

## SPECIFICATIONS FOR JANITORIAL SERVICES

AT LINCOLN COUNTY HEALTH DEPARTMENT

44 HEALTH WAY, STANFORD KY

FY2027: July 1, 2026 – June 30, 2027

### **PURPOSE AND INTENT**

The Lincoln County Health Department requests bids for janitorial services. The expected services and products are described in this Request for Bids (RFB). The intent of this RFB is to award a contract to that responsive and responsible bidder whose bid proposal, conforming to this RFB, is most advantageous to the Lincoln County Health Department in accordance with Kentucky public contract laws. The contract shall be awarded for a period of one year. Bidders are required to submit a sealed bid proposal in response to the needs outlined in the RFB.

### **FACILITY MANAGERS**

Ann Stevens, Public Health Director at (606) 365-3106 ext. 301

Amanda Mitchell, Administrative Services Manager at (606) 365-3106 ext. 313

### **AREA**

The Lincoln County Health Department facility, located at 44 Health Way in Stanford, Kentucky, includes two levels of office spaces, exam rooms, restrooms, and common areas, contained within 9,000 square feet.

### **SUPPLIES AND EQUIPMENT**

The Lincoln County Health Department shall provide necessary cleaning supplies and equipment for the Contractor to use to provide janitorial services for the facility at 44 Health Way, Stanford, KY. The Contractor shall be required to furnish the Lincoln County Health Department with a list of supplies and/or equipment to be used in the execution of the contract and agrees to inform the Facility Manager when additional supplies or upgraded equipment is needed. Lincoln County Health Department shall not be liable or responsible in any way for the damage or loss of equipment stored at the agency facility.

### **INSURANCE AND SECURITY**

Contractors at county facilities are required to be insured. Contractor will maintain adequate liability insurance on its employee (\$300,000.00) and workers' compensation

coverage on all employees and furnish proof of workers compensation coverage and liability insurance coverage to health department.

Any and all fees for the Contractors' insurance are the responsibility of the Contractor.

Contractor must ensure building is secure in all sectors when they leave for the day. Contractor will introduce all new employees added to their company before they are allowed to have access to Health Department.

### **SCOPE OF WORK**

The Contractor will have direct responsibility for the completion and quality of janitorial services within the buildings. All work shall be supervised by the Contractor's personnel who will coordinate efforts with Facility Managers at Lincoln County Health Department. The Facility Managers shall monitor the services provided and if found to be unsatisfactory, work shall be performed at no additional cost to Lincoln County Health Department.

The Contractor shall provide cleaning/janitorial services **four** times per week and complete the required daily (four days), weekly, and monthly duties as described. Areas to include General Public Spaces: Includes all lobby foyers, hallways, meeting rooms, and exam rooms on all levels of the facility. Kitchens: Includes first and second floor kitchens. Restrooms: Includes staff and public use restrooms on first floor (4 restrooms) and lower floor (2 restrooms).

- All trash receptacles emptied, bag replaced, and trash taken to dumpster – daily
- All countertops, tabletops, and sliding window at check-in cleaned and sanitized – daily
- Patient use furniture (chairs, sofas, exam tables) and toys in lobby foyer and exam rooms cleaned and sanitized – daily
- Floors to be swept/mopped or vacuumed – daily
- Door surfaces and knobs cleaned and sanitized - daily
- Restroom sinks, counters, mirrors, toilets, and floors cleaned and sanitized - daily
- Interior and exterior windows at entrance doors cleaned - daily
- Window ledges, baseboards, woodwork and mini blinds cleaned - weekly
- Walls (finger marks and smudges) - weekly
- Large inside lobby windows cleaned - weekly
- Floors in lower-level back entrance area swept/mopped - monthly
- Large outside (lobby) windows cleaned – semi-annually
- Check grounds at front of building for trash/debris and dispose of as needed
- Other specific cleaning as occasionally needed and requested by facility manager

### **General Site Information**

Operating hours of Lincoln County Health Department are as follows:

Monday 8:00am – 6:00pm

Tuesday, Wednesday, Thursday 8:00am – 4:30pm

Friday 8:00am – 12:00pm

Contractor work at the facility shall be completed after operating hours. The Contractor shall be provided with a master key to allow access to all exterior doors.

### **INVOICES, BILLING AND PAYMENT**

Contractor shall supply the Lincoln County Health Department with a completed W9 for tax reporting purposes. Contractor shall submit invoices for services on a monthly basis and Lincoln County Health Department will submit a check payable upon receipt of invoice to Contractor.

**ALL BIDS MUST BE SEALED AND SUBMITTED BY MAY 8<sup>TH</sup>, 2026 AT 4:00PM**

**SEALED BIDS MUST BE DELIVERED TO THE LINCOLN COUNTY HEALTH DEPARTMENT  
AT 44 HEALTH WAY, STANFORD KY.**