

# Contractual Services RFP

## PART I: INTRODUCTION

All bids are due at **2:00 PM EST, Friday, June 9, 2017**. The Lincoln Trail Area Development District (LTADD, [www.LTADD.org](http://www.LTADD.org)), a Kentucky local government, is soliciting proposals for custodial services, grass mowing services, snow removal services, landscaping services and handyman services. Vendors can bid on as many services as they can provide; from 1 up to all 5 services. The LTADD is soliciting all services at the following location:

Lincoln Trail Area Development District  
613 College Street Road  
Elizabethtown, KY 42701

On **Wednesday, May 31<sup>st</sup> at 10am** the LTADD will host a walkthrough where you can see the landscaping beds, grass cutting and snow removal areas. Following this on **Friday, June 2<sup>nd</sup> at 10:00am**, we will host an interior walk through for the custodial and handyman services. Questions can be asked at both of these walkthroughs.

### RIGHT OF REJECTION

The LTADD reserves the right to reject bids from any vendor who does not satisfy LTADD as to their reliability and technical capability. The LTADD also reserves the right to reject any or all proposals, to waive irregularities and or informalities and to make an award as may appear to them to be in the best interest of the LTADD.

### BID PRICES TO REMAIN IN EFFECT

Vendors agree that all prices submitted in Bid Proposal will remain in full effect for a period of not less than 60 days following the day of bid proposals opening.

### RIGHT TO AMEND

The LTADD reserves the right to amend or supplement the Request for Bid Proposals giving equal information and cooperation to all vendors.

### COMPLIANCE WITH REGULATIONS

The selected vendor shall comply with all rules, regulations, ordinances, codes and laws; shall secure and pay for permits and licenses necessary for initiation and completion of work and shall adhere to any provisions of Social Security, Worker's Compensation or Unemployment Insurance Laws (local, state or federal). Offerors must disclose any fines, sanctions, debarment or litigation involving the company or its employees during the last five (5) years; or violations of KRS 136, 139, 141, 337, 338, 341 and 342 if they apply to company.

### INSURANCE

All vendors submitting proposals must provide proof of current insurance including workers compensation and general liability.

### QUESTIONS

Any questions pertaining to the specifications shall be submitted to:

Mike Burress  
P.O. Box 604  
Elizabethtown, KY 42702  
[mike@ltadd.org](mailto:mike@ltadd.org)

## PART II: SERVICE REQUIREMENTS

You will see below the minimum specs for all services. **Vendors may bid on as few or as many services as can be provided.**

### 1) Custodial Services

Custodial services include the list below and are to be provided Monday – Friday between the hours of 6:00pm and 7:00am and Saturday/Sunday anytime.

Clean bathrooms (Sinks, mirrors, tile walls, stalls, toilets, urinals, all stainless steel surfaces, door handles)	Daily
Empty all garbage cans	Daily
Remove all garbage in building to dumpster	Daily
Replace bathroom/kitchen supplies	Daily
Sweep common areas	Daily
Clean kitchen (Microwaves, tables, counters, fridge exterior)	Daily
Mop bathrooms floors	Daily
Clean drinking fountains	Daily
Extra attention to conference room/Library (clean tables, chairs, chair rails, baseboards, dusting)	Weekly (*specifically on Tuesdays; check daily)
Mop kitchen floors	Weekly
Dust and spot mop common areas (light fixtures)	Weekly
Clean baseboards (entire building)	Monthly
Sweep all offices	Weekly
Clean interior/exterior doors	Weekly
Spot clean walls	As Needed

### 2) Grass Mowing Services

Grass to be mowed as needed to keep appearance looking nice. Trash is to be removed from lawns. Trimming and edging is to be done around parking lots, sidewalks, buildings, signs, landscaping beds and any other obstruction surrounded by grass. Grass is to be blown back into lawns and away from mulch beds and concrete surfaces after every cut/trim. Treat lawn at least 4 times per year to control turf weeds and insects. Please see attachment 1 for aerial views showing grass, mulch and concrete locations.

### 3) Snow Removal Services

Removal of snow includes all parking lot surfaces and all sidewalks when snow accumulates to 1" or more. Pre-treatment of parking lots and sidewalks with de-icer when slippery conditions are present or are predicted. Every attempt should be made to clear the parking lots prior to our business opening (office hours are 8am-4:30pm Monday – Friday). Please see attachment 1 for aerial views showing parking lot and sidewalk locations.

### 4) Landscaping Services

Most landscaping services to take place between the spring and the fall. The following list includes all services that need to be performed:

#### Spring Cleanup

- Leaf cleanup of entire property (beds and lawn areas)
- Deep edge bed trenching
- Shrub pruning
- Inspection of all plant materials
- Application of a pre-emergent for weed control
- Wood pulling or pruning of woods

**Regular Bed Maintenance**

- Hand pulling or spraying of weeds
- Dead and damaged plant material and garbage removed
- Weeds on concrete surfaces pulled or sprayed

**Regular Tree and Shrub Care**

- Inspection of all trees and shrubs throughout the growing season
- Dormant oil applied to all applicable shrubs and trees (if applicable)
- Pruning of trees and shrubs to keep appearance nice and prevent over-growth

Please see attachment 1 for aerial views of both sites showing grass, mulch and concrete locations.

**5) Handyman Services**

Please provide a cost per hour for handyman services. The LTADD anticipates using approximately 4 hours of handyman services per month. Service will be of on-call type whereas the LTADD can make contact with vendor and vendor will supply a person capable of making light commercial building repairs or other work within a reasonable amount of time depending on the severity of the need. Examples of the types of projects are as follows:

- Diagnose and/or repair roofing leaks
  - Diagnose and/or repair leaky windows/doors
  - Hang shelving and wall art
  - Light plumbing
  - Caulking of building exterior Interior caulking, drywall repair and painting
- (Note: This list is NOT all inclusive)

**PART III: PROPOSAL REQUIREMENTS**

Any vendor interested in providing the services described should submit a proposal following the prescribed format. Adherence to the proposal format by all respondents ensures a fair evaluation with regard to the needs of the LTADD. **Offerors not following the prescribed format may be deemed non-responsive.** Vendors can bid in any combination for one or more services. If you are not bidding on a particular service, please indicate as such.

1) **Introduction** Provide a brief description of your company including the location of its headquarters, information about your Lincoln Trail presence and how the LTADD is to communicate with you on a regular and emergency basis. Also indicate whether or not your business is in good financial standing and whether or not business has filed for bankruptcy within the past 5 years.

2) **Custodial Services** Describe your ability to provide custodial services to the LTADD. Please indicate all of the services that you will provide in reference to the service requirements above and any additional services. Provide a comprehensive price for services.

3) **Grass Cutting Services** Describe your ability to provide grass cutting services to the LTADD. Please indicate that all of the service requirements listed above will be met. Provide a comprehensive price for services including number of cuts estimated per year and price per cut.

4) **Snow Removal Services** Describe your ability to provide snow removal services to the LTADD. Please indicate that all of the service requirements listed above will be met. Provide costs for services including a breakout of costs per snow removal incident, sidewalk clearing and de-icing materials (or total per hour if applicable).

5) **Landscaping Services** Describe your ability to provide landscaping services to the LTADD. Please indicate all of the services that you will provide in reference to the service requirements above and any additional services. Provide a comprehensive price for services.

6) **Handyman Services** Describe your ability to provide handyman services to the LTADD. Please indicate the types of service you will be able to provide versus those where your agency will need to sub-contract out the work. Also provide an explanation of the methods used to acquire non-emergency and emergency handyman services. Provide a per hour price for services.

8) **References** List three (3) references of clients for whom your company has provided services similar to those proposed in response to this RFP.

9) **Standard Contract** In its proposal, offeror must submit an example (if one is available) of the standard contract it typically employs with customers in transactions of this nature.

10) **Proof of Insurance** Please provide current proof of both Workers Compensation insurance and General Liability Insurance.

**Submission**

\*\*\*\*\*  
\*\*\*\*\* **PLEASE READ THIS SECTION VERY CAREFULLY!!!!** \*\*\*\*\*  
\*\*\*\*\*

Please submit one (1) signed original bid and one (1) copy in a **sealed** envelope or container marked on the outside as follows: "LTADD Contractual Services - SEALED" to the address below no later than **2:00 PM EST, Friday, June 9, 2017**. Faxed transmitted proposals WILL NOT be accepted. Proposals may be transmitted electronically to [contractservices@LTADD.org](mailto:contractservices@LTADD.org).

The public bid opening will immediately follow at the office of LTADD located at 613 College Street Road, Elizabethtown, KY 42701. All bids received after 2:00pm on June 9, 2017, will be considered non-responsive. The letter transmitting the proposal must be signed by an officer of the firm authorized to bind the respondent as required by this solicitation.

**LTADD c/o Mike Burress  
LTADD Contractual Services - SEALED  
613 College Street Road  
Elizabethtown, KY 42701**

**PART IV: SELECTION CRITERIA**

Representatives from the LTADD will evaluate the bid proposals. In evaluating the bid proposals, a final decision will be made based on the selection criteria below. Each service will be grading independent of one another and awarded the possible points below. Vendors may be given miscellaneous (or bonus) points for providing additional services or unique solutions that the LTADD can benefit from. Bonus points will be reflected in each service where applicable.

**SERVICE SELECTION CRITERIA**

<b>Price</b>		
	Price of service(s) being offered	50 pts
<b>Quality of Service</b>		
	Reference checks, Company/Financial Stability	20 pts
	Service management, Customer Service	20 pts
<b>Miscellaneous</b> (Will be rewarded as bonus points)		
	Additional services	
	Exceeding minimum service requirements	10 pts
<b>Total Possible points per service:</b>		<b>100 pts</b>

**Please remember these important dates:**

- 10:00 AM EST, Wednesday, May 31, 2017.....Landscaping/grass/snow cutting walkthrough.**
- 10:00 AM EST, Friday, June 2, 2017.....Custodial and Handyman walkthrough.**
- 2:00 PM EST, Friday, June 9, 2017.....Bid proposals due. Public bid opening.**