

601 N 17th St.  
Mayfield, KY 42066  
270-247-2911  
gravescountypubliclibrary.org

### Cleaning Service Request for Proposals (RFP)

Graves County Public Library is seeking competitive sealed bids for cleaning service for 1 location. The successful bidder will be contracted directly by the Library.

Title of Project: 2025 GCPL CLEANING SERVICE

Sealed Bids should be submitted only to:

Deana Gschwind, Director  
Graves County Public Library  
601 N 17<sup>th</sup> St.  
Mayfield, KY 42066

Sealed Bids due date and time:

No later than Monday, April 14, 2025, 2:00 pm CST:

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

Full Legal Name & Address of Offeror:

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

By: \_\_\_\_\_  
Authorized Representative Signature

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

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

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

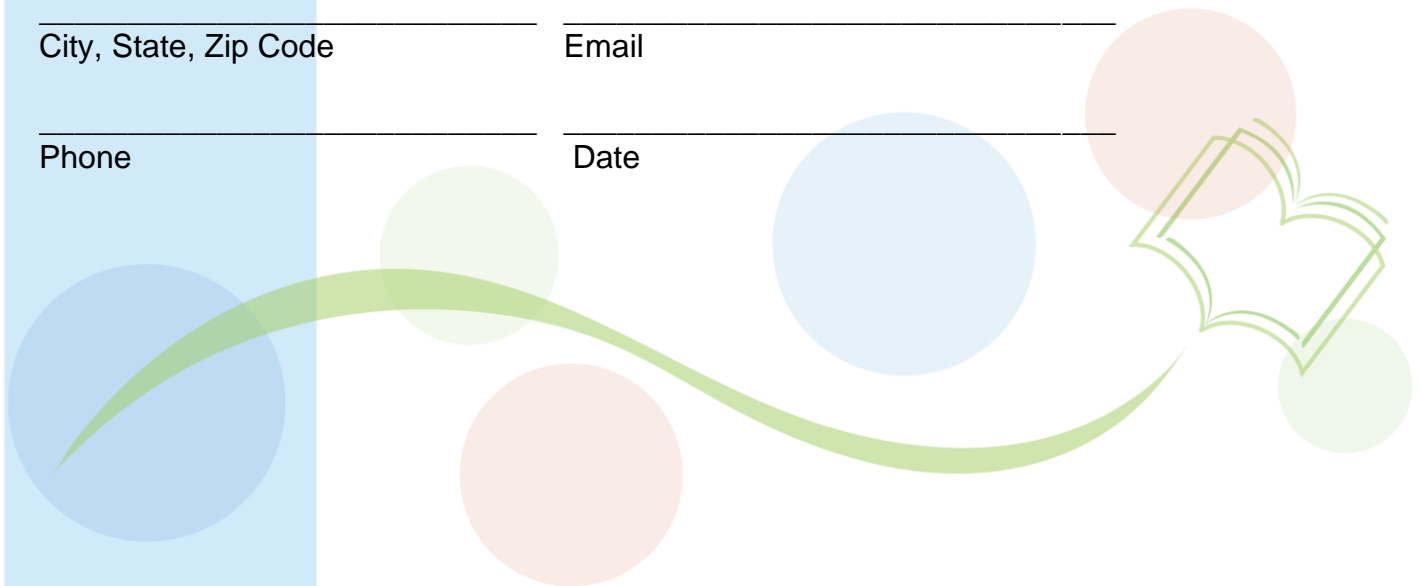
\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date



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## Project

Graves County Public Library is soliciting proposals for cleaning service for the following location.

601 N 17 <sup>th</sup> St., Mayfield, KY 42066 21,635 square feet Constructed 1993 and 2020
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## Scope of Work

1. This project involves the daily, weekly, and monthly full service cleaning of the Graves County Public Library facility.
  - a. Nightly Maintenance:
    - i. Empty trash/garbage cans. Place in garage trash cans for pickup. Put trash cans outside every Wednesday morning for trash pick up. Re-line trash cans with appropriately sized bags supplied by you.
    - ii. Wipe off common areas without moving items on the work area (tables, countertops, front desk, etc.);
    - iii. Clean and sanitize restrooms, including fixtures, stalls, partitions, changing stations, tile ledge, and receptacles;
    - iv. Wipe down all desktop computers including towers, keyboards, monitors, and mice with appropriate cleaning products
    - v. Empty and reline feminine sanitary disposal
    - vi. Clean and sanitize countertops and table tops in kitchen(s);
    - vii. Clean and sanitize public tables, table tops attached to chairs;
    - viii. Clean and sanitize tables in all Study Rooms
    - ix. Sweep and wet mop all tile floors;
    - x. Wash table tops and countertops in kitchen(s);
    - xi. Spot clean entrance doors and windows;
    - xii. Vacuum public carpeted areas throughout the building, including area rugs;
    - xiii. Clean and sanitize drinking fountains;
    - xiv. Restock soap, paper towel, and toilet paper dispensers in rest rooms; and
    - xv. Clean hand contact areas throughout building like door handles.
  - b. Weekly Maintenance:
    - i. Vacuum workroom and office floors;
    - ii. Vacuum upholstered chairs;
    - iii. Wipe off all phones with appropriate cleaning products
    - iv. Damp wipe vinyl chairs;
    - v. Clean sinks in kitchen(s)
    - vi. Pick up trash from parking lot and lawn.
  - c. Monthly Maintenance:
    - i. Dust baseboards;
    - ii. Dust cold air returns;
    - iii. Dust restroom exhaust fans;
    - iv. Dust picture frames;
    - v. Dust shelves in public area;

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- vi. Dust all door and window ledges;
  - vii. Dust wall mounted framed items;
  - viii. Dust all furniture;
  - ix. Dust blinds
  - x. Clean windows outside and inside
- d. Bi-annually
    - i. Strip and wax appropriate floors.
  - e. As needed
    - i. Remove graffiti from walls;
    - ii. Clean carpet stains;
    - iii. Unclog toilets;
    - iv. Remove all visible cob webs;
    - v. Spot clean doors, walls, glass wall switches; and
    - vi. Bidder must be "on call" for any blood borne pathogens, restroom messes, infant messes and vomit clean up. The Library will try to the best of its ability to prevent "on calls."
2. Bidder shall supply all cleaning supplies and cleaning equipment/material to adequately clean the buildings. The Bidder shall utilize cloth rags or towels to perform all cleaning except for glass surfaces. Storage space is available in facility.
  3. Bidder shall provide all equipment necessary to perform the contracted work to current industry standards. The bidder shall research and select the appropriate floor scrubber machines to properly clean the different flooring surfaces that are unique to each building. The bidder shall maintain all equipment in proper working order. All equipment stored on the library premises shall be clearly marked with the Bidder's Company Name. All equipment including mope and mop buckets shall be kept clean and odor free.
  4. Graves County Public Library will supply hand towel rolls, toilet paper, hand sanitizer, and hand soap.
  5. The cleaning time will be set by agreement between all parties and shall not be changed by the Bidder without expressed permission of the Library Director.
  6. Any and all permits/licenses as required by authorities having jurisdiction, whether local, state, county, and/or federal, are the compete responsibility of the Bidder and shall be obtained prior to commencement of work. Any and all expense/cost related to obtaining required permits/licenses is the sole responsibility of the Bidder.
  7. A log book, provided by the Bidder, shall be maintained on each site. The Library Director may require an on-site walk-through inspection by the Bidder's responsible person with notice.
  8. 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 damages shall be at the bidder's expense. Further bidder shall be liable for any unauthorized or criminal acts of its employees.
  9. Bids will be awarded on best evaluated and not necessarily lowest price. The Library reserves the right to accept or reject any bid based on factors, including but not

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limited to pricing, work history, work references, and/or ability to meet schedule requirements.

**10. Bids are due no later than April 14th, 2025 at 2:00 p.m. CST. Bids shall be submitted to Deana Gschwind, Director (601 N 17<sup>th</sup> St., Mayfield, KY 42066) and shall be read aloud in the Meeting Room.**

11. Questions shall be directed to Deana Gschwind at [directorgcpl1@gmail.com](mailto:directorgcpl1@gmail.com).

12. Pre-bid bidder walk-throughs are available upon request and shall be scheduled with Deana Gschwind.

### **Qualifications**

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. 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.
3. Provide a detailed breakdown of all costs associated with this project. Include the Price Worksheet at the end of the proposal. Graves County Public Library is exempted from sales tax.
4. 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.

### **Instructions to Potential Bidders**

1. 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.
2. 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: Deana Gschwind, Library Director/Graves County Public Library/601 N 17<sup>th</sup> St., Mayfield, KY 42066 by 1:00 p.m. CST on or before the deadline for submission.
3. This Request for Proposal and any addenda are available on the Graves County Public Library website ([gravescountypubliclibrary.org](http://gravescountypubliclibrary.org)). The link which contains the Request for Proposal information is on the home page.
4. 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 insure they have the most current information regarding the Request for Proposal.
5. Bidders are requested to refrain from contact with Library Trustees and Library Staff prior to a selection announcement, except as described in this document.
6. Any cost incurred by bidders in preparing or submitting a proposal for the project shall be the bidder's sole responsibility.

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7. All responses, inquiries, or correspondence relating to this RFP shall become the property of the Library when received.
  8. Graves 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.
  9. 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.
  10. Proposals shall be valid for at least 180 days from RFP opening. The expiration date shall be included in the proposal.
  11. 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.
  12. Any proposal received after the proposal due date and time as detailed in this document shall not be accepted or considered.
  13. Any proposal may be withdrawn prior to the opening upon written request.
  14. If the Library declares a weather emergency closing, scheduled receipt of proposals shall be extended to the next business day.
  15. Oral proposals or proposals delivered by electronic means such as fax and email shall not be considered.

### **Evaluation Criteria**

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**

Completed proposals shall be submitted 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: Deana Gschwind, Library Director/Graves County Public Library/601 N 17<sup>th</sup> St., Mayfield, KY 42066 by 1:00 p.m. CST on or before the deadline for submission.

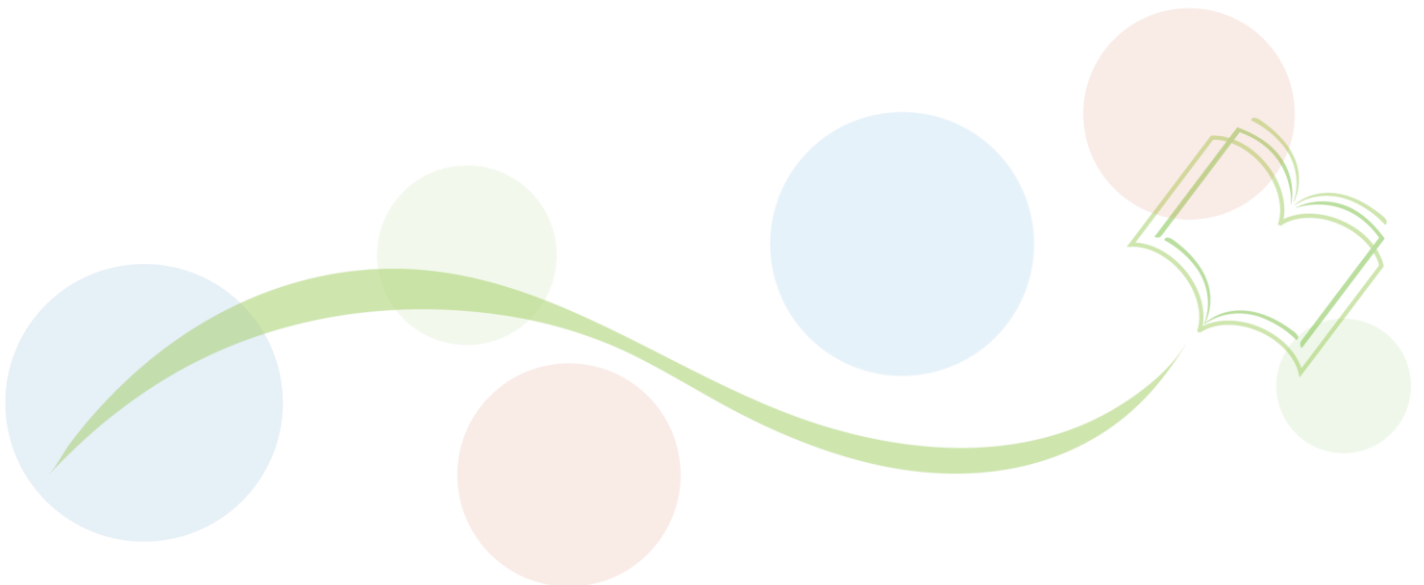
### **Award**

An award will be made by the Board of Trustees. Graves 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

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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.

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 Graves County Public Library and the successful bidder is subject to approval by the Board of Trustees.



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## Price Worksheet

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:

	Per Month	Per Year
Main Library		

