



## **Janitorial Services - City of Morehead**

### **Scope of Work**

Description of Request for Proposal: The purpose of this RFP is to receive proposals from qualified contractors for complete professional janitorial services at the Morehead Police Department, 309 West Main Street, Morehead, Kentucky, 40351. Electronic submissions will be accepted for this proposal.

The service provider must be reputable, experienced, and capable of providing superior cleaning services for the City of Morehead. The intent in soliciting proposals is to obtain a timely, consistent and cost-effective contract from one contractor to ensure clean and safe facilities for employees, citizens and visitors within the Morehead Police Department.

### **Scope of Services**

The awarded firm shall be required to provide and furnish all required materials and equipment, transportation, machinery, supplies, tools, incidentals, labor, and supervision to perform complete janitorial services for the building.

The required services will include but not limited to, cleaning, dusting, mopping, vacuuming, disinfecting and deodorizing.

Disposable supplies such as paper towels and toilet paper shall be provided by the City of Morehead. Additionally, soaps, deodorizers and trash liners will be provided by the City of Morehead.

Equipment used shall be in good condition and safe to use. Equipment failure will not be an acceptable excuse for failure to complete services as required by the contract.

The City will supply water and electricity for all cleaning needs during time of service.

The area includes a 16,000 square foot building with two kitchens, office space, meeting rooms, bathrooms, hallways and entry ways. Not all areas will be cleaned through this service. Some areas of the building will remain under the City's responsibility to clean due to safety concerns and/or private or confidential information.

Please quote prices for cleaning 2 times per week up to 4 times per week.

## **Insurance Required**

The awarded firm or contractor must provide to the City proof of Workers Compensation insurance (if firm or contractor has employees) and proof of Liability Insurance.

## **Equal Opportunity Employer**

The City of Morehead is an equal opportunity employer. It is the City of Morehead's policy to afford equal employment opportunity to all qualified persons regardless of genetic makeup, color, religion, age, sex, sexual orientation, gender identity, pregnancy, childbirth, pregnancy/childbirth-related medical conditions, national origin, disability, veteran or family status, an individual's status as a smoker or nonsmoker, or any other status or condition protected by applicable local, state, or federal laws, except where a bona fide occupational qualification applies.

## **Non-Discrimination Policy**

During the performance of services, the awarded firm or contractor shall not discriminate against any contractor, employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth, pregnancy/childbirth-related medical conditions, age, disability, veteran or family status, and/or smoking status.

The harassment, retaliation, coercion, interference, or intimidation of any contractor or employee due to that contractor's or employee's or applicant's race, religion, color, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth, pregnancy/childbirth-related medical conditions, age, disability, veteran or family status, or because the contractor or employee is a smoker or nonsmoker is strictly forbidden.

## **Proposal Format**

Please include a cover letter, fees, references, proof of insurance and proof of a business license for Morehead, Kentucky.

Submit a sealed envelope with proposal information included to the Morehead Police Department at 309 West Main Street, Morehead, Kentucky, 40351.

If you'd like to tour the facility prior to submitting a quote, please contact Tiffany Lowe, Admin Sec. at 606-784-7511 ext. 308.