

CALLOWAY COUNTY FISCAL COURT

REQUEST FOR PROPOSALS (RFP) Cleaning & Building Maintenance Services

1. INTRODUCTION

The Calloway County Fiscal Court is seeking proposals from qualified and experienced firms to provide weekly cleaning and janitorial services for County-owned buildings located throughout Calloway County, Kentucky.

This procurement is intended to ensure that all County facilities are maintained in a clean, safe, and sanitary condition for employees and the public.

2. LEGAL NOTICE & AUTHORITY

The Calloway County Fiscal Court, Kentucky, hereby solicits sealed proposals pursuant to **KRS 424.260** and in accordance with applicable provisions of the **Kentucky Model Procurement Code (KRS Chapter 45A, where applicable)** for cleaning and building maintenance services.

The Fiscal Court reserves the right to accept or reject any and all proposals pursuant to **KRS 67.080** and to waive irregularities in the procurement process where deemed in the best interest of the County.

3. BACKGROUND

Calloway County operates multiple public facilities, including but not limited to:

- Calloway County Courthouse
- Calloway County Annex
- Calloway County Judicial Center

The County reserves the right to add or remove buildings from the contract during the term as operational needs change.

4. SCOPE OF WORK

The selected contractor shall provide weekly cleaning services and maintain all facilities in a professional and sanitary condition.

General Cleaning

- Vacuuming, sweeping, and mopping floors
- Dusting furniture, fixtures, and surfaces

- Sweeping & cleaning entryways and public areas
- Emptying trash and recycling receptacles
- Cleaning windowsills, baseboards. Other structures as needed

Restroom Cleaning

- Disinfecting toilets, urinals, sinks, and partitions
- Wet mop all bathroom floors
- Restocking paper towels, toilet paper, and soap
- Cleaning mirrors and fixtures

Disinfection

- Cleaning and disinfecting high-touch surfaces (door handles, phones, computers, water fountains, etc.)
- Use of EPA-approved disinfectants

Additional Duties

- Spot cleaning doors, windows and glass surfaces (inside & out)
- Cleaning breakrooms/kitchenettes
- Reporting maintenance issues to County designee

Supplies:

- Contractor shall provide all cleaning supplies and equipment unless otherwise directed.
- All chemicals must comply with OSHA, EPA, and applicable safety standards.

5. SCHEDULE

- Cleaning services shall be performed on a **weekly basis**, with specific schedules coordinated with County staff.
- Services must be completed either during or after hours approved by the County to minimize disruption.
- Emergency cleaning services may be requested as needed.
- County reserves the right to adjust cleaning frequency for specific facilities as needed.

6. TERM OF CONTRACT

The contract shall be for a period of **one (1) year**, with the option to renew annually for up to **three (3) additional one-year terms**, contingent upon satisfactory performance and funding availability.

7. INSURANCE REQUIREMENTS

The successful contractor shall provide:

- Commercial General Liability Insurance: Minimum \$1,000,000 per occurrence
- Workers' Compensation Insurance as required by Kentucky law
- Automobile Liability Insurance (if applicable)

Proof of insurance must be provided prior to contract execution.

8. PROPOSAL REQUIREMENTS

Proposals must include:

- Company background and qualifications
- Experience with governmental or similar facilities
- References (minimum of three)
- Staffing plan and supervision
- Detailed work plan and cleaning procedures
- Proof of insurance
- Completed bid sheet (Attachment A)
- Any required affidavits or certifications

9. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Cost (40%)
- Experience and qualifications (25%)
- Service capability and response time (20%)
- References (15%)

The County may conduct interviews or request additional information.

CONTACT INFORMATION

- For questions: Calloway County Judge/Executive's Office
Phone: 270-753-2920
Email: kimes@callowaycountyky.gov

BID SHEET (ATTACHMENT A)

Calloway County Weekly Cleaning Services Bid Sheet

Facility	Estimated Sq. Ft.	Weekly Cost	Monthly Cost	Annual Cost
Courthouse	10,800	\$ _____	\$ _____	\$ _____
Annex	5,575	\$ _____	\$ _____	\$ _____
Judicial Center	24,000	\$ _____	\$ _____	\$ _____
TOTAL		\$ _____	\$ _____	\$ _____

Additional Pricing

Service	Hourly Rate	Notes
Additional Cleaning Services	\$ _____	_____
Emergency Cleaning	\$ _____	_____
Floor Waxing/Stripping (if applicable)	\$ _____	_____
Carpet Cleaning (if applicable)	\$ _____	_____

* Additional information on experience, available product or equipment, past performance can be submitted in the form of attached letters, statements, endorsements and/or recommendations.

SUBMISSION INSTRUCTIONS

Sealed proposals must be received by: **Friday, April 17 at 12:00 PM**

No late submissions will be considered

Submit to: **Calloway County Judge/Executive's Office**
201 South 4th Street
Murray, KY 42071

Mark envelope: **RFP – Cleaning & Building Maintenance Services**

No fax, or email submissions will be accepted

Bids will be opened on Monday, April 20 at 8:00 AM in the Court House Annex