

REQUEST FOR PROPOSALS

CHRISTIAN COUNTY HIGH SCHOOL Custodial Services

The Christian County Board of Education requests sealed proposals, under KRS 45A.370, for the purpose of selecting custodial services for the new Christian County High School located at 1 Tiger Way, Hopkinsville, KY 42240.

Proposals will be received until **1:00 p.m., June 23, 2026** at which time proposals will be opened. Proposals must be sealed in an envelope that is clearly marked "**CCHS Custodial Services**" and delivered to the Christian County Board of Education, 200 Glass Ave, PO Box 609, Hopkinsville, KY 42240; ATTN: Jason Wilson.

The District reserves the right to accept or reject any and all proposals and to waive any informality in proposals if that action is in the best financial interest of the Board. Any questions can be directed to Jessica Darnell at (270)887-7006.

The intent of this Request for Proposal (RFP) is to solicit sealed proposals for the outlined custodial services for the new Christian County High School. Prospective vendors are obligated to examine the details provided within this document, seek any additional clarifications, and perform site inspections to ensure the delivery of a thorough and competitive proposal that reflects their highest level of service as a provider for the Christian County Board of Education.

Submissions must be organized and clearly categorized according to the specific sections outlined in this Request for Proposal. This structure is intended to streamline the review process and allow the selection committee to efficiently assess all materials. During preparation, offerors should prioritize addressing the specific evaluation criteria mentioned to ensure proper consideration for the final contract award.

PROPOSAL REQUIREMENTS

A. General

The contractor shall furnish all management, supervision, and cleaning personnel as required for custodial services for Christian County High School (CCHS) located at 1 Tiger Way Hopkinsville, KY 42240. The proposal shall include documentation of all required and needed licenses and insurances.

B. Level of Cleanliness

The awarded contractor for custodial services will be responsible for providing evening (after school hours) daily cleaning for CCHS while keeping a high standard of cleanliness, public relations, and sanitation. The awardee will be responsible for following and maintaining the cleaning schedule provided in the attachment to this RFP.

SPECIAL REQUIREMENTS FOR THE SUBMISSION OF A PROPOSAL

A. Qualifications

Each potential offeror/contractor must be an established custodial service provider with a minimum of 5 years of documented experience. It is recommended to provide work references

of similar size and scope. It is preferred but not required to have educational facility cleaning experience.

B. Mandatory Pre-Proposal Tour of the Facilities

A mandatory pre-proposal tour of the facility will be conducted on Tuesday June 16th at 9:00 AM CST. The tour will take place on site at the new CCHS facility located at 1 Tiger Way (115 Lovers Ln. Hopkinsville, KY 42240).

C. Only those vendors who attend the pre-proposal tour will be eligible to submit a bid proposal

The pre-proposal meeting is scheduled for Tuesday June 16, 2026 at 9:00 AM CST. There will not be individual contractor meetings scheduled. For the pre-proposal meeting please enter the parking lot at the rear of the building off of Lovers Ln. You will enter to the right through entry doors that are located on the concrete patio between the aux gym and the kitchen.

D. Copies and Format of Proposal

All proposals must be submitted on time and contain all required information. All proposals are due by June 23, 2026 at 1:00 PM CST. Proposals can be mailed or hand delivered to the Christian County Board of Education, 200 Glass Ave, PO Box 609, Hopkinsville, KY 42240; ATTN: Jason Wilson.

E. Format of Proposal

All proposals shall be submitted in the following format:

1. Table of Contents
2. Company History
3. Company Organization
4. Hiring & Onboarding Process
5. Quality Plan
6. Unique Offerings
7. Qualifications/Certifications/Affiliation
8. Price
9. Company References

F. Acceptance / Rejection of Proposal

1. The contract will be awarded to the qualified offeror whose offer, conforming to the conditions and requirements of this RFP, will be most advantageous to the Board.
2. The Board reserves the right to reject any and/or all proposals and to waive informalities and minor irregularities in proposals received.
3. This RFP does not commit the Board to contract for any requirements for this solicitation.
4. A written award or contract furnished to the successful offeror within the time for acceptance specified in the offer shall serve as the basis for a binding contract, subject to mutual agreement on final terms and execution by both parties.

G. Firm Offer

Each contractor agrees to submit a proposal with cost figures which will be firm for at least one (1) year after the opening of the proposals. The offer should include total cost for the new CCHS facility. Cost should be communicated as a total cost for the year as well as the monthly breakdown for the service.

H. Noncompliance with the Contract

Upon noncompliance with the contract by the contractor for completeness and thoroughness in the duties as judged by the Board, the Board shall inform the contractor in writing thereof. The Board shall notify the contractor of noncompliance and allow 72 hours for the noncompliance to be corrected. Uncorrected noncompliance shall be cause for the Board's cancellation of this agreement. If uncured, the contractor shall be given sixty (60) days' notice of cancellation unless the noncompliance creates an issue of safety or security, in which event the Board shall have the

right to immediately terminate the contract if the compliance is not cured within the 72 hour cure period.

G. Each offeror shall fully certify, in their proposal, as follows:

(a) Reveal any final determination of a violation by the offeror within the previous five (5) year period pursuant to KRS Chapters 136, 139, 141, 337, 338, 341, and 342 that apply to the bidder or subcontractor; and

(b) Agreed to be in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341, and 342 that apply to the offeror for the duration of the contract.

Proposal Evaluation

During the process of evaluation additional information may be requested. All supplemental information will be communicated through the Board’s authorized representative, and each contractor shall be responsible for responding in writing or by appearance as requested.

Evaluation Criteria:

<u>1.</u>	Relevant Experience and References:	__20__ points
<u>2.</u>	Quality Control/Management Plan:	__20__ points
<u>3.</u>	Staffing and Hiring Approach	__20__ points
<u>4.</u>	Price	__40__ points

NOTE: The Board will apply the reciprocal preference for Kentucky offerors required by KRS 45A.494.

Each proposal shall adequately address each of the above criteria in their proposal.

Contract

A. Award

It is the full intent, assuming that satisfactory proposals are received, to award a contract. If an award is made it will be for the term of 12 months, beginning on the date of the contract, with provisions for four (4) one-year extensions. Extensions will be made based upon the recommendation of the authorized representative of the Board and the vendor. In the case of extension the cost per month which is submitted in the vendor’s proposal may be increased or decreased.

B. Termination/Cancellation

The Board reserves the right to cancel the contract upon sixty (60) days’ written notice for reasons of non-performance within the terms and conditions of this RFP or conditional beyond control. A 72 hour “cure period” shall be in place to allow the contractor to resolve any problems.

C. Payments

All invoices will be paid on Net 30 terms.

D. Insurances

All insurance specifications and coverages must comply with those standards set forth by applicable Kentucky law, including without limitation workers compensation coverage under KRS Chapter 342.

Additionally, the contractor shall purchase and maintain in force, at a minimum, the following insurance policies for operations under the contract as specified. Insurance certificates in the

amounts shown and under the conditions noted shall be provided to the Board before the commencement of work:

1. Commercial/Comprehensive General Liability
 - a. \$1,000,000 Bodily Injury Per Person
 - b. \$1,000,000 Bodily Injury Aggregate Limit
 - c. \$500,000 Property Damage Per Occurrence
 - d. \$1,000,000 Property Damage Aggregate Limit
2. Comprehensive Automobile Liability
 - a. \$1,000,000 Property Damage Per Occurrence
3. Workmen's Compensation and Employers' Liability
 - a. \$500,000 Bodily Injury Per Person
4. Umbrella or Excess of Loss Coverage
 - a. \$5,000,000 Per Occurrence
5. The awarded Contractor will provide an insurance certificate within 21 days after acceptance of contract.
6. The Board must have 10 days notice of cancellation or change in insurance coverage and give its approval. Otherwise, the Board shall have the right to terminate the contract for violation of this paragraph.

The District/School shall be named as an additional insured by Endorsement on the Contractor's policy as to the subject contract.

Miscellaneous

A. Building Specifications

- a. The building is approximately 340,000 sq. ft.
- b. Floors are mixture of vinyl tile, ceramic tile, concrete, carpet, and wood
- c. The cleaning shall occur after the dismissal of students (approx 3:10 PM CST)
- d. All cleaning supplies and equipment shall be provided by CCPS and the Board

B. Notification of needed repairs

Cleaning personnel and/or supervisor to advise building/board contact of all needed repairs at the end of each day or sooner if appropriate.

C. Securing Building

Cleaning supervisor or a designated cleaning employee will secure the building at the end of the day by verifying all exterior doors are secured and all classrooms are locked and secured if applicable.

D. School Calendar

Link to school [district calendar](#). The contractor is responsible for checking the district calendar for district holidays.

Attachment A - CCHS Cleaning Schedule

Space Type/ Task	Frequency
Classrooms	
Empty trash receptacles; replace liners if needed	1x/day
Remove collected trash to designated area	1x/day
Spot clean horizontal/vertical surfaces to remove smudges, stains, and fingerprints	1x/day
Spot clean interior glass including inside and outside of the entry doors	1x/day
Dust mop hard surface floors	1x/day
Damp mop hard surface floors	1x/day
Clean and sanitize all drinking fountains	1x/day
Detail dust high and low reach areas - picture frames, tops of door frames, window sills, baseboards, tops of dry erase and bulletin boards	1x/month
Dust return air vents, including grills to HVAC systems	1x/month
Offices	
Remove collected trash to designated area	1x/day
Clean fingerprints and smudges on conference tables	1x/day
Spot clean interior glass	1x/day
Dust mop hard surface floors	1x/day
Damp mop hard surface floors	1x/day
Spot clean spills/stains on carpeted areas	1x/day
Spot vacuum carpeted and rug areas	1x/day
Detail vacuum carpeted and rug areas	1x/week

Detail dust high and low reach areas - picture frames, tops of door frames, window sills, baseboards, tops of dry erase and bulletin boards	1x/month
Dust return air vents, including grills to HVAC systems	1x/month
Restrooms	
Empty trash receptacles; replace liners if necessary, but not less than weekly	1x/day
Remove collected trash to designated area	1x/day
Clean and sanitize counters and fixtures (sinks, toilets, urinals, dispensers, etc.)	1x/day
Clean, sanitize, and polish fittings (faucets, handles, etc.)	1x/day
Clean and sanitize dispensers and trash receptacles	1x/day
Clean mirrors	1x/day
Check levels and restock all consumables as needed	1x/day
Spot clean partitions/stall doors	1x/day
Spot clean walls and doors to remove smudges, stains, and fingerprints	1x/day
Dust mop hard surface floors	1x/day
Damp mop hard surface floors	1x/day
Clean and sanitize partitions (walls, top, and bottom)	1x/week
Dust return air vents, including grills to HVAC systems	1x/month
Cafeteria/Common Areas/Gyms/Locker Rooms	
Empty trash receptacles; replace liners if needed	1x/day

Remove collected trash to designated areas	1x/day
clean and sanitize tables and seating	1x/day
clean and sanitize dispensers and trash receptacles	1x/day
clean and sanitize interior and exterior of microwaves	1x/day
clean and sanitize exterior of refrigerators, ice makers, and other appliances	1x/day
restock all consumables - paper towels, soap, toilet paper, etc	1x/day
spot clean horizontal/vertical surfaces to remove smudges, stains, and fingerprints	1x/day
spot clean interior glass	1x/day
dust mop hard surfaces floors	1x/day
damp mop hard surface floors	1x/day
clean and sanitize all drinking fountains	1x/day
vacuum walk-off mats	1x/day
detail dust high and low reach areas - picture frames, tops of door frames, window sills, baseboards, tops of lockers, etc	1x/month
dust return air vents, including grills to HVAC systems	1x/month
clean all windows	1x/month
Exterior/Miscellaneous	
empty outdoor trash receptacles and remove trash to designated locations	1x/day
organize custodian closets	1x/day
pick up and watch for trash and debris on the exterior of the building	1x/day

**Christian County Board of Education
Required Non-Collusion Affidavit**

_____ being first duly sworn, deposes and says that he/she is _____ of, _____, the party making the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation; that the proposal is genuine and not collusive or sham; that the offeror has not directly or indirectly colluded, conspired, connived, or agreed with any offeror or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the offeror has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the offeror or any other offeror, or to fix any overhead, profit, or cost element of the bid price, or of that of any other offeror, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the offeror has not directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company associations, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Signature

Printed Name

Subscribed and sworn to (or affirmed) before me, on this _____ day of _____, 20____.

Notary Public

My Commission Expires: