



Request for Proposal

Bullitt County Public Library (“the Library”) will be issuing a contract for carpet cleaning, upholstery cleaning and tile cleaning/sealing for the following branch libraries;

Hillview Branch Library
155 Terry Blvd.
Louisville, KY 40229

Lebanon Junction Branch Library
11382 South Preston Highway
Lebanon Junction, Kentucky

Mt. Washington Branch Library
214 North Bardstown Road
Mt. Washington, KY 40047

The timeframe for the work to begin will be August 28, 2023 and continue through October 27, 2023. The work at each branch location will need to be completed within 7 days of commencement.

Requirements

- All cleaning services shall be performed as described in this request for proposal (RFP). Deviations will not be considered unless the Contractor can explain in detail that the deviation is of material benefit to the Library and provides service levels at least equal to that specified in the RFP.
- All work will be inspected and approved by the Facilities Manager.
- The Contractor shall provide the bid on square footage for carpet/tile and per piece for upholstered furniture.
- The tile to be cleaned and sealed is located in the restrooms at the branch locations. The tile covers the floor and the walls.
- Areas that are being cleaned must have signage conspicuously posted in and around areas where work is in progress and taken down when the area is safe to be used.
- All furniture shall be moved out of harm’s way and/or properly covered to protect it from damage.
- All shelving shall be protected from damage.

- Electrical and data floor vaults/covers shall be protected from damage.
- Failure to clean properly will be rejected by the Library and will require that the work be redone shortly after notification to the Contractor, without additional expense to the Library.
- All debris from the cleaning process shall be cleaned up and cleared out by the Contractor.
- All cleaning chemicals used must be safe and compliant with all government regulations.
- The work area shall be properly ventilated, if necessary, by the Contractor.
- All work proposed by the Contractor must be accomplished using the Contractor's owned and/or rented equipment. All equipment must be inspected to assure safe operation prior to use on the Library's property. Contractor must include a list of equipment used.

Assumptions and Agreements

- A preliminary funding commitment for this project has been approved.
- Contractors will be allowed to inspect the interior of each branch library, prior to submitting their bid, by setting up an appointment with the Facilities Manager.
- All contractors must be insured for liability and worker's compensation. The contractor is responsible for injuries to persons or damages to property which may arise in connection with the work by the Contractor and its employees.
- The Contractor shall have a minimum five (5) years of experience in providing cleaning services comparable to the requirements of this RFP.
- The Contractor shall provide all training, supervision, labor and material necessary to complete the work in accordance with the RFP specifications.
- The Contractor is responsible for the conduct of its employees and sub-contractors.
- All work proposed by the Contractor must be accomplished using the Contractor's owned and/or rented equipment. All equipment must be inspected to assure safe operation prior to use on the Library's property. Contractor must include a list of equipment used.
- The Library staff will move and store books, DVD's and other Library material as needed.
- The Library staff will move and store computers, printers, copiers, telephones and other electronic equipment as needed.
- Equipment cleanup is allowed only with permission at the designated janitor's closet.
- Upon completion of the work by the Contractor, the area will be left in the same clean condition as found at the beginning of the work. Damages and lack of cleaning will be deducted from the invoice.
- The relationship of the Contractor and Library shall be that of an independent agency, and the Contractor shall be required to hold the Library harmless from any and all liabilities of any type.
- Bill for services and products completed may be submitted as one invoice which itemizes the charge.

Termination

- The Library, with or without cause, shall be entitled to terminate the contract and Contractor's services at any time upon seven (7) days written notice.
- The Library reserves the right to terminate this contract for cause without prior written notification for the following reasons;
 - Violation by Contractor of any applicable federal law, state law, local law, regulations or ethical code.
 - Inappropriate conduct by the Contractor, its employees or its sub-contractors.
 - Contractor's substantial underperformance, as determined by the Library.
 - Contractor's failure to actively operate its business for a period of more than seven days without prior written consent of the Library.
 - Failure to comply with the provisions of this contract.

Required Proposal Format

The proposal will be presented in a print format, with cost analysis for each significant part of the proposal. The Library may request that optional items be listed on the proposal with associated pricing so the Library may select the most appropriate solution, while keeping the solution comparable between contractors.

Proposal Response Form

An individual having full authority to execute the proposal and to execute any resulting contract for services must complete and submit the attached Proposal Response Form (Attachment A) or submit a signed letter of transmittal that contains the same information and statements as indicated in the Proposal Response Form.

Documentation

Contractors must include documentation verifying liability insurance, worker's compensation and all appropriate bonds before a contract can be signed. In addition, a complete W-9 form must be submitted to the Library before any invoices can be paid.

The Bullitt County Public Library has adopted the Kentucky Model Procurement Code, KRS 45A.345 to 45A.460. The code can be reviewed at <http://www.lrc.ky.gov/KRS/045A00/CHAPTER.HTM>. The Board, all bidders, and all contractors must comply with all provisions of that code.

Request for References

Contractors should provide references of three or more other satisfied customers. Ideally these customers will include government entities and not-for-profit organizations.

Submission Deadline

Your proposal should be placed in a sealed envelope and received by August 22, 2023 by 12:00 (noon) at the Central Library located at 740 Conestoga Parkway, Shepherdsville Kentucky. All bids must be submitted on paper; no emailed proposals will be accepted. The bid opening will take place directly after this deadline. This will be a public bid opening. A bid tab will be provided to the participants once the contract has been awarded.

Submit proposal and questions to:

Curtis Flaherty
Facilities Manager
Bullitt County Public Library
740 Conestoga Parkway
Shepherdsville, KY 40165
Tel: (502) 543-7675 ext. 2008
Fax: (502) 543-4329
Email: cflaherty@bcplib.org

Basis for Award of Contract

The Library follows the rules and regulations of the Commonwealth of Kentucky pertaining to political subdivisions and follows the purchasing policies established by the Board of Trustees.

The Library will make the award to the lowest and/or best bid. In determining the lowest and/or best bid, the Library will consider other factors besides price. These factors shall include, but not be limited to: the experience and reputation of the bidder; any previous business dealings which the bidder has had with the Library; and the quality and adaptability of the supplies, equipment, or contractual services which are bid to the particular use required.

The Library reserves the right to accept any bid, to waive irregularities in bids and bidding, and to reject any or all bids. Poor performance can and will result in early termination of the contract.

Equal Opportunity

The Library is committed to Equal Opportunity. The respondent will not discriminate against any employee or applicant because of race, color, religion, sex, or national origin. The respondent agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Act, and other applicable State and Federal laws.

Attachment A

Proposal Response Form

Date:

Proposal of:
("The Proposer")

To: The Bullitt County Public Library ("The Library")

The Proposer, in compliance with your Request for Proposal for carpet cleaning, upholstery cleaning and tile cleaning/sealing at the Hillview Branch Library, the Lebanon Junction Branch Library and the Mt. Washington Branch Library and having examined the RFP and Scope of Services with related documents, and being familiar with all of the conditions surrounding the work, hereby agrees to perform the work required by the project in accordance with the contract documents, within the time set forth in the RFP, and at the price stated therein. These prices are to cover all expenses incurred in performing the work required by the contract documents, of which this proposal is a part.

The Proposer acknowledges receipt of the following addenda in the event subsequently issued:

Submitted by authorized representative:

Firm:

FEIN/SSN:

Signature:

Printed Name & Title:

Address:

City, State, Zip Code:

Telephone:

Fax: