

ATTACHMENT A

Advertisement for Bid County Janitorial Services Grant County Fiscal Court

The Grant County Fiscal Court is seeking bids from qualified vendors to provide Janitorial Services for specified Grant County Facilities.

Scope of Service:

The Contractor shall provide routine janitorial services for Grant County Properties including public and private spaces at the Court House, Clerk's Office, Sheriff's Office, Animal Shelter, Parks, and Road Department. The responsibility of the contractor is to provide a clean, orderly, and hygienic nature to County Facilities. 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.

Mandatory Pre-Bid Meeting: A Mandatory Pre-bid meeting will be held on Monday, March 4th, 2024 at 10:00 A.M., where vendors will receive more information on the scope of requested services. The Pre-bid meeting will be held at 101 N Main St., Williamstown, Ky 41097.

Bid Submission:

Sealed bids for Janitorial Services should be delivered by 4:00 P.M on Friday, March 15th, 2024, to Jenna Johnson at the Grant County Court House located at 101 N Main St. STE 3, Williamstown, Ky 41097.

For further bid information or questions regarding the requested services, please contact Colton Simpson, Deputy Judge/Executive at csimpson@grantco.org, or visit grantcounty.ky.gov.

Bid Submission & Further Information

Sealed bids for Janitorial Services should be delivered by 4:00 P.M on Friday, March 15th, 2024 to Jenna Johnson at the Grant County Court House located at 101 N Main St. STE 3, Williamstown, Ky 41097. Please provide an annualized bid amount to perform the specifications of this bid. The customer will pay the vendor monthly.

Post Bid Meeting

After award of contract and prior to contract effective date, the vendor receiving the awarded contract will meet with the representatives of the Grant County Fiscal Court.

Scope of Service

The Scope of Requested Services for this Advertisement for Bid includes services for the below locations and may require the following services (This may not be a complete list and other services may be requested as needed. The following list may not be applicable to all locations and frequency of the below services may vary. Other services at various locations may be requested.):

- Empty, dispose, trash, replace liners
- Clean, disinfect, & polish all restroom fixtures, door handles
- Polish all mirrors/glass
- Wet Mop, disinfect restroom floors, partitions, and walls
- Fill restroom consumables: soap, toilet tissue, and paper towels
- Wipe and clean all table surfaces
- Disinfect Water Fountains
- Clean and dust office desks, computer screens, keyboards
- Clean and disinfect all appliances
- Dust or wet clean all non-upholstered chairs
- Vacuum all carpete areas
- Remove Cobwebs/dust from floor corners and ceilings
- Wet and/or dust mop all tile floors
- Dust and polish all reachable windows, sills/frames
- Dust picture frames
- Polish metal hardware and surfaces
- Dust bookcases and file cabinets.

The Grant County Fiscal Court will furnish: All paper towel products, toilet tissue and dispensers, trash bins/liners, mats, restroom soap for dispensers, floor stripping/buffing machines and products. All other equipment, materials, and supplies provided by the contractor.

Applicable Locations and Frequency of Service

Grant County Court House

101 N Main St. Williamstown, Ky 41097

Frequency of Services: 3 Days/Week

Grant County Clerk's Office

107 N Main St. Williamstown, Ky 41097

Frequency of Services: 3 Days/Week

Grant County Sheriff's Office

212 Barnes Rd. Ste A, Williamstown, Ky 41097

Frequency of Services: 2 Days/Week

Grant County Animal Shelter

218 Barnes Rd., Williamstown, Ky 41097

Frequency of Services: 1 Day/Week

Note: Only Office Spaces and bathroom

Grant County Park

144 S Main St., Crittenden, Ky 41030

Frequency of Services: Varies Seasonally

Mullins Field Restrooms

218 Barnes Rd., Williamstown, Ky 41097

Frequency of Services: Varies Seasonally

Grant County Road Department

505 Hopperton Lane, Dry Ridge, Ky 41035

Frequency of Services: 1 Day/Week

Attachments

A. Grant County Court House

- 1. This locations includes the following offices: Judge/Executive Suite, Child Support Offices, County Attorney, Building Inspector, Planning & Zoning, Solid Waste, Property Valuation Administrator, Maintenance, other offices, Courtroom, etc. These offices and rooms make up the first floor, second, floor, and basement. At this time, offices, bathrooms, and rooms on the third floor should not be included in bid matters.**

B. Grant County Clerk & Grant County Sheriff's Office

- 1. More information can be found at respective offices.**

C. Grant County Park

- 1. Due to the seasonal nature of activities and events at the sites under the Grant County Park, janitorial services will require more flexibility than other departments.**
- 2. Locations at the Park that need cleaning:**
 - a) Office**
 - b) Public Bathrooms**
 - c) Lloyd's Welfare House (Varies)**
 - d) Oak's Grove Venue (Varies)**
- 3. Off-site Park Location(s):**
 - a) Mullins Field Restrooms**

D. Animal Shelter

- 1. Only Office and Bathrooms are required.**

E. Road Department

- 1. Only Office Space, Conference Room, and restroom are required.**