



Bid for Judiciary Building

We would first like to thank you for allowing us to bid the facility maintenance at the Marshall County Judiciary Building. Our bid will include all the Scope of Work outlined in the bid packet. On our walk through, we discussed several things. The one thing that stood out the most was making sure we are there during the day to take care of all cleaning that needs to be done. We also talked about Magic Steam supplying all cleaning supplies along with toiletries, paper towels, hand soap, trash bags, and sanitizer. Our bid will include that being provided by our company.

Our bid will also include: All carpet being professionally steam cleaned twice per year (spot cleaned when needed), all tile and grout being professionally steam cleaned twice per year, the building and all surrounding sidewalks being pressure washed once per year, and flooring in the basement to be stripped and waxed once per year. We will provide the chemical, wax, and equipment to do all the aforementioned.

Our bid will also include having two (2) janitorial staff at your facility full time and one (1) part time janitorial worker there to keep your employees from being pulled off their regular jobs to do needed cleaning throughout the day.

We are willing to negotiate our bid. Magic Steam wants to earn your business! Any questions or concerns please reach out to:

Bradie: (270) 443-4700

TJ: (270) 559-8051

WE are very concentrated on Customer Service and we have the knowledge and know how to take care of your facility and keep it looking like it should at all times!

References:

Capt. Stephen Sanderson- Benton Police Dept (270) 816-4933

Danny Ham: Owner of Big H Auto Mart (270) 210-2671

More references available upon request

Bid as follows:

Two (2) Full time Janitorial staff one (1) part time

All daily, weekly, monthly, and annual tasks that were provided to us in the scope of work

Professional Steamed Carpet Cleaning two (2) times per year

Professional Tile and Grout Cleaning two (2) times per year

Strip and wax one (1) time per year

Pressure washing of building and surrounding sidewalks one (1) time per year

All cleaning supplies, toiletries, paper towels, hand soap, trash bags, and hand sanitizer
provided by Magic Steam

Monthly Investment \$10,000.00

We are certified in Water Mitigation and Mold Remediation. We will offer these services on
case by case basis at an additional cost.

We are licensed, bonded, and insured. All of our employees are background checked and drug
tested. We hire employees just for your facility. They are dedicated to your facility and aren't
getting pulled off to other jobs.

WE hope to earn your business!

Taylor's Cleaning & Janitorial Services

Taylor Cruce

PO Box 1792

Eddyville, KY 42038

270-206-2697

taylorcrucecleaning@gmail.com

Potential Client: Marshall County Fiscal Court

Address: 1101 Main Street
Benton, KY 42025

Contact: Brad Warning
brad.warning@marshallcountky.gov

For general cleaning/janitorial services for 5 days a week (Monday-Friday), monthly, semiannual and annual duties I am placing my bid at \$650 (negotiable) a month for all services.

I am fully capable and willing to complete the weekly tasks listed on the job posting.

Thank you for your time and consideration! If you have any questions, please don't hesitate to contact me.

Thanks,

Taylor Cruce

February 28, 2019

To whom it may concern:

The following is the cleaning proposal for the Marshall County Judicial Building, located at 80 Judicial Drive, Benton, KY 42025. Our goal is to provide a clean, healthy environment for our community through a commitment to do our best. We feel that our services may be of great interest to you for numerous reasons. We are in house, and trustworthy. We are determined to satisfy. We will provide daily, weekly, monthly, and yearly janitorial services that will include the following:

1. DAILY SERVICES

-Offices

- * Empty trash receptacles; replace all soiled or torn liners, and clean receptacle as needed
- * Pick up all litter not put in trash containers
- * Dispose of boxes and other items marked "TRASH" by the facility's occupants
- * Dispose of trash and litter in dumpsters or area designated by the city or local government for pick-up
- * The court facility is to be cleaned five days/nights per week, Monday through Friday.

-Restrooms

- * Restock all supplies: paper towels, toilet tissue, soap, etc.
- * Clean glass mirrors
- * Flush commodes and urinals
- * Sanitize all commodes and urinals
- * Wipe down all surfaces, including faucets and door handles or push plates

-Breakrooms

- * Clean any food spillage around cooking appliances (stoves, microwave ovens, coffee makers, etc.) and refrigerators
- * Wipe down countertops, table tops, sinks and appliance surfaces
- * Wipe down and sanitize vending machines

-General Cleaning

- * Spot clean surfaces, horizontal and vertical, to remove all smudges, cup rings, spills, nicotine residues, etc.
- * Wipe down all drinking fountains
- * Wiped down work counters and public work surfaces, including but limited to, clerk area counters, litigation tables, conference room tables, etc.

-Floors

- * Vacuum all carpeted high traffic areas, including halls, corridors, circulation within open office areas
- * Spot clean carpets with commercial carpet cleaner or (if necessary) spot remover and wet/dry vacuum to insure stains are removed rather than spread and set

-Outside of the Facility

- * Empty trash receptacles, replace all soiled or torn liners; clean receptacles as needed

- * Pick up all litter not put in trash containers
- * Dispose of trash and litter in dumpsters or area designated by the city or local government for pick-up
- * Empty smoker's outpost, disposal containers as needed
- * Maintain perimeter sidewalks, outside stairs and ramps that provide direct access to the building and/or the property, in a clean, debris-free manner

2. WEEKLY SERVICES

-Floors

- * Vacuum all carpeted areas, including office spaces, break rooms and stairs
- * Damp mop all non-wood, hard surfaced traffic areas, including office spaces, break rooms and stairs
- * Dust mop all wood floor areas, including office spaces, break rooms and stairs

-Bathrooms

- * Clean and disinfect all dispensers: paper towel, toilet tissue holder, soap, etc.
- * Clean and disinfect entrance doors, including bright surfaces: door knobs, push plates, etc.
- * Clean and disinfect all tiled wall surfaces and partition walls
- * Clean and disinfect commodes and urinals, both inside and out
- * Mop and disinfect all floors

-General Cleaning

- * Spot clean horizontal and vertical surfaces, removing any obvious stains or residue
- * Spot clean windows and doors, including glass area
- * Clean all public seating: Cloth seats- brush-out or vacuum, Wood seating- wipe down

-Break rooms

- * Disinfect (sanitize) all tabletops, counter tops and sinks

3. Monthly

General Cleaning

- * Dust, high (above desktop level, including signage) and low (below desktop level)
- * Clean and polish entrance doors
- * Clean baseboards
- * Clean wainscot (except for restrooms, which are cleaned weekly)
- * Remove cobwebs and bugs from high areas, lights, and corners
- * Vacuum air diffusers and grills

4. Semi-Annually

The following services will be performed at least twice a year.

- * Apply polish and buff hard-surfaced (non-wood) floors to a high gloss
- * Scrub and clean all stone or ceramic/quarry tiled floors
- * Clean all wood floors - apply polish and buff wood floors

- * Clean (hot water extraction method) all high-traffic carpeted floors, including halls, corridors, circulation within open office areas
- * Mop all sealed concrete floors
- * Clean light fixtures and light fixture lenses
- * Vacuum clean all drapes and blinds

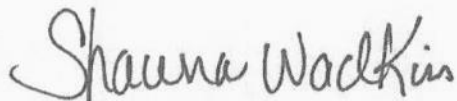
5. Annually

The following services will be performed at least once a year.

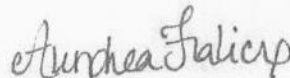
- * Clean (hot water extraction method) all carpeted floors not cleaned semi-annually, including all office spaces, breakrooms and stairs
- * Clean and polish all window interiors and exteriors
- * Clean all blinds
- * Strip, clean, and apply sealer to all non-wood, hard-surfaced floors
- * Strip and seal joints in stone or ceramic/quarry tiled floors
- * Pressure clean walkways

Thank you for your time and consideration in hiring us to provide a great janitorial service. Our proposal would include Monthly Janitorial cost of \$4800.00 per month, or \$57,600.00 annually. Please contact us with any questions or concerns you have, and we will be pleased to provide you with any additional information you require. If, upon completing your review, you would like to discuss this matter further, please do not hesitate to contact us, by telephone.

Sincerely,



Shawna Wadkins
1387 Needmore Road
Calvert City, Ky 42029
(270) 703-7299



Aundrea Fralicx
230 Nance Lane
Benton, KY 42025
(270) 703-8041

February 28, 2019

To whom it may concern:

The following is the cleaning proposal for the Marshall County Judicial Building, located at 80 Judicial Drive, Benton, KY 42025. Our goal is to provide a clean, healthy environment for our community through a commitment to do our best. We feel that our services may be of great interest to you for numerous reasons. We are in house, and trustworthy. We are determined to satisfy. We will provide daily, weekly, monthly, and yearly janitorial services that will include the following:

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-Restrooms

- * Restock all supplies: paper towels, toilet tissue, soap, etc.
- * Clean glass mirrors
- * Flush commodes and urinals
- * Sanitize all commodes and urinals
- * Wipe down all surfaces, including faucets and door handles or push plates

-Breakrooms

- * Clean any food spillage around cooking appliances (stoves, microwave ovens, coffee makers, etc.) and refrigerators
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-Floors

- * Vacuum all carpeted high traffic areas, including halls, corridors, circulation within open office areas
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2. WEEKLY SERVICES

-Floors

- * Vacuum all carpeted areas, including office spaces, break rooms and stairs
- * Damp mop all non-wood, hard surfaced traffic areas, including office spaces, break rooms and stairs
- * Dust mop all wood floor areas, including office spaces, break rooms and stairs

-Bathrooms

- * Clean and disinfect all dispensers: paper towel, toilet tissue holder, soap, etc.
- * Clean and disinfect entrance doors, including bright surfaces: door knobs, push plates, etc.
- * Clean and disinfect all tiled wall surfaces and partition walls
- * Clean and disinfect commodes and urinals, both inside and out
- * Mop and disinfect all floors

-General Cleaning

- * Spot clean horizontal and vertical surfaces, removing any obvious stains or residue
- * Spot clean windows and doors, including glass area
- * Clean all public seating: Cloth seats- brush-out or vacuum, Wood seating- wipe down

-Break rooms

- * Disinfect (sanitize) all tabletops, counter tops and sinks

3. Monthly

General Cleaning

- * Dust, high (above desktop level, including signage) and low (below desktop level)
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- * Vacuum air diffusers and grills

4. Semi-Annually

The following services will be performed at least twice a year.

- * Apply polish and buff hard-surfaced (non-wood) floors to a high gloss
- * Scrub and clean all stone or ceramic/quarry tiled floors
- * Clean all wood floors - apply polish and buff wood floors

- * Clean (hot water extraction method) all high-traffic carpeted floors, including halls, corridors, circulation within open office areas
- * Mop all sealed concrete floors
- * Clean light fixtures and light fixture lenses
- * Vacuum clean all drapes and blinds

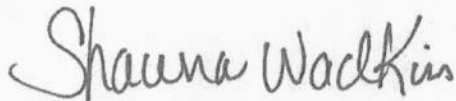
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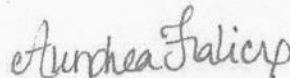
- * Clean (hot water extraction method) all carpeted floors not cleaned semi-annually, including all office spaces, breakrooms and stairs
- * Clean and polish all window interiors and exteriors
- * Clean all blinds
- * Strip, clean, and apply sealer to all non-wood, hard-surfaced floors
- * Strip and seal joints in stone or ceramic/quarry tiled floors
- * Pressure clean walkways

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1387 Needmore Road
Calvert City, Ky 42029
(270) 703-7299



Aundrea Fralicx
230 Nance Lane
Benton, KY 42025
(270) 703-8041

Proposal for
Marshall County Judicial Building

**Cleaning Specifications for
Marshall County Judicial Building - 48,000 Sq. Feet**

SERVICE PROVIDED: 5 days per week

General Cleaning

- | | |
|---|-----------------|
| · Clean entrance/exit glass doors | 5 days per week |
| · Spot clean interior glass | As needed |
| · Clean and Polish all water fountains | 5 days per week |
| · Clean / Wipe all horizontal and vertical surfaces | 5 days per week |
| · Empty all trash | 5 days per week |
| · Sweep and mop all hard surface floors | 5 days per week |
| · Vacuum all carpeted areas | 5 days per week |

Periodic Cleaning

- | | |
|---|-----------|
| · Dust window sills, blinds, fire sensors and cobwebs as needed | Monthly |
| · Detail dust - high and low areas as needed | Weekly |
| · Clean/Dust air intakes and ceiling vents as needed | Quarterly |
| · Spot clean carpet stains or spills as needed | As needed |
| · Clean/wipe baseboards | Monthly |

Waiting Area

- | | |
|--|-----------------|
| · Spot clean all walls, light switches and doors | Weekly |
| · Clean/Dust all horizontal and vertical surfaces | Monthly |
| · Empty trash, replace liner each time | 5 days per week |
| · Sweep hard surface floors | 5 days per week |
| · Damp mop hard surface floors | 5 days per week |
| · Detail vacuum all carpet | 5 days per week |
| · Organize/Straighten magazines, pamphlets and brochures | 5 days per week |
| · Arrange furniture | 5 days per week |

Judges Offices

- | | |
|---|------------|
| · Spot clean all walls, light switches and doors as needed | On request |
| · Clean/Dust all horizontal and vertical surfaces, i.e. desks, shelves, etc., as needed | On request |
| · Empty trash, replace liner each time | On request |
| · Detail vacuum all carpet | On request |
| · Arrange Furniture | On request |

Proposal for
Marshall County Judicial Building

Administrative Offices

- | | |
|---|-----------------|
| · Spot clean all walls, light switches and doors as needed | 5 days per week |
| · Clean/Dust all horizontal and vertical surfaces, i.e. desks, shelves, etc., as needed | 5 days per week |
| · Empty trash, replace liner each time | 5 days per week |
| · Detail vacuum all carpet | 5 days per week |
| · Arrange Furniture | 5 days per week |

General Offices

- | | |
|---|-----------------|
| · Spot clean all walls, light switches and doors as needed | 5 days per week |
| · Clean/Dust all horizontal and vertical surfaces, i.e. desks, shelves, etc., as needed | 5 days per week |
| · Empty trash, replace liner each time | 5 days per week |
| · Detail vacuum all carpet | 5 days per week |
| · Arrange Furniture | 5 days per week |

Meeting / Conference Room

- | | |
|---|-----------------|
| · Spot clean all walls, light switches and doors as needed | 5 days per week |
| · Clean/Dust all horizontal and vertical surfaces, i.e. desks, shelves, etc., as needed | 5 days per week |
| · Empty trash, replace liner each time | 5 days per week |
| · Detail vacuum all carpet | 5 days per week |
| · Arrange Furniture | 5 days per week |

Cubicle Work Stations

- | | |
|---|-----------------|
| · Clean/Dust workstation horizontal and vertical surfaces | 5 days per week |
| · Empty trash, replace liner each time | 5 days per week |
| · Detail vacuum under and around work station | 5 days per week |
| · Arrange Furniture | 5 days per week |

Breakroom

- | | |
|--|-----------------|
| · Spot clean all walls, light switches and doors | 5 days per week |
| · Restock paper and soap products | 5 days per week |
| · Clean / Wipe exterior of cabinets | 5 days per week |
| · Clean / Wipe sink and counter area | 5 days per week |
| · Clean exterior of refrigerator | 5 days per week |
| · Clean interior / exterior of microwaves | 5 days per week |
| · Clean / Wipe all tables and chairs | 5 days per week |
| · Empty trash, replace liner each time | 5 days per week |
| · Sweep and mop floors | 5 days per week |

Corridors and Hallways

- | | |
|---|-----------------|
| · Spot clean walls, doors and light switches | 5 days per week |
| · All hard floors swept, dust-mopped and mopped | 5 days per week |
| · Detail vacuum all carpet | 5 days per week |

Proposal for
Marshall County Judicial Building

All Restrooms

- | | |
|---|-----------------|
| · Restock paper and soap products | 5 days per week |
| · Clean sinks and countertops | 5 days per week |
| · Clean and polish restroom dispensers and fixtures | 5 days per week |
| · Clean and polish restroom metal and mirrors | 5 days per week |
| · Clean and disinfect sanitary napkin dispensers | 5 days per week |
| · Clean and disinfect all toilets and urinals | 5 days per week |
| · Spot clean tile walls and toilet partitions | 5 days per week |
| · Sweep and mop floors | 5 days per week |

Trash

- | | |
|--|-----------------|
| · All trash is to be emptied, use new liners each time | 5 days per week |
| · Leave extra trash liners in bottom of cans | 5 days per week |
| · Clean/Wipe all trash can lids | 5 days per week |
| · Take trash to dumpster | 5 days per week |

Hard Floors

- | | |
|--|-----------------|
| · All hard floors swept, vacuumed or dust mopped | 5 days per week |
| · All hard floors wet mopped lightly | 5 days per week |

Carpeted Floor Areas

- | | |
|--|-----------------|
| · Vacuum all entrance mats and rugs | 5 days per week |
| · Vacuum all carpeted areas | 5 days per week |
| · Detail vacuum under and around all furniture | 5 days per week |

Stairways

- | | |
|--------------------------------------|----------------|
| · Sweep / Mop stairways and landings | 1 day per week |
| · Vacuum stairways and landings | 1 day per week |

Elevators

- | | |
|--|-----------------|
| · Clean / Wipe elevator walls | 5 days per week |
| · Clean elevator doorway tracks | 5 days per week |
| · Polish stainless steel surface areas | 5 days per week |

Exterior Maintenance

- | | |
|----------------------------------|-----------------|
| · Police entrance area for trash | 5 days per week |
|----------------------------------|-----------------|

End of Night

- | | |
|---|-----------------|
| · Clean and straighten janitorial closet | 5 days per week |
| · Turn off lights and lock doors per instructions | 5 days per week |
| · Set alarm per instructions | 5 days per week |

Proposal for
Marshall County Judicial Building

Proposal for
Marshall County Judicial Building

Janitorial Services Proposal
for
Marshall County Judicial Building

At West Ky Janitorial LLC, we thank you for your consideration of our proposal to provide janitorial services for Marshall County Judicial Building. We look forward to a mutually satisfying relationship and are committed to providing you with professional and affordable services, with a goal of exceeding all expectations.

The following facility and pricing information is submitted for your review:

- Total Cleanable space for your facility: 48,000 Square Feet
- Cleaning Frequency: 5 days per week
- Cleaning Days: Sunday Monday Tuesday Wednesday Thursday
- Cleaning Start Time: After business hours

**West Ky Janitorial LLC's Proposal for
Janitorial Service is \$4,325.00 per month**

Eric and Misty Welch
Owners
West Ky Janitorial LLC

Proposal for
Marshall County Judicial Building

Janitorial Service Agreement

The following points for your review are included in this janitorial proposal simply to clarify and solidify a relational foundation between West Ky Janitorial LLC and Marshall County Judicial Building. They are as follows:

1. West Ky Janitorial LLC agrees to provide all labor, supervision, materials and equipment necessary to complete the services as outlined in the Cleaning Specifications part of this proposal.
2. West Ky Janitorial LLC will provide and maintain all insurance as required by state statute.
3. Consumable products such as, can liners, toilet tissue, roll towels, soap products, time mist aerosols and the like, will be provided by Marshall County Judicial Building.
4. West Ky Janitorial LLC can provide consumable products such as, can liners, toilet tissue, roll towels, soap products, time mist aerosols and the like, at a mutually agreed upon price.
5. Any additional requested work, not in this janitorial proposal will be performed at a mutually agreed upon price.
6. The initial term of this agreement shall be 1 year from the start date of services. Either party shall have the option, with or without cause, to terminate this agreement at any time with 30 days written notice.
7. In the event that West Ky Janitorial LLC continues to provide services to Marshall County Judicial Building beyond the initial term of this agreement, it is agreed that this agreement will continue in effect until 30 days written notice is given by either party.
8. Invoicing will be on the 1st of the current month, due on the 20th of same month.
9. Monthly janitorial services will be \$4,325.00, plus any applicable taxes and/or any specialty work pricing and/or any consumable products as spelled out in point #3.
10. Any modification to this agreement needs to be mutually agreed upon by both parties and in writing.

THIS AGREEMENT entered into between West Ky Janitorial LLC whose address is 2302 Main Street Benton, Ky 42025 and Marshall County Judicial Building whose address is 80 Judicial Dr. Benton, Kentucky 42025 will commence on _____ for a period of 1 year.

Proposal for
Marshall County Judicial Building

West Ky Janitorial LLC

Marshall County Judicial Building

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

Subject: Bid



Small Town <leannsmalltowncleaning@gmail.com>
to brad.warning

Thu, Mar 7, 2:20 PM

You are viewing an attached message Marshall County, Kentucky Mail can't verify the authenticity of attached messages.

Small Town Cleaning
799 Old Dublin Road
Mayfield Ky, 42066
270-970-5040

This is a bid for janitorial services 5 days per week for duties listed. We supply our own products or could you yours which ever is most convenient to you for a total of \$3,000 per month with supplies or \$2,700 without. All payments must be received each month and must be paid within 15 days of date of invoice. We are licensed, insured and bonded. If you have any questions please feel free to contact us at 270-970-5040

Or leannsmalltowncleaning@gmail.com

Thank you for your time.

Leann Cope