

**Cleaning Service
Request for Proposals (RFP)**

Main Library
1786 Burlington Pike
Burlington, KY 41005

Florence Branch
7425 U.S. 42
Florence, KY 41042

Hebron Branch
1863 North Bend Rd.
Hebron, KY 41048

Scheben Branch
8899 U.S. 42
Union, KY 41091

Walton Branch
21 S. Main St.
Walton, KY 41094

Chapin Memorial Library
6517 Market St.
Petersburg, KY 41080

Boone County Public Library is seeking competitive sealed bids for cleaning service for 5 locations. The successful bidder will be contracted directly with the Library.

Title of Project: 2025 BCPL CLEANING SERVICE

Sealed Bids should be submitted only to:
Carrie Herrmann, Executive Director
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005

Sealed Bids due date and time:
No later than Monday, March 10, 2025 @ 3:00 PM EST:

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

Full Legal Name & Address of Offeror:

Company's Legal Name

By: _____
Authorized Representative Signature

Address 1

Printed Name

Address 2

Title

City, State, Zip Code

Email

Phone

Date

Project

Boone County Public Library is soliciting proposals for cleaning service for the following five locations.

<p>Main Library 1786 Burlington Pike, Burlington, KY 41005 75,000 square feet Constructed 2007</p>	<p>Scheben Branch 8899 US Highway 42, Union, KY 41091 35,000 square feet Constructed 2000 Remodeled 2021</p>
<p>Hebron Branch 1863 North Bend Road, Hebron, KY 41048 25,895 square feet Constructed 2019</p>	<p>Florence Branch 7425 US Highway 42, Florence, KY 41042 12,765 square feet Constructed 1976 Remodeled & Expanded 2001</p>
<p>Walton Branch 13000 Town Center Dr., Walton, KY 41092 25,000 square feet Constructed 2024</p>	

Scope of Work

1. This project involves the daily, weekly, and monthly full service cleaning of five (5) Boone County Public Library’s facilities.
 - a. Nightly Maintenance:
 - i. Empty trash/garbage cans. Place outside in dumpster for pickup. Re-line trash cans with appropriately sized bags supplied by the Library;
 - ii. Wipe off common areas without moving items on the work area (tables, countertops, front desk, etc.);
 - iii. Clean and sanitize restrooms, including fixtures, stalls, partitions, changing stations, tile ledge, and receptacles;
 - iv. Empty and reline feminine sanitary disposal
 - v. Clean and sanitize countertops and table tops in kitchen(s);
 - vi. Clean and sanitize public tables, table tops attached to chairs;
 - vii. Clean and sanitize tables in all Study Rooms
 - viii. Sweep and wet mop all tile floors;
 - ix. Wash table tops and countertops in kitchen(s);
 - x. Spot clean entrance doors and windows;
 - xi. Vacuum public carpeted areas throughout the building, including area rugs;
 - xii. Clean and sanitize drinking fountains;
 - xiii. Restock soap, paper towel, and toilet paper dispensers in rest rooms; and
 - xiv. Clean hand contact areas in stairway(s) and elevator.
 - b. Weekly Maintenance:
 - i. Vacuum workroom and office floors;

- ii. Vacuum upholstered chairs;
- iii. Damp wipe vinyl chairs;
- iv. Clean sinks in kitchen(s), workroom(s), and family activity center; and
- v. Pick up trash from parking lot and lawn.
- c. Monthly Maintenance:
 - i. Dust baseboards;
 - ii. Dust cold air returns;
 - iii. Dust restroom exhaust fans;
 - iv. Dust picture frames;
 - v. Dust shelves in public area;
 - vi. Dust all door and window ledges;
 - vii. Dust wall mounted framed items;
 - viii. Dust all furniture;
 - ix. Dust blinds; and
 - x. Dust and mop all stairwells.
- d. Bi-annually
 - i. Strip and wax floors.
- e. As needed
 - i. Remove graffiti from walls;
 - ii. Clean carpet stains;
 - iii. Unclog toilets;
 - iv. Remove all visible cob webs;
 - v. Spot clean doors, walls, glass wall switches; and
 - vi. Bidder must be "on call" for any blood borne pathogens, restroom messes, infant messes and vomit clean up. The Library will try to the best of its ability to prevent "on calls."
- 2. Bidder shall supply all cleaning supplies and cleaning equipment/material to adequately clean the buildings. The Bidder shall utilize cloth rags or towels to perform all cleaning except for glass surfaces. Storage space is available in each facility.
- 3. Bidder shall provide all equipment necessary to perform the contracted work to current industry standards. The bidder shall research and select the appropriate floor scrubber machines to properly clean the different flooring surfaces that are unique to each building. The bidder shall maintain all equipment in proper working order. All equipment stored on the library premises shall be clearly marked with the Bidder's Company Name. All equipment including mope and mop buckets shall be kept clean and odor free.
- 4. Boone County Public Library will supply trash bags, hand towels, toilet paper, and hand soap.
- 5. 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 Facilities Manager.

6. The contract shall be for 5 years and shall start May 1, 2025.
7. Cleaning shall occur on the following schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Main Library (1 st Floor)	X	X	X	X	X	X	
Main Library (2 nd Floor)	X	X	X	X	X	X	
Main Library (Basement)	X	X	X	X	X		
Scheben Branch (1 st Floor)	X	X	X	X	X	X	
Scheben Branch (2 nd Floor)	X	X	X	X	X	X	
Florence Branch	X	X	X	X	X	X	
Hebron Branch	X	X	X	X	X		
Walton Branch	X	X	X	X	X		

8. 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.
9. A log book, provided by the Bidder, shall be maintained on each site. The Facility Manager may require an on-site walk-through inspection by the Bidder's responsible person with notice.
10. By submitting a proposal each bidder agrees that each worker assigned to this contract is a direct employee of the named organization.
11. Bidder's employees on this contract shall be covered under liability insurance.
12. 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.
13. 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.

- 14. Bids are due no later than March 10, 2025 at 3:00 PM EST. Bids shall be submitted to Carrie Herrmann, Executive Director, at the Main Library (1786 Burlington Pike, Burlington, KY 41005) and shall be read aloud in the 2nd Floor Conference Room.**
15. Questions shall be directed to Jeff Ahrens at jahrens@bcpl.org
16. Pre-bid bidder walk-throughs are available upon request and shall be scheduled with Jeff Ahrens.

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 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. Boone 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 Board 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:

Carrie Herrmann, Library Director/Boone County Public Library/1786 Burlington Pike/Burlington, KY 41005 by 3:00 PM EST on or before the deadline for submission.

3. This Request for Proposal and any addenda are available on the Boone County Public Library website (www.bcpl.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. Boone 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

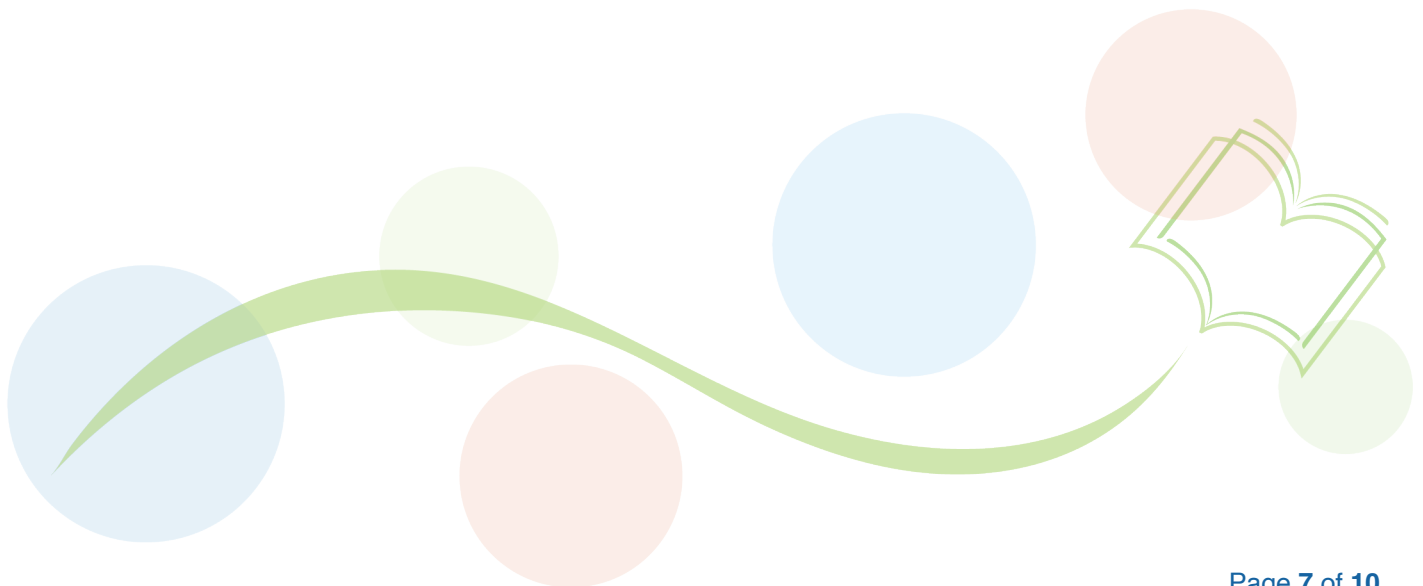
Completed proposals shall be submitted on 8 ½" X 11" portrait format, and placed in a sealed, opaque envelope. Qualifications shall be submitted by mail, courier, or delivered in person to: Carrie Herrmann, Library Director/Boone County Public Library/1786 Burlington Pike/Burlington, KY 41005 by 3:00 PM EST on or before the deadline for submission.

Award

An award will be made by the Board of Trustees. Boone 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 Boone 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:

	Per Month	Per Year
Main Library		
Scheben Branch		
Hebron Branch		
Florence Branch		
Walton Branch		

