



Request for Proposals
For
Janitorial Services

Submission Deadline:
Friday, June 30, 2023, 5:00 p.m. EST

Summary:

The Lawrence County Public Library is seeking proposals from qualified contractors to provide cleaning services for the nearly 17,000 square ft. facility. The service provider will provide nightly cleaning of the entire interior of the building following all scope of work requirements. Some exterior cleaning will also be required. The Library will enter into a one-year contract with the chosen service provider beginning August 1, 2023.

Building Information:

- In October 2020, a full renovation of the building was completed including a 5,000 square ft. addition. The completed facility is 16,794 square feet with all new furnishings and fixtures, roof, HVAC system, flooring, lighting, technology, security equipment, etc.
- The building features quartz service desks and table tops, solid surface countertops, laminate tables, stainless steel restroom features, glass doors, glass walls, extensive glass windows, carpet tiles, porcelain tiles, rubber floors, and commercial grade fabrics and furniture.
- Cleaning must be completed outside of regular business hours. The Library operates within the following schedule but is subject to change at any time:

Monday/Wednesday/Friday : 9:00 a.m. – 5:00 p.m.

Tuesday/Thursday: 9:00 a.m. – 6:00 p.m.

First Saturday of the Month: 9:00 a.m. – 1:00 p.m.

Scope of Work and Requirements:

The intent and purpose of this Request for Proposal (RFP) is to enter into a firm-fixed price contract with a qualified, experienced, licensed and bonded contractor with five or more years' experience cleaning commercial or office buildings. The selected contractor will furnish all supervision, labor, materials, supplies, equipment, and services necessary to provide complete janitorial services for the LCPL. The contract will be for one year with the option to renew, at the discretion of the Library.

In accepting a contract, the contractor will agree to perform work five (5) days a week and accept all orders for cleaning services placed under this contract during its existence and abide by the specifications listed herein and with the stated terms and conditions.

- Daily, weekly, monthly, and quarterly cleaning in all public spaces, staff work areas, public and staff restrooms, meeting rooms, study rooms, kitchenettes, specified storage spaces and specified exterior areas.

- See cleaning schedule below.
- All interior and exterior trash receptacles should be emptied and liners replaced on a daily basis.
- Dusting of shelving and hard surfaces should be completed on a nightly basis rotating in sections.
- It is the responsibility of the Contractor, at his/her expense, to have all materials, supplies, and equipment necessary to perform janitorial services as directed by LCPL. This includes, but is not limited to: cleaning supplies, garbage bags, hand towels, soap for dispensers, hand sanitizer, vacuum, janitor cart, mop and bucket, dusters, spray bottles, etc. Service provider should also provide trash can liners, toilet paper rolls, paper towels, hand soap, etc.
- Cleaning instructions will be given for all surfaces and should be maintained per manufacturer guidelines.
- Quarterly carpet and window cleaning services, if so offered, should be included as separate cost addendum and not in the regular scope of work.
- The contractor should provide no less than two staff daily to perform janitorial services.
- Insurance requirement: The service provider must annually submit a certificate of insurance naming the library as an additional insured. Contractor's liability must have a minimum \$1,000,000/\$2,000,000 (per occurrence/aggregate) and worker's compensation insurance with \$1,000,000 limits. Include certificate(s) of insurance with bid.

Cleaning Schedule:

Public Space: Entryways, Collection & Study Areas, Corridors, Quiet Rooms, Genealogy Department, Children's Department, Young Adult Department, Children's and Large Program Room

Staff Space: Cubicle Desks, Work Tables, Staff Storage Cabinets, Staff Kitchenette

Exclusions: Server Room and Mechanical/Electrical Room

Task	Frequency
Wipe all entry glass, glass doors and frames clean of smudges, grime & spots	Daily
Wipe all interior glass (glass walls, windows, fire place, etc.) clean of smudges, grime & spots	Daily
Wipe down all service desk countertops with disinfectant cleaner	Daily
Wipe down all countertops & tables in quiet rooms with disinfectant	Daily

cleaner	
Wipe down all tables, public, and staff work surfaces, including computer areas, with disinfectant cleaner	Daily
Wipe all door handles, push plates and light switch plates with disinfectant cleaner	Daily
Vacuum all vestibules and public carpet areas	Daily
Dust/sweep tile lobby flooring	Daily
Wet mop tile lobby flooring	Daily
Dust/sweep rubber flooring	Daily
Wet mop rubber flooring	3 x per week
Dust all stacks, bookcases, tops of books, cabinets in genealogy, tops of any visible item	Weekly, rotating sections
Dust all doors, doorframes, windowsills, trim, cabinetry and partitions.	2x per month
Wipe walls clean of dirt, grime, fingerprints.	As needed;
Polish all solid surface countertops to restore new-like luster	Monthly
Wipe Children's Area wall seating	Daily
Wipe kick plates on doors	Daily
Wipe all stainless surfaces free of smudges and fingerprints	Daily

Drinking Fountains

Task	Frequency
Wipe down entire unit with disinfectant cleaner	Daily
Keep drain pan and spigot clean of lime and scale	As needed

Restrooms (Public & Staff)

Task	Frequency
Clean toilets, urinals and sink with proper bathroom cleaner & keep clean of scale and lime buildup	Daily
Wipe down all vanity fronts, countertops, changing stations, hand	Daily

dryers, dispensers & toilet partitions with disinfectant cleaner. (All stainless steel shall be polished with proper stainless steel cleaner.)	
Wipe down walls around urinals and hand dryers with disinfectant cleaner	Daily
Wipe walls clean of smudges, grime and spots	As needed.
Wipe mirrors clean, free of streaks, smudges, spots and fingerprints	Daily
Sweep and wet mop floors	Daily
Refill all dispensers	Daily
Empty & wipe down all trash and diaper receptacles, including a fresh liner	Daily
Wipe down all door handles/push plates with disinfectant cleaner	Daily

Staff Workroom/Breakroom

Task	Frequency
Wipe down all countertops, sinks, refrigerator & microwave fronts and handles with disinfectant cleaner	Daily
Wipe down all door handles, push plates and light switch plates with disinfectant cleaner	Daily
Empty & wipe down all trash receptacles, including a fresh liner	Daily
Wipe all windows clean of smudges, grime and spots	Daily
Vacuum all flooring	Daily
Dust shelving and cubicle work spaces	Weekly
Wet mop hard surface flooring	Weekly

Outside Building

Task	Frequency
Pick up trash and cigarette butts in front of vestibules and in parking lot	Daily
Pick up trash in grass areas	Daily
Empty all trash receptacles, including a fresh liner	Daily

Empty cigarette receptacles	As needed; Not less than weekly
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Site Tour:

The library requires a facility tour before submitting a proposal. Guided site tours will be provided Friday June 9, 2023 from 10:00 a.m. – 10:30 a.m. or Friday June 16, 2023 from 10:00 a.m. – 10:30 a.m. Contact Carlie Pelfrey at carlie@lcplky.org to schedule.

Billing Specifications & Payment:

Proposal must include fees to complete the services specified and must include all labor, material, supplies, equipment, licenses, and related costs and expenses. The LCPL will make payments to the contractor within thirty (30) days from the receipt of the invoice.

Proposal Submission:

Submissions that do not include each of the five requirements listed below will not be considered.

1. References from a least three current or past (within the last five years) clients.
2. A description of experience.
3. An overview of the company.
4. A proposed schedule of daily, weekly, monthly, and quarterly tasks; including the total amount of employees working and their hours.
5. An outline of pricing, payment terms, and a sample contract.

Selection Criteria:

Selection criteria will include, but not be limited to the following:

- Qualifications and experience
- References from previous clients
- Cost

Timeline:

Submit two (2) printed proposals via mail or hand delivery before 5:00 p.m. EST Friday, June 30, 2023 to:

Carlie Pelfrey, Director
Lawrence County Public Library
102 W. Main St.
Louisa, KY 41230