

**2025 KENTON COUNTY PUBLIC LIBRARY CLEANING SERVICE  
Request for Proposals (RFP)**

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Kenton County Public Library is seeking competitive sealed bids for cleaning service for 3 locations. The successful bidder will be contracted directly with the Library.

Title of Project: **2025 KENTON COUNTY PUBLIC LIBRARY CLEANING SERVICE**

Sealed Bids should be submitted to: Dave Schroeder, Library Director or  
Julia Allegrini, Facilities Manager  
KCPL Administration Center  
3095 Hulbert Ave.  
Erlanger KY 41018

Sealed Bids and qualifications due date and time: No later than May 16, 2025, 10:00 a.m. EST at which time the submitted proposals will be opened at the Board Room at 3095 Hulbert Ave., Erlanger, KY 41018, read aloud, and entered into the record

Submittals shall be made on 8 1/2" X 11" portrait format, and placed in a sealed, opaque envelope. Qualifications shall be submitted by mail, courier, or delivered in as specified above

**Pre-bid meeting will occur on Friday May 9, 2025 at 10:00a.m. beginning at the Erlanger Branch 401 Kenton Lands Road, Erlanger KY, 41018**

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THIS PAGE SHALL BE COMPLETED, SIGNED AND RETURNED WITH THE SEALED BID.

Business Name, Address, and Officer Contact

\_\_\_\_\_  
Company's Legal Name

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Address 1

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address 2

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

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## Project

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Kenton County Public Library is soliciting proposals for cleaning service for the following three (3) locations:

KCPL Administration Center  
3095 Hulbert Ave.  
Erlanger, KY 41018  
Constructed 2017; approximately 14,000 sq ft over two floors and a partial basement.

Erlanger Branch  
401 Kenton Lands Road  
Erlanger, KY 41018  
Constructed 2001; approximately 34,000 sq ft on one floor, with a one-story addition of approximately 10,000 sq ft added in 2017

Latonia Branch  
3911 Winston Ave.  
Covington, KY 41015  
Constructed 2025, approximately 12,000 sq ft

## Scope of Work

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1. Scope of Work  
This project involves the daily, weekly, monthly and quarterly full-service cleaning of three specified Kenton County Public Library's facilities  
Administration Center  
Erlanger Branch  
Latonia Branch
2. Daily Maintenance:
  - a. Empty trash and recycling receptacles both inside and outside
    - i. Re-line cans with appropriately sized bags supplied by the Library
    - ii. Place outside in the dumpster
    - iii. Wipe down inside and out as needed
    - iv. Wipe walls and areas around trash and recycling cans ("splatter areas")
  - b. Wipe off public common area tables, countertops, desks, etc.
  - c. Clean and sanitize public tables, tabletops attached to chairs
  - d. Clean and sanitize all tables in public areas
  - e. Clean and sanitize restrooms, including fixtures, stalls, partitions, changing stations, tile ledges, and receptacles
  - f. Dust and wet mop all hard surface floors in common areas
  - g. Restock soap, paper towel, and toilet paper dispensers in public and staff restrooms
  - h. Empty and reline feminine sanitary disposal receptacles
  - i. Clean and sanitize countertops, tabletops, and sink in kitchen(s) and common work areas
  - j. Spot clean entrance doors and windows
  - k. Spot vacuum public areas
  - l. Clean and sanitize drinking fountains and water dispensers
  - m. Clean hand contact areas, including glass and handrails on public doors

3. Weekly Maintenance:
  - a. Vacuum staff workroom and office floors,
  - b. Vacuum upholstered public chairs
  - c. Vacuum all carpeted public areas thoroughly
  - d. Damp wipe vinyl chairs
  - e. Check stock of cleaning supplies and paper products
  - f. Pour water in restroom, utility closet and open floor drains
  - g. Dust and mop/vacuum all stairwells, including emergency exit stairwells
  - h. Wipe outside of refrigerators and microwaves in common staff areas
4. Monthly Maintenance:
  - a. Dust baseboards
  - b. Dust cold air returns
  - c. Dust restroom exhaust fans
  - d. Dust picture frames in public areas
  - e. Dust all door and window ledges
  - f. Dust wall mounted framed items
  - g. Dust all furniture in public areas
  - h. Dust blinds
5. Quarterly
  - a. Deep clean public and staff restrooms, including walls, stalls, and fixtures
  - b. Deep clean hard surface floors (restrooms, lobby, etc.)
6. As needed
  - a. Remove graffiti and marks from walls
  - b. Clean carpet stains
  - c. Unclog toilets
  - d. Remove all visible cobwebs
  - e. Spot clean doors, walls, glass, wall switches
7. Cleaning Supplies
  - a. Bidder shall supply all cleaning supplies and any additional cleaning equipment/material not currently owned by the library to adequately clean the buildings.
  - b. The Bidder shall utilize cloth rags or towels to perform all cleaning.
  - c. Limited storage space is available in each facility.
8. Equipment
  - a. Bidder shall provide any additional equipment necessary to perform the contracted work to current industry standards.
  - b. The bidder shall research and select the appropriate floor machines to properly clean the different flooring surfaces that are unique to each building.
  - c. The bidder shall maintain all equipment in proper working order.
  - d. All equipment stored on the library premises and owned by the bidder shall be clearly marked with the Bidder's Company Name.
  - e. All equipment including mop and mop buckets shall be kept clean and odor free.
9. To the extent possible all cleaning processes, supplies and equipment shall meet best practices for cleaner indoor environments and air quality.
10. Kenton County Public Library will supply trash bags, hand towels, toilet paper, and hand soap.
11. The cleaning time will be set by agreement between all parties and shall not be changed by the Bidder without expressed written permission of the Facilities Manager.
12. The contract shall be for one (1) year subject to renewal for five (5) consecutive years for a one-year term and shall start **July 1, 2025**. and in accordance with legal requirements of contract with public entities, including but not limited to provisions for termination of the contract and compliance with State and Federal Laws governing public entities

13. Cleaning shall occur on the following schedule:

LOCATION	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Administration Center		X	X	X	X	X	
Erlanger		X	X	X	X	X	X
Latonia	X		X		x		

14. **Alternate scope of work: to re-evaluate within the first ninety (90) days to adjust for additional days to the above schedule within the structure prorating the submitted costs specified location per month costs on page 11.**
15. Any and all permits/licenses as required by authorities having jurisdiction, whether local, state, county, and/or federal, are the complete responsibility of the Bidder and shall be obtained prior to commencement of work. Any and all expenses/cost related to obtaining required permits/licenses is the sole responsibility of the Bidder.
16. A logbook, provided by the Bidder, shall be maintained on each site. The Facilities Coordinator and/or Public Services Manager may require an on-site walk-through inspection by the Bidder's person responsible with notice.
17. By submitting a proposal each bidder agrees that each worker assigned to this contract is a direct employee of the named organization.
18. Bidder's employees on this contract shall be covered under liability insurance.
19. The Bidder shall be held liable for any damage caused to the buildings, the contents, and/or injury to its occupants, project grounds or landscape resulting from the execution of the work and/or from not exercising proper precautionary measures. Any cost of repair or replacement resulting from damage shall be at the bidder's expense. Further, bidder shall be liable for any unauthorized or criminal acts of its employees.
20. Bids will be awarded on best evaluated and not necessarily the lowest price. The Library reserves the right to accept or reject any bid based on factors, including but not limited to pricing, work history, work references, and/or ability to meet schedule requirements.
21. **Sealed bids are due no later than no later than May 16 2025, 10:00 a.m. EST at which time the submitted proposals will be opened at the Board Room at 3095 Hulbert Ave., Erlanger, KY 41018, read aloud, and entered into the record**
22. Questions shall be directed to Angela Payer, Branch Manager and Facilities Coordinator designee, at [Angela.Payer@kentonlibrary.org](mailto:Angela.Payer@kentonlibrary.org)
23. Pre-bid bidder walk-through is scheduled **on Friday May 9, 2025, at 10:00a.m. beginning at the Erlanger Branch 401 Kenton Lands Road, Erlanger KY, 41018**

## Qualifications

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1. All potential bidders shall have experience cleaning public buildings and shall provide substantial history (minimum of 3 references from similar projects) of satisfactory performance.
2. Where the specifications pertain to a specific brand or model of equipment, KCPL will evaluate any bidder's proposed alternate with emphasis on design, construction, dimensions, materials, maintenance, required parts, stocking, operator controls, and performance. To be considered an approved equal, the alternate equipment shall, in the sole opinion of KCPL, meet or exceed all of the listed criteria when compared to the specific brand and model.
3. Provide a summary letter of the information contained in the proposal, including, but not limited to:
  - a. Provide a description of your company's qualifications, credentials, experience, and resources in creating a public library facilities plan;
  - b. Total Proposed cost of project, inclusive of all related costs.
4. Provide a detailed breakdown of all costs associated with this project. Include the Price Worksheet at the end of the proposal. Kenton County Public Library is exempted from sales tax.
5. The Bidder, not the Owner, shall perform quality control. Please describe what steps your firm will take to monitor and redirect the quality of the cleaning provided. Include such information as inspection frequency, recording methods, qualifications of the inspector, and steps that shall be taken to correct problems.
6. You must submit as part of your Bid/Proposal either a Certification as to Kentucky Resident Status or a Certification as to Non-Resident Status contained at the end of this solicitation for bids/proposals. Failure to submit the applicable Certification may result in the disqualification of your bid/proposal. The Library reserves the right to require additional information from the Bidder/Proposer.

## Instructions to Potential Bidders

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1. Pre-bid meeting walk throughs schedule Pre-bid meeting will occur on Friday May 9, 2025, at 10:00a.m. beginning at the Erlanger Branch 401 Kenton Lands Road, Erlanger KY, 41018
2. Sealed bids submitted as specified, received by the correct time and date, shall be opened and publicly read aloud. The proposal envelope shall have the Project Name, Bidder's Name, and date on the outside.
3. Submittals shall be made on 8 ½" X 11" portrait format, and placed in a sealed, opaque envelope. Qualifications shall be submitted by mail, courier, or delivered in person to Debbie Cosper either with the sealed bid or on or before the deadline for submission.
4. This Request for Proposal and any addenda are available on the Kenton County Public Library website (thebookplace.org). The link which contains the Request for Proposal information is on the home page.
5. Bidders are reminded that changes to the Request for Proposal, in the form of addenda, are often issued between the issue date and within four (4) days before the closing of the Request for Proposal. Bidders are solely responsible for checking the website to ensure they have the most current information regarding the Request for Proposal.
6. Bidders are requested to refrain from contact with Library Trustees and Library Staff prior to a selection announcement, except as described in this document.
7. Any cost incurred by bidders in preparing or submitting a proposal for the project shall be the bidder's sole responsibility.
8. All responses, inquiries, or correspondence relating to this RFP shall become the property of the Library when received.
9. Kenton County Public Library District has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Proposal and to cancel the process at any time prior to entering into a formal agreement.
10. The Library reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Proposal.
11. Proposals shall be valid for at least 180 days from RFP opening. The expiration date shall be included in the proposal.
12. In addition to evaluating the Bidder's proposal as submitted, the Library may make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability/capability of the Bidder to perform the services/furnish the goods.
13. Any proposal received after the proposal due date and time as detailed in this document shall not be accepted or considered.
14. Any proposal may be withdrawn prior to the opening upon written request.
15. If the Library declares a weather emergency closing, scheduled receipt of proposals shall be extended to the next business day.
16. Oral proposals or proposals delivered by electronic means such as fax and email shall not be considered.

## Evaluation Criteria

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The criteria below will be used to evaluate firms for further consideration:

1. Specialized, appropriate expertise for this type of project.
2. Responsiveness, comprehensiveness, and quality.
3. Previous experience with public libraries and/or public buildings.
4. Compliance with format and content of proposal, as well as inquiry and submission requirements;
5. References from previous clients.
6. All-inclusive cost proposal; and
7. Other factors that may be appropriate for the project.

## Submission of Proposal Packages

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Completed proposals shall be submitted on 8.5" X 11" portrait format, and placed in a sealed, opaque envelope. Proposal packages may be submitted by mail, courier, or delivered in person to:

David Schroeder, Library Director, Administration Center, 3095 Hulbert Ave., Erlanger KY 41018

on or before the deadline for submission of **May 16 2025 10:00 a.m. EST.**

## Award

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An award will be given by the Board of Trustees. Kenton County Public Library intends to award contracts based upon the best evaluated bid. The Library reserves the right to accept the bid deemed to be in its best interest, not necessarily the least expensive bid; the right to disqualify bids from bidders not deemed to be qualified; the right to disqualify bids deemed to be defective; the right to waive defects on bids where such defects are not deemed significant; and the right to waive any and all formalities to reject any and all bids.

Kentucky law provides that a Kentucky resident Bidder/Proposer shall be given a preference against nonresident Bidder/Proposer, unless such preference conflicts with federal law. In addition, if a procurement determination results in a tie between a Kentucky resident Bidder/Proposer and a non-resident Bidder/Proposer, preference shall be given to the Kentucky resident Bidder/Proposer.

In addition, if a procurement determination results in a tie between a Kentucky resident Bidder/Proposer and a non- resident Bidder/Proposer, preference shall be given to the Kentucky resident.



**Bidder/Proposer**

All bidders will be notified of the Library's selection as soon as possible. The successful bidder is expected to enter into a written contract with the Library. Approval of the final contract between Kenton County Public Library and the successful bidder is subject to approval by the Board of Trustees.

**CERTIFICATION AS TO KENTUCKY RESIDENT STATUS**

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1. Kentucky law provides that a Kentucky resident Bidder/Proposer shall be given a preference against a nonresident Bidder/Proposer equal to the preference given or required by the state of the nonresident Bidder/Proposer, unless such preference conflicts with federal law. In addition, if a procurement determination results in a tie between a Kentucky resident Bidder/Proposal and a nonresident Bidder/Proposer, preference shall be given to the Kentucky resident Bidder/Proposer.
2. To be eligible to be considered as a Kentucky resident Bidder/Proposer, you must: (i) satisfy the requirements set forth under Sections 3(a) and (b) below; and (ii) properly complete this certification and submit it with your Bid/Proposal. Do not sign and submit this certification unless you meet each of the requirements set forth below under Sections 3(a) and (b) below. If you do not meet the requirements set forth below under Sections 3(a) and (b) you must furnish a Certification as to Non-Resident Status contained within this solicitation.
3. The undersigned, by subscribing to this certification, certifies under oath and upon penalties of perjury, that each of the following is true and correct and that the Bidder/Proposer can furnish proof upon request that each of the following is true and correct:

*That on the date this Bid/Proposal was first advertised or announced as available for bidding:*

- a) The Bidder/Proposer is authorized to transact business in the Commonwealth; and*
- b) That the Bidder/Proposer has during the one (1) year period prior to and through the date of the advertisement for this Bid/Proposal: (i) filed Kentucky Corporate Income Taxes; (ii) made payments to the Kentucky Unemployment Insurance Fund; and (iii) maintained a Kentucky Workers Compensation Policy in effect.*

Prior to an award to a Kentucky resident Bidder/Proposal, you may be required to submit satisfactory proof that you meet each of the requirements set forth in (a) and (b) above. Failure to timely submit such proof upon request may result in the lack of a preference being applied.

By certifying and signing below, I certify that each of the foregoing is true and correct for the Bidder/Proposer submitting this Bid or Proposal. I understand that my failure to provide proof of residency when requested, or to provide accurate certification of residency shall result in the disqualification of my bid and the termination of any contract award.

BIDDER/PROPOSER:

By: \_\_\_\_\_  
Signature of authorized officer/agent

Its: \_\_\_\_\_  
Title of authorized officer/agent

**COMMONWEALTH OF KENTUCKY COUNTY OF \_\_\_\_\_**

The foregoing certification was sworn to and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ (name), the \_\_\_\_\_ (title), for and on behalf of the bidder proposer.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

My Jurisdiction Is: \_\_\_\_\_

**CERTIFICATION AS TO NON- RESIDENT STATUS**

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1. If you are ineligible to submit a Certification as to Kentucky Resident Status, you must complete this Certification as to Non-Resident Status.
2. Identify below each state in which you qualify as a resident for purposes of receiving a preference in that state:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
3. For each state in which you qualify as a resident for purposes of receiving a preference under Section 2, above, for each such state list below the preference given or required by that state.
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_

By certifying and signing below, I certify that each of the foregoing is true and correct for the Bidder/Proposer submitting this Bid or Proposal.

BIDDER/PROPOSER:

By: \_\_\_\_\_  
Signature of authorized officer/agent

Its: \_\_\_\_\_  
Title of authorized officer/agent

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing certification was sworn to and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ (name), the \_\_\_\_\_ (title), for and on behalf of the bidder proposer.

\_\_\_\_\_  
Notary Public  
My Commission Expires \_\_\_\_\_  
My Jurisdiction Is: \_\_\_\_\_

**PRICE WORKSHEET and ADDITIONAL INFORMATION**

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All bidders shall use the following price sheet for their proposal to be considered.

THIS PAGE SHALL BE COMPLETED AND RETURNED WITH THE SEALED BID.

Firm Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PRICING FOR FACILITIES**

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LOCATION	PER MONTH	PER YEAR
Administration Center		
Erlanger Branch		
Latonia Branch		
<b>TOTAL COST</b>		

### Additional Information Checklist

Information requested	Information Response or Additional information provided
Base Bid	
Organizational stability	
Years in business with current name	
Type of legal entity	
Failure to complete work	
Filed lawsuits, mediation, arbitration	
Financial Statement	
Bond Company rating	
References	
Similar experience	
Work with Libraries	
Work with other public entities	
Best Practices	
Continuing education of workers	
BBP training	
Safer product standards	
Location of corporate center	