

NOTICE OF ADVERTISEMENT



Custodial Services Contract - NKU Grant County

September 10, 2018

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SCOPE OF WORK:

Custodial Services Contract for the NKU Grant County Center (7928 Sq. Ft. on two levels) operated by Northern Kentucky University.

Furnish labor and supervision, as required, and specified to perform custodial services for the NKU Grant County Center located at 390 N Main St, Williamstown, KY 41097 for one (1) year with option to renew for two (2) additional one (1) year periods.

1. Janitorial service – medium to light in nature
2. All floors require vacuuming except restrooms, entry and mechanical room
3. There are no glass cabinets or fixtures. The only glass is the entrance doors. All other glass windows are not accessible to outside cleaning.
4. Days of service are M, TU, W, TR.
5. May provide service after 6:00 pm and before 7 am
6. All carpet cleaning is performed under a separate contract
7. NKU Grant County will provide all cleaning solutions, paper products, hand soap, sanitary napkins & tampons, trash liners, broom, mop, mop bucket, dust pan, vacuum and ladder.
8. All trash is to be disposed of using the City of Williamstown dumpster.

Rooms Within Scope of Work	
Classrooms (4)	Capacity
GA 225	24
GA 210	40
GA 105	30
GA 115	35
Student Lounge	18
Faculty / Staff Lounge	8
Tutor Room	12
Computer Lab	40
Faculty Office (QTY 2)	
Receptionist Area	
Main entry vestibule with inner and outer glass doors	
Lower Floor exit with one outer glass door	
2nd floor exit with one outer glass door	
2 faculty/staff bathrooms – 1 toilet and 1 sink	
Female student restroom – 3 stalls, 1 sink	
Male student restroom – 3 urinals, 1 stall, 1 sink	

INTERESTED CONTRACTORS SHOULD PROVIDE:

1. Contact Information – Please provide your company’s name (if applicable), point of contact, address, phone number, and email address.
2. A short narrative demonstrating an established, successful track record of past performance in providing services closely related to the requirements specified in this advertisement. The narrative shall include two (2) reference accounts showing experience in providing custodial services similar to those proposed. References must include the following:
 - Name of the firm or corporation.
 - The dates of each contract or agreement under which the Contractor provided such services.
 - The name, address, email address and telephone number of a contract person for the contract.
 - A brief abstract of the related projects.
3. Pricing – Please submit monthly pricing. As mentioned above, days of service are Monday, Tuesday, Wednesday, & Thursday. Services must be completed between 6 PM and 7 AM. Keep in mind that the NKU Grant County Center will be closed periodically for holiday breaks. Services will be on an “as needed” basis from the beginning of May until early to mid-August due to summer break.

***Please submit pricing using the form below**

SUBMITTAL OF PROPOSAL:

Please submit your proposal in person or via email, fax, USPS, FedEx, UPS or other courier by 9/20/2018 at 2:00 PM.

Ryan Straus
Bid Specialist
Procurement Services
Northern Kentucky University
617 Lucas Administrative Center
Highland Heights, KY 41099
O: (859) 572-6605
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Strausr2@nku.edu

PRICING

Please submit this form with your contact information and narrative / references.

The Contractor agrees to furnish all labor, supervision and services required to perform this contract in a workmanlike manner. These services to be provided in accordance with Specifications and Contract Documents for the monthly price set forth below:

_____ Dollars _____ Cents
(USE WORDS) (USE WORDS)

\$ _____
(USE NUMBERS)

This offer is for, at minimum, _____ calendar days from the date this offer is opened. In submitting the above it is expressly agreed that upon proper acceptance by Northern Kentucky University of any or all items offered, a contract shall thereby be created with respect to the items accepted.

THIS PRICING SUBMITTED BY:

(Name and Address of Contractor)

DATE: _____ AUTHORIZED SIGNATURE: _____