



College of Agriculture,  
Food and Environment  
Cooperative Extension Service

**Request for Bids – Janitorial & Custodial Services**  
**Mercer County Cooperative Extension Service**  
**1007 Lexington Road**  
**Harrodsburg, Kentucky 40330**  
**859.734.4378 - phone    859.734.4379 - fax**  
**Contact: Dana Anderson – [dana.anderson@uky.edu](mailto:dana.anderson@uky.edu)**

***Interested Supplier:***

Thank you for your interest in bidding for the Mercer County Cooperative Extension Service. We are accepting bids for the following:

***Job Description:***

Contractor to perform janitorial/custodial duties at the 10,000 SQF Mercer County Cooperative Extension Office located at 1007 Lexington Road, Harrodsburg, KY. Applicants must be able to provide proof of liability insurance. Complete background checks will be done on all individuals providing services to our facility. This will be a one year contract that has option to be renewed. It will also have 60-day probational period included in the contract.

***Position Expectations:***

- It is the desire of the Mercer County Cooperative Extension Service to employ a reliable firm/individual to be responsible for the varied custodial duties and unique needs of Cooperative Extension Service.
- Must be able to lift at least 50 pounds and communicate inventory needs for ordering paper products, bags and other cleaning supplies.
- Note that this position requires the candidate to be responsible for all personal liability insurance and will not have taxes withheld; it will be your responsibility to pay income taxes. This position is a contract labor position.

Please use the following criteria in your bid request:

- A. Business/Company Name.
- B. Contact information - name, address, phone, and email.
- C. List Three references from individuals/business that have received your services.
- D. Current Copy of Liability Insurance.
- E. Monthly Bid Price of services according to the scope attached
- F. Do you have the knowledge, ability, and own the equipment needed to strip, apply wax and buff the VCT flooring (Vinyl Composition Tile).

***Scope & Description of Item(s):***

Site location - 1007 Lexington Road, Harrodsburg, Kentucky. The contractor will furnish all labor, equipment, tools, and materials (We will pay separately for cleaning supplies to get tax exemption, supplier will be coordinated with our billing, no need to include in this bid) required to complete the tasks.

***Description of Project:***

Proposals are to be submitted to the office at the above listed address and must be received no later than 4:00 p.m. EST on May 19, 2025. We are exempt from Kentucky Sales Tax.

## **SPECIFICATIONS FOR JANITORIAL AND CUSTODIAL SERVICES WITH SELECT MEETING ROOM SETUP**

### **DAILY:**

1. Check and empty indoor and outdoor trash cans and replace plastic liners
2. Check and replace bathroom paper and supplies
3. Check bathroom countertops, sinks, mirrors and toilets
4. Sweep or dust, mop floors
5. Clean bathrooms, toilet and vanities

### **WEEKLY:**

1. Vacuum all carpeted areas
2. Remove stains and spots from carpet as needed
3. Clean door handles, door pushes, phones, microwave and refrigerator handles
4. Wet mop vinyl floors, remove black marks
5. Clean glass entrances - inside and out
6. Wipe down front counters
7. Clean counter tops and sinks in bathrooms and kitchens
8. Remove trash from building to dumpster
9. Clean drink fountain
10. Dust desks, tables, chairs, bookcases, monitors

### **AS NEEDED:**

1. Replace interior and exterior light bulbs
2. HVAC change filters and remove any water
3. Clean telephones
4. Clean, dust, vacuum mounted ceiling projectors in meeting rooms A & B
5. Floor treatments (may include strip and wax or wax building)

### **ONCE A MONTH:**

1. Dust baseboards and window sills
2. Clean shower
3. Remove any cobwebs in corners and behind doors
4. Janitor closet: clean, organize and submit needs, e.g. toilet paper, can liners, paper towels
5. Clean waste baskets inside and out
6. Wipe down all microwaves interior, stoves and refrigerators exterior
7. Dust chair rail and doors throughout the building
8. Clean doors kicks, push plates, handles and frames
9. Check air fresheners in bathrooms

### **BI-MONTHLY:**

1. Replace HVAC filters
2. Buff floors
3. Clean, dust, and vacuum ceiling vents.
4. Wash marks off drywall
5. Wash woodwork and door facings
6. Clean, dust and vacuum light fixtures.
7. Wipe down kitchen cabinets