurred by bidders in preparing or submitting a proposal for the project shall be the bidder's sole responsibility.
7. All responses, inquiries, or correspondence relating to this RFP shall become the property of the Library when received.
8. Boyd County Public Library District has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Proposal and to cancel the process at any time prior to entering into a formal agreement.
9. The Library reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Proposal.
10. Proposals shall be valid for at least 180 days from RFP opening. The expiration date shall be included in the proposal.
11. In addition to evaluating the Bidder's proposal as submitted, the Library may make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability/capability of the Bidder to perform the services/furnish the goods.
12. Any proposal received after the proposal due date and time as detailed in this document shall not be accepted or considered.
13. Any proposal may be withdrawn prior to the opening upon written request.
14. If the Library declares a weather emergency closing, scheduled receipt of proposals shall be extended to the next business day.
15. Oral proposals or proposals delivered by electronic means such as fax and email shall not be considered.

Evaluation Criteria

The criteria below will be used to evaluate firms for further consideration:

1. Specialized, appropriate expertise for this type of project;
2. Responsiveness, comprehensiveness, and quality;
3. Previous experience with public libraries and/or public buildings;
4. Compliance with format and content of proposal, as well as, inquiry and submission requirements;
5. References from previous clients;
6. All-inclusive cost proposal; and
7. Other factors that may be appropriate for the project.

Submission of Proposal Packages

Completed proposals shall be submitted on 8.5" X 11" portrait format, and placed in a sealed, opaque envelope. Proposal packages may be submitted by mail, courier, or delivered in person to:

Debbie Cospers, Library Director, Ashland Branch, 1740 Central Ave., Ashland, KY 41101

on or before the deadline for submission of **Tuesday, November 12, 2024, at 2 pm.**

Award

An award will be made by the Board of Trustees. Boyd County Public Library intends to award contracts based upon the best evaluated bid. The Library reserves the right to accept the bid deemed to be in its best interest, not necessarily the least expensive bid; the right to disqualify bids from bidders not deemed to be qualified; the right to disqualify bids deemed to be defective; the right to waive defects on bids where such defects are not deemed significant; and the right to waive any and all formalities to reject any and all bids.

Kentucky law provides that a Kentucky resident Bidder/Proposer shall be given a preference against nonresident Bidder/Proposer, unless such preference conflicts with federal law. In addition, if a procurement determination results in a tie between a Kentucky resident Bidder/Proposer and a non-resident Bidder/Proposer, preference shall be given to the Kentucky resident Bidder/Proposer.

All bidders will be notified of the Library's selection as soon as possible. The successful bidder is expected to enter into a written contract with the Library. Approval of the final contract between Boyd County Public Library and the successful bidder is subject to approval by the Board of Trustees.

CERTIFICATION AS TO KENTUCKY RESIDENT STATUS

1. Kentucky law provides that a Kentucky resident Bidder/Proposer shall be given a preference against a nonresident Bidder/Proposer equal to the preference given or required by the state of the nonresident Bidder/Proposer, unless such preference conflicts with federal law. In addition, if a procurement determination results in a tie between a Kentucky resident Bidder/Proposal and a non-resident Bidder/Proposer, preference shall be given to the Kentucky resident Bidder/Proposer.
2. To be eligible to be considered as a Kentucky resident Bidder/Proposer, you must: (i) satisfy the requirements set forth under Sections 3(a) and (b) below; and (ii) properly complete this certification and submit it with your Bid/Proposal. Do not sign and submit this certification unless you meet each of the requirements set forth below under Sections 3(a) and (b) below. If you do not meet the requirements set forth below under Sections 3(a) and (b) you must furnish a Certification as to Non-Resident Status contained within this solicitation.
3. The undersigned, by subscribing to this certification, certifies under oath and upon penalties of perjury, that each of the following is true and correct and that the Bidder/Proposer can furnish proof upon request that each of the following is true and correct:

That on the date this Bid/Proposal was first advertised or announced as available for bidding:

- a) The Bidder/Proposer is authorized to transact business in the Commonwealth; and*
- b) That the Bidder/Proposer has during the one (1) year period prior to and through the date of the advertisement for this Bid/Proposal: (i) filed Kentucky Corporate Income Taxes; (ii) made payments to the Kentucky Unemployment Insurance Fund; and (iii) maintained a Kentucky Workers Compensation Policy in effect.*

Prior to an award to a Kentucky resident Bidder/Proposal, you may be required to submit satisfactory proof that you meet each of the requirements set forth in (a) and (b) above. Failure to timely submit such proof upon request may result in the lack of a preference being applied.

By certifying and signing below, I certify that each of the foregoing is true and correct for the Bidder/Proposer submitting this Bid or Proposal.

BIDDER/PROPOSER:

By: _____
Signature of authorized officer/agent

Its: _____
Title of authorized officer/agent

COMMONWEALTH OF KENTUCKY COUNTY OF _____

The foregoing certification was sworn to and acknowledged before me this _____ day of _____, 20__ by _____ (name), the _____ (title), for and on behalf of the bidder proposer.

Notary Public

My Commission Expires _____

My Jurisdiction Is: _____

CERTIFICATION AS TO NON- RESIDENT STATUS

1. If you are ineligible to submit a Certification as to Kentucky Resident Status, you must complete this Certification as to Non-Resident Status.
2. Identify below each state in which you qualify as a resident for purposes of receiving a preference in that state:
 - a) _____
 - b) _____
 - c) _____
3. For each state in which you qualify as a resident for purposes of receiving a preference under Section 2, above, for each such state list below the preference given or required by that state.
 - a) _____
 - b) _____
 - c) _____

By certifying and signing below, I certify that each of the foregoing is true and correct for the Bidder/Proposer submitting this Bid or Proposal.

BIDDER/PROPOSER:

By: _____
Signature of authorized officer/agent

Its: _____
Title of authorized officer/agent

STATE OF _____

COUNTY OF _____

The foregoing certification was sworn to and acknowledged before me this _____ day of _____, 20__ by _____ (name), the _____ (title), for and on behalf of the bidder proposer.

Notary Public
My Commission Expires _____
My Jurisdiction Is: _____

PRICE WORKSHEET

All bidders shall use the following price sheet for their proposal to be considered.

THIS PAGE SHALL BE COMPLETED AND RETURNED WITH THE SEALED BID.

Firm Name: _____

Contact: _____

Phone: _____ Email: _____

PRICING FOR FACILITIES

LOCATION	PER MONTH	PER YEAR
Ashland Branch		
Catlettsburg Branch		
Midland Branch		
TOTAL COST		