

## **Advertisement for Bid Grant County Judicial Center**

**The Grant County Fiscal Court is seeking bids from qualified vendors to provide Janitorial Services for the Grant County Judicial Center.**

**Facility Location:** 224 South Main St., Williamstown, Ky 41097

**Bid Scope and Requirements:** The Contractor shall provide routine janitorial services for the Grant County Judicial Center. The responsibility of the contractor is to provide a clean, orderly, and hygienic nature to the facility. Expected Janitorial Services include, but not limited to, the cleaning of desktops and tables, removal of trash, dusting bookshelves, baseboards, chair rails, window seals, blinds, and vacuum carpet and/or sweep and mop all hard surface floors. The contractor shall also be responsible for cleaning bathrooms where the cleaning of toilets, urinals, sinks, and floors must be accomplished, as well as the removal of trash and debris, and replacing paper products and soap. The Contractor shall also furnish all supplies for the work under the scope of this advertisement including cleaning supplies, vacuums, dusting equipment, and other appropriate supplies.

**Required Background Check:** Due to the nature of the areas to be serviced, the Court will run criminal background checks on prospective contractors and reserves the right to deny access to the facilities for servicing based on these findings. The vendor will continue this process for the life of the contract as new individuals are hired. No one will be allowed to clean the facility without a background check.

**Insurance & Bond:** The Provider must have a General Liability Insurance Policy with a minimum of \$25,000 in coverage for property damage and the provider must be bonded upon selection.

**Pre-Bid Meeting:** Prospective vendors must tour the facility prior to submitting a bid. The Mandatory Pre-Bid Meeting is scheduled for Friday, February 3rd, at 11:00 A.M. at the Grant County Judicial Center located at 224 South Main St., Williamstown, Ky 41097. Failure to tour the Facility may result in disqualification of bid. The Full Scope of Services and further requirements can be obtained by emailing Colton Simpson, Deputy Judge/Executive at [csimpson@grantco.org](mailto:csimpson@grantco.org), or online at [www.grantcounty.ky.gov](http://www.grantcounty.ky.gov).

**Submission:** Sealed bids for Janitorial Services for the Grant County Judicial Center should be delivered by 4:00 P.M. on Friday, February 10th, 2023 to Jenna Johnson at the Grant County Court House located at 101 N Main St. STE 3, Williamstown, Ky 41097.

**FURTHER BID SPECIFICATIONS  
GRANT COUNTY JUDICIAL CENTER**

**ADDRESS: 224 SOUTH MAIN ST., WILLIAMSTOWN, KY 41097.**

**SQUARE FOOTAGE: 50,000**

**LOCAL COURT OF JUSTICE REPRESENTATIVE: GEORGE SCHERDER**

**EMPLOYEE INFORMATION TO BE PROVIDED BY VENDOR:** AFTER AWARD OF CONTRACT AND PRIOR TO STARTING DATE, VENDOR WILL PROVIDE THE GRANT COUNTY JUDGE/EXECUTIVE WITH NAMES, SOCIAL SECURITY NUMBERS AND BIRTHDATES OF ALL INDIVIDUALS WHO WILL BE CLEANING THE GRANT COUNTY JUDICIAL CENTER.

**RECORDS CHECK:** DUE TO THE NATURE OF THE AREAS TO BE SERVICED, THE COURT WILL RUN CRIMINAL RECORDS CHECKS ON THESE INDIVIDUALS AND RESERVES THE RIGHT TO DENY ACCESS TO THE FACILITIES FOR SERVICING BASED ON THESE FINDINGS. THE VENDOR WILL CONTINUE THIS PROCESS FOR THE LIFE OF THE CONTRACT AS NEW INDIVIDUALS ARE HIRED TO SERVICE THESE FACILITIES. NO ONE WILL BE ALLOWED TO CLEAN THE FACILITY WITHOUT A RECORDS CHECK.

**PERFORMANCE SPECIFICATIONS:** THIS CONTRACT IS FOR JANITORIAL SERVICE FOR THE GRANT COUNTY JUDICIAL CENTER. RESPONSIBILITIES OF THE VENDOR ARE STATED BELOW IN THE SPECIFICATIONS AS WELL AS FREQUENCY SCHEDULE.

**PERSONNEL:** VENDOR WILL PROVIDE AN ADEQUATE NUMBER OF PEOPLE TO CLEAN LOCATIONS MENTIONED IN THIS BID. THE FACILITY IS TO BE CLEANED ON THURSDAY AND FRIDAY OF EACH WEEK UNLESS RESCHEDULED WITH APPROVAL BY THE LOCAL COURT REPRESENTATIVE. CLEANING TIME TO ALWAYS BE COORDINATED WITH THE LOCAL COURT REPRESENTATIVE LISTED ABOVE.

**VENDOR RESPONSIBILITIES:**

1. VENDOR SHALL BE COMPLETELY RESPONSIBLE FOR SATISFACTORILY MANAGING AND PERFORMING A CLEANING SERVICE NECESSARY TO ASSURE A CLEAN ORDERLY CONDITION FOR THE LOCATIONS MENTIONED IN THIS BID.
2. THE SERVICES PERFORMED UNDER THIS CONTRACT SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE **LOCAL COURT REPRESENTATIVE**.

3. THE VENDOR WILL PROVIDE A REPRESENTATIVE WHO WILL BE AVAILABLE IN PERSON OR CAN BE REACHED AT A LOCAL TELEPHONE NUMBER DURING THE OPERATIONAL HOURS OF THE COURTS, MONDAY THROUGH FRIDAY, 8:00 A.M. TO 4:30 P.M.
4. THE VENDOR'S REPRESENTATIVE WILL BE REQUIRED TO COMPLETE A MONTHLY INSPECTION REPORT AND IS REQUIRED TO OBTAIN THE SIGNATURE OF THE LOCAL COURT REPRESENTATIVE.

**INSPECTION:** THE CUSTOMER (**LOCAL COURT REPRESENTATIVE**) WILL MAKE ROUTINE INSPECTIONS OF THE ENTIRE FACILITY. A LIST OF DEFICIENCIES WILL BE PRESENTED TO THE VENDOR AND THE VENDOR WILL CORRECT DEFICIENCIES IMMEDIATELY. IF THE DEFICIENCIES ARE NOT CORRECTED, THE CUSTOMER WILL REQUEST A TERTVIINATION OF THE CONTRACT.

**SUPPLIES AND EQUIPMENT:**

THE VENDOR SHALL SUPPLY THE FOLLOWING:

1. INDUSTRIAL/COMMERCIAL QUALITY VACUUM CLEANERS AND FLOOR BUFFER.
2. MOPS AND MOP BUCKETS
3. TILE FLOOR SPRAY BUFF SOLUTION
4. ALL APPROPRIATE AND NECESSARY CLEANING SUPPLIES

THE CUSTOMER SHALL SUPPLY THE FOLLOWING:

1. TRASH CAN LINERS
2. DISPOSABLE RESTROOM SUPPLIES INCLUDING, TOILET TISSUE, PAPER TOWELS AND SOAP

VENDOR WILL MONITOR INVENTORIES OF THESE SUPPLIES AND NOTIFY THE **LOCAL COURT REPRESENTATIVE** IN TIME TO REORDER STOCK BEFORE INVENTORIES ARE DEPLETED.

ALL SUPPLIES AND MATERIALS SHALL BE LABELED AND STORED IN ACCORDANCE WITH APPLICABLE ENVIRONMENTAL LAW AND REGULATIONS.

**NOTICES AND ADVISORIES:** VENDOR WILL POST IN A SUPPLY CLOSET, PROVIDED BY THE CUSTOMER, RULES AND REGULATIONS COVERING THEIR EMPLOYEES WHILE IN THE BUILDING(S). THE VENDOR WILL POST A DAILY CHECKLIST TO BE USED AS A GUIDE FOR THEIR EMPLOYEES TO FOLLOW. THIS LIST WILL BE POSTED ON THE CLOSET DOOR AND WILL BE AVAILABLE FOR REVIEW BY THE CUSTOMER AT ALL TIMES.

**ACCESS AND AREAS:** CUSTOMER WILL PROVIDE STORAGE SPACE FOR THE CONTRACTOR'S EQUIPMENT AND SUPPLIES. CUSTOMER WILL PROVIDE LIGHT, WATER AND ELECTRICITY AS ARE NECESSARY TO PERFORM THE SERVICES. VENDOR WILL USE THESE FACILITIES SPARINGLY. VENDOR MAY BE ISSUED KEYS TO THE FACILITIES TO BE CLEANED. IF A NEED ARISES FOR KEYS, THE VENDOR WILL REQUEST THEM FROM THE **LOCAL COURT REPRESENTATIVE** IN WRITING.

THE VENDOR IS NOT, UNDER ANY CIRCUMSTANCE, TO MAKE COPIES OF THE KEYS. THE LOCAL COURT REPRESENTATIVE WILL KEEP RECORD OF THE NUMBER OF KEYS ISSUED TO THE VENDOR AND WILL VERIFY THE SAME NUMBER OF KEYS ARE RETURNED. IF KEYS ARE LOST OR NOT ACCOUNTED FOR THE VENDOR WILL PAY A FEE TO THE GRANT COUNTY JUDGE/EXECUTIVE TO COVER THE EXPENSE OF REKEYING THE GRANT COUNTY JUDICIAL CENTER. FEE SHALL NOT EXCEED ONE HUNDRED (\$100) DOLLARS. VENDOR WILL INSURE THAT ONLY EMPLOYEES OF THE JANITORIAL SERVICE ARE IN THE FACILITY(S) MENTIONED IN THIS BID. THEIR STAFF ARE NOT TO UNLOCK ANY DOOR AND ALLOW ACCESS TO THE FACILITY TO ANY PERSON OTHER THAN THOSE ASSIGNED TO CLEAN THAT AREA. PETS ARE NOT ALLOWED IN THE FACILITY(S) MENTIONED IN THIS BID AT ANY TIME.

**INSURANCE:** THE VENDOR WILL CARRY AT ALL TIMES THE FOLLOWING INSURANCE COVERAGE:

1. WORKMAN'S COMPENSATION INSURANCE.
2. CONTRACTORS PUBLIC LIABILITY INSURANCE FOR PERSONAL INJURIES IN THE SUM OF \$50,000 AND \$100,000.
3. CONTRACTORS PUBLIC LIABILITY INSURANCE PROPERTY DAMAGE IN THE AMOUNT OF \$25,000.

VENDOR MUST FURNISH, WITHIN 10 DAYS OF NOTICE, A CERTIFICATE OF INSURANCE. FAILURE TO FURNISH CERTIFICATES WILL RESULT IN DISQUALIFICATION OF BID. IT IS THE CONTRACTORS RESPONSIBILITY TO MAINTAIN THIS INSURANCE COVERAGE AT ALL TIMES. IF CONTRACT IS TO BE RENEWED FOR AN ADDITIONAL YEAR(S) VENDOR MUST SUPPLY THE .GRANT COUNTY

JUDGE/EXECUTIVE WITH PROOF OF INSURANCE RENEWAL. FAILURE TO DO SO WILL RESULT IN CANCELLATION OF CONTRACT.

**JOB REQUIREMENTS AND FREQUENCY SCHEDULE:**

VENDOR IS TO COLLECT ALL GARBAGE AS SPECIFIED AND DISPOSE OF GARBAGE IN DUMPSTERS OR AREA DESIGNATED FOR CITY/COUNTY PICK UP.

THE FOLLOWING SERVICES ARE TO BE PERFORMED ON A DAILY BASIS IN ALL AREAS MENTIONED IN THIS BID: OFFICES, BREAK AREAS, COURTROOMS, JURY ROOMS, HALLWAYS, RESTROOMS, AND STAIRWELLS, ETC., WHERE APPLICABLE.

ALL CARPET AREAS OF THE BUILDING(S) SPECIFIED IN THIS BID ARE TO BE THOROUGHLY VACUUMED. ONCE A MONTH ALL AREAS, INCLUDING COURTROOMS, ARE TO BE THOROUGHLY DUSTED. BECAUSE DUSTING IS BEING REQUIRED ONLY ONCE A MONTH, A DUST CLOTH WITH POLISH MUST BE USED. A FEATHER DUSTER OF ANY TYPE WILL NOT BE ACCEPTABLE.

**DAILY - ALL AREAS:**

1. ALL INTERIOR AND EXTERIOR TRASH CONTAINERS ARE TO BE EMPTIED. REPLACE ALL SOILED OR TORN LINERS.
2. CLEAN TRASH CONTAINERS INSIDE AND ON SIDEWALKS AS NEEDED.
3. DISPOSE OF BOXES AND OTHER ITEMS MARKED "TRASH" BY THE BUILDING'S OCCUPANTS.
4. PICK UP ALL TRASH (LITTER) (SOFT DRINK CANS, CANDY WRAPPERS, PAPER, ETC.) INSIDE AND OUTSIDE.
5. SPOT CLEAN SURFACES (HORIZONTAL AND VERTICAL) TO REMOVE ALL SMUDGES, CUP RINGS, SPILLS, NICOTINE RESIDUES, ETC.
6. DISPOSE OF TRASH AND GARBAGE IN DUMPSTERS OR AREA DESIGNATED FOR CITY/COUNTY PICK/UP.
7. VACUUM ALL CARPETED TRAFFIC AREAS (INCLUDING HALLS, CORRIDORS, CIRCULATION WITHIN OPEN OFFICE AREAS, ETC).
8. SPOT CLEAN CARPETS WITH COMMERCIAL CARPET CLEANER OR (IF NECESSARY) SPOT REMOVER AND WET/DRY VACUUM TO INSURE STAINS ARE REMOVED RATHER THAN SPREAD AND SET.
9. DAMP MOP ALL HARD SURFACED (NON-WOOD) TRAFFIC AREAS, BUFF AS NECESSARY.
10. DUST MOP ALL WOOD TRAFFIC AREAS.
11. CLEAN AND DISINFECT (SANITIZE) ALL DRINKING FOUNTAINS.
12. CLEAN AND DISINFECT (SANITIZE) ALL PUBLIC TELEPHONES.
13. CLEAN AND POLISH ENTRANCE DOORS.
14. SPOT CLEAN ALL OTHER WINDOW AND DOOR BRIGHT-WEAR AND GLASS.
15. CLEAN AND POLISH WORK COUNTERS AND PUBLIC WORK SURFACES (CLERK AREA COUNTERS, LITIGATION TABLES, CONFERENCE ROOM TABLES, ETC).

16. CLEAN ALL SEATING, BRUSH-OUT OR VACUUM IF CLOTH, WIPE OFF ALL WOOD OR PLASTIC.
17. PREPARE A HAND-WRITTEN LIST OF ALL MECHANICAL AND ELECTRICAL SYSTEM DEFICIENCIES OR FAILURES FOUND (E.G., BURNED OUT LIGHTS, INOPERATIVE HVAC COMPONENTS, HOLES IN WALLS, BROKEN CEILING TILES, ETC.) AND PROVIDE THE LIST TO THE **LOCAL COURT REPRESENTATIVE**.

**BREAK AREAS:**

1. ALL TABLETOPS AND COUNTER TOPS ARE TO BE CLEANED AND DISINFECTED.
2. CLEAN ANY FOOD SPILLAGE IN AND AROUND COOKING APPLIANCES (STOVES, MICROWAVE OVENS, COFFEE MAKERS, ETC.)
3. CLEAN, POLISH AND DISINFECT DRINKING FOUNTAINS AND SINK AREAS WHERE APPLICABLE.

**RESTROOMS:**

1. REPLENISH ALL SUPPLIES (PAPER TOWELS, TISSUE, SOAP, ETC.)
2. CLEAN AND POLISH ALL GLASS AND MIRRORS.
3. CLEAN AND DISINFECT (SANITIZE) COMMODOES AND URINALS, INSIDE AND OUT.
4. FLUSH COMMODOES AND URINALS.
5. CLEAN AND DISINFECT WASHBASINS AND WALLS AROUND WASHBASINS.
6. CLEAN AND DISINFECT ALL DISPENSERS (PAPER TOWEL, TOILET PAPER, SOAP, ETC.)
7. CLEAN AND DISINFECT ENTRANCE DOORS, INCLUDING BRIGHT SURFACES (DOOR KNOBS, PUSH PLATES, ETC.)
8. CLEAN AND DISINFECT ALL FLOORS.

**DISTRICT COURT-COURTROOMS AND "WAITING AREA:**

THESE COURTROOMS MAY BE USED ON A DAILY BASIS AND MAY NEED TO BE CLEANED DAILY AS FOLLOWS:

1. ALL TRASH RECEPTACLES ARE TO BE EMPTIED AND KEPT CLEAN INSIDE AND OUTSIDE.
2. TRASH CAN LINERS ARE TO BE REPLACED IN THE RECEPTACLES WEEKLY.
3. PICK UP ANY TRASH LEFT IN THE COURTROOM SUCH AS SOFT DRINK CANS, CANDY WRAPPERS, PAPER, ETC. AND DISPOSE OF IN TRASH CANS.
4. THE FLOORS ARE TO BE VACUUMED.
5. SEATING WILL NEED TO BE BRUSHED OUT IN CLOTH, OR WIPED OFF IF WOOD OR PLASTIC, WEEKLY.

## **CIRCUIT COURT- COURTROOMS AND WAITING AREAS AND JURY ROOMS:**

THE CIRCUIT COURT COURTROOMS MAY NOT BE USED EVERYDAY, HOWEVER, VENDOR SHOULD ALWAYS CHECK THE AREA DAILY. THE CIRCUIT COURT AREAS ARE TO BE KEPT CLEAN AT ALL TIMES.

1. TRASH RECEPTACLES ARE TO BE EMPTIED AND LINERS TO BE REPLACED EACH TIME TRASH IS EMPTIED.
2. CARPET IS TO BE VACUUMED WHEN NEEDED IN ALL CIRCUIT COURT AREAS.
3. ALL TRASH SUCH AS COFFEE CUPS, DRINK CANS AND GLASSES, FOOD WRAPPERS, ETC., ARE TO BE REMOVED FROM TABLES IN THE JURY ROOMS AS NEEDED AND TABLES WIPED CLEAN.
4. SEATING IN THE COURTROOM IS TO BE KEPT CLEAN AT ALL TIMES.

## **WEEKLY SERVICES:**

1. DUSTING, HIGH (ABOVE DESKTOP LEVEL, INCLUDING SIGNAGE) AND LOW (BELOW DESKTOP LEVEL), EXCEPT FOR RESTROOMS, WHICH ARE CLEANED DAILY.
2. MOP AND BUFF ALL HARD-SURFACED FLOORING.
  - a. USE SPRAY BOTTLE AND APPLY TAP WATER TO TERRAZZO FLOOR AND BUFF WITH HIGH SPEED BUFFER AND WHITE PAD.
3. MOP ALL STAIRS.
4. VACUUM ALL CARPETED FLOORING, INCLUDING EDGE VACUUMING.
5. CLEAN ALL WINDOW LEDGES.
6. REMOVE COBWEBS FROM HIGH AREAS, LIGHTS AND CORNERS.

## **MONTHLY SERVICES:**

1. SURFACE CLEANING AND POLISHING DESK AND WORK SURFACES FROM WHICH USERS HAVE REMOVED ALL OR MOST ITEMS.
2. SURFACE CLEANING OF FILE AND STORAGE CABINETS (WHERE ACCESSIBLE).
3. APPLY #341 HILLYARD SEAL TO TERRAZZO FLOOR AND BUFF WITH TAP WATER.

## **SEMI-ANNUALLY (LINE ITEM 2)**

1. CLEAN ALL WINDOW INTERIORS AND EXTERIORS.
2. **THIS ITEM IS TO BE BILLED SEPARATELY ONCE WORK HAS BEEN COMPLETED.**

**ANNUALLY (LINE ITEM 3):**

1. STRIP AND CLEAN ALL HARD-SURFACED (NON-WOOD) FLOORS.
2. APPLY SEALER TO ALL HARD-SURFACED (NON-WOOD) FLOORS.
3. APPLY POLISH AND BUFF HARD-SURFACED (NON-WOOD) FLOORS TO A HIGH GLOSS.
4. SCRUB AND CLEAN ALL STONE OR CERAMIC/QUARRY TILED FLOORS.
5. STRIP AND SEAL JOINTS IN STONE OR CERAMIC/QUARRY TILED FLOORS.
6. CLEAN ALL WOOD FLOORS.
7. APPLY POLISH AND BUFF WOOD FLOORS.
8. CLEAN ALL HIGH-TRAFFIC CARPETED FLOORS (HOT WATER EXTRACTION METHOD).
9. MOP ALL SEALED CONCRETE FLOORS.
10. CLEAN LIGHT FIXTURES AND LIGHT FIXTURE LENSES.
11. VACUUM CLEAN ALL DRAPES AND BLINDS.
12. CLEAN ALL CARPETED FLOORS (HOT WATER EXTRACTION METHOD).
13. STRIP #341 HILLYARD SEAL FROM TERRAZZO FLOOR AND RE-APPLY
14. THESE ITEMS ARE TO BE BILLED SEPARATELY ONCE WORK HAS BEEN COMPLETED AND THE FORM PROVIDED BY THE LOCAL COURT REPRESENTATIVE HAS SIGNED OFF THAT WORK HAS BEEN COMPLETED. THE FORM IS TO BE SENT TO GRANT COUNTY JUDGE/EXECUTIVE WITH THE INVOICE ONCE A YEAR.

HALLWAYS AND STAIRWELLS (SPECIFIED IN THE WALK THROUGH) WILL BE KEPT LITTER FREE AND THE FLOORING WILL BE VACUUMED OR DUST MOPPED, WHICHEVER IS APPLICABLE, AS NEEDED OR AT LEAST ONCE A WEEK.

ALL DOOR FACINGS ARE TO BE KEPT CLEAN OF FINGERPRINTS AND SMUDGES. ALL CARPET SHOULD BE SPOT CLEANED AS NEEDED.

IF LOCAL COURT REPRESENTATIVE BRINGS A DEFICIENCY IN CLEANING OR IN KEEPING WITH THE FREQUENCY SCHEDULE TO THE VENDORS ATTENTION, THE VENDOR SHOULD RESPOND BY TAKING CARE OF THE AREA NEEDING THE ATTENTION.

**POST BID MEETING:** AFTER AWARD OF CONTRACT AND PRIOR TO CONTRACT EFFECTIVE DATE, THE VENDOR RECEIVING THE AWARDED CONTRACT WILL MEET WITH THE LOCAL COURT REPRESENTATIVE. THE VENDOR WILL BRING WITH HIM/HER TO THIS MEETING, A LIST OF ALL EQUIPMENT AND SUPPLIES THEY INTEND TO USE TO CLEAN THE FACILITY, AND THE DOCUMENTATION TO BE POSTED IN THE SERVICE CLOSET AS SPECIFIED IN THIS BID.

PLEASE PROVIDE THE BID AMOUNT (ANNUALIZED) TO PERFORM THE SPECIFICATIONS OF THIS BID. THE CUSTOMER WILL PAY THE VENDOR MONTHLY (ANNUALIZED AMOUNT DIVIDED BY 12).



THE CONTRACT MAY BE TERMINATED BY EITHER PARTY UPON WRITTEN NOTICE  
CONTRACT MAY BE RENEWED AT THE END-OF-YEAR, IF NO CHANGES TO THE  
CONTRACT ARE OFFERED BY EITHER PARTY.

THE BIDDER IS ALSO REQUIRED TO SUBMIT A LIST OF COMPLETED PROJECTS  
WHERE HE/SHE HAS PERFORMED SIMILAR WORK TO THE SPECIFIED HEREIN.