



Cleaning Services Request for Proposal

RFP COORDINATOR:

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INTRODUCTION & BACKGROUND

The Northern Kentucky Community Action Commission (NKCAC) is pleased to invite you to respond to this Request for Proposal (RFP) for Cleaning Services across the agency. The intention of this RFP is to solicit responses and formal proposals from qualified vendors for cleaning services. The attached RFP contains all the necessary information for interested bidders.

About Northern Kentucky Community Action Commission

NKCAC has approximately 150 staff in 21 locations across 8 counties (Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, and Pendleton). The agency serves approximately 35,000 people per year.

NKCAC lifts families and children in ways that no other organization can. Since 1966, NKCAC has been uncovering dynamic pathways towards a brighter tomorrow.

NKCAC takes a whole person, whole family, whole community approach with two primary focus areas:

- **Developmental** – helping families gain the skills, abilities, and hope necessary to become economically independent.
- **Supportive** – providing basic, temporary assistance to give families comfort, safety, dignity, and security as they transition out of poverty.

Our impressive and diverse range of services help low-income individuals/families eliminate the barriers and circumstances which tend to prevent self-sufficiency while providing that safety net to help families improve comfort and functioning on the journey toward economic independence.

Funding Partners

NKCAC relies on support from private donors, corporations, foundations, and government funders, all of whom allow our agency to offer comprehensive services by investing in the self-sufficiency of hard working families and individuals.

Purpose & Scope

With this RFP, NKCAC is looking to establish business partner relationships with selected vendors to provide professional cleaning services and semi-annual deep cleanings for the agency. The service provider(s) must be reputable, experienced, and capable of delivering superior cleaning services for NKCAC. The intent in soliciting proposals is to obtain a timely, consistent, and cost-effective contract from one or more vendors to ensure clean and safe facilities for employees, clients, and visitors. **Vendors may bid on all facilities, or individual ones that fall in their business area.** NKCAC reserves the right to divide cleaning services across multiple vendors to provide the most cost effective and efficient services in all counties served.

Responses to the RFP will be used to determine vendors with a realistic opportunity to compete for a business alliance with NKCAC. Interested vendors are encouraged to visit each location before setting pricing. See the **KEY DATES** table for visit dates and details. The in-person visits combined with the information provided in this bid will allow the vendor to recommend comprehensive and flexible cleaning services and semi-annual deep cleaning solutions.



NKCAC Cleaning Service Vendors will furnish required materials, equipment, supplies, tools, and incidentals necessary to perform complete services for designated NKCAC buildings. The supplies and materials shall be of good commercial quality, suitable for the purpose intended. They shall deliver the results necessary to provide the high standards of cleanliness required under this contract. The service provider shall not use any material that the agency determines unsuitable for the purpose or harmful to the surface to which applied. The proposal should clearly state who will provide materials, equipment, and supplies.

- The required services will include, but not be limited to, cleaning, dusting, mopping, vacuuming, disinfecting, and deodorizing. ***See NKCAC checklists for full details.**
- The vendor shall submit with the proposal a list of all chemicals/supplies that are to be furnished during cleaning services to NKCAC. These supplies shall include all cleaning agents, window cleaner, detergents, floor cleaner, disinfectants, and any other cleaning products that will be used to perform the work under this contract.
- All cleaning supplies shall be quality products, recognized, and acceptable brands for commercial use. Unsatisfactory or substandard supplies will not be allowed. The name of the product, the manufacturer, and intended use shall be provided in the proposal.
- Hand soaps, deodorizers, trash can liners, and disposable paper supplies, such as paper towels and toilet paper shall be supplied by NKCAC.
- Equipment shall be in good condition and be safe to use. Equipment failure will not constitute an acceptable reason for failure to provide services.
- A designated storage closet will be provided in each building for cleaning supplies. Storage closets shall be organized and kept in a neat condition. Cleaning products and supplies shall be stored in the designated area and shall not be left in other areas such as offices or common areas.

This RFP is issued solely for information and planning purposes. This document does not commit NKCAC to contract for any service, supply, or subscription whatsoever. NKCAC will not reimburse any information or administrative costs incurred as a result of participation in response to the RFP. All costs associated with the response will solely reside at the responding party's expense.

Confidentiality Statement

All information included in this RFP is considered confidential and intended only for use by responders. No information included in this document or in discussions related to the NKCAC Cleaning Service Provider selection effort may be disclosed to another party or used for any other purpose without express written consent.

Commitment to Equity and Inclusion

Northern Kentucky Community Action Commission is committed to strengthening our community by providing equity and inclusion during our procurement process. It is the policy of NKCAC to make every effort to utilize small businesses, minority-owned firms, women's business enterprises, veteran-owned businesses, and labor surplus area firms whenever possible. If you fall into any of these categories, please note that in Section 2 of the Vendor Questionnaire.



ENVIRONMENT OVERVIEW

The table below provides the general demographics of NKCAC facilities needing cleaning services. Interested vendors are encouraged to visit each location **BEFORE** setting pricing. See **KEY DATES** table for visit dates and details. All visits **MUST** be scheduled in advance using the contacts on the Office Locations chart below. **NOTE: The contacts are only for scheduling purposes and can NOT answer questions about the RFP.**

Vendors may bid on all facilities, or individual ones that fall in their business area. Preference will be given to vendors that can meet our preferred service hours. However, NKCAC recognizes some vendors may need to adjust the hours of service. Potential service providers should clearly note planned service hours in the proposal. **Cleaning service hours must fall outside of NKCAC business hours.**

Urban Office Locations (Kenton, Campbell, and Boone Counties):

Location	Address	Square Footage	Service Frequency	Preferred Service Hours
Central Office (Admin)	717 Madison Ave, Covington Contact: Pay Bryant pbryant@nkcac.org	13,617	Wednesday & Friday/Weekend	Evenings after 4:00 or Weekend
533 West Pike (HS, Senior Services & Kenton CNC)	533 West Pike St, Covington Contact: Stephanie Stark sstark@nkcac.org	3,600	Wednesday & Friday/Weekend	Evenings after 4:00 or Weekend
Newport Admin (HS, Campbell CNC)	437 West 9 th St, Newport Contact: Lindsey Conger lconger@nkcac.org	8,400	Wednesday & Friday/Weekend	Evenings after 4:00 or Weekend
Boone CNC	6616 Dixie Hwy, Ste 200, Florence Contact: Angela Mason amason@nkcac.org	2,968	Wednesday & Friday/Weekend	Evenings after 4:00 or Weekend
Boone County HS	3261 Maplewood Dr, Burlington Contact: Carol Eggleston ceggleston@nkcac.org	15,000	5x a week Gym 1x weekly	Evenings after 4:00 or Weekend
Eastside Child Development	1001 Scott St, Covington Contact: Tara Johnson tjohnson@nkcac.org	5,183	5x a week	Evenings after 4:00 or Weekend
Elsmere HS	1021 Capitol Ave, Elsmere Contact: Brianna Blauvelt bblauvelt@nkcac.org	8,725	5x a week	Evenings after 4:00 or Weekend
Life Learning Center (LLC)	20 West 18 th St, Covington Contact: Ashley Barnes abarnes@nkcac.org	1,500	5x a week	Evenings after 4:00 or Weekend
Newport HS	502 West 9 th St, Newport Contact: James Peters jpeters@nkcac.org	12,400	5x a week	Evenings after 4:00 or Weekend

CNC = County Neighborhood Center HS = Head Start



Rural Office Locations:

Location	Address	Square Footage	Service Frequency	Preferred Service Hours
Carroll NC	1014 Seminary St, Carrollton Contact: Louise Jones ljones@nkcac.org	2,000	Wednesday & Friday/Weekend	Evenings after 4:00 or Weekend
Gallatin NC	100 Davis Drive, Suite 1&2, Warsaw Contact: Louise Jones ljones@nkcac.org	1,220	Wednesday & Friday/Weekend	Evenings after 4:00 or Weekend
Grant CNC	1116 North Main St, Williamstown Contact: Michelle Young michelley@nkcac.org	3,000	Wednesday & Friday/Weekend	Evenings after 4:00 or Weekend
Owen CNC	970 US Highway 127, Owenton Contact: Lauren Keith lkeith@nkcac.org	1,623	Wednesday & Friday/Weekend	Evenings after 4:00 or Weekend
Pendleton CNC & RSVP	400 Main Street, Falmouth Contact: Lisa Wiggins lwiggins@nkcac.org	NC: 840 RSVP: 160 Total: 1,000	Wednesday & Friday/Weekend	Evenings after 4:00 or Weekend
Falmouth HS	409 Barkley Street, Falmouth Contact: Cassie Lunsford clunsford@nkcac.org	2,156	5x a week	Evenings after 4:00 or Weekend

CNC = County Neighborhood Center HS = Head Start

NKCAC reserves the right to add or remove buildings from this contract as necessary. If buildings are removed from this contract, the service provider is expected to adjust the monthly invoice based on the fee proposal price. Additionally, if buildings are added to the contract, the price per square foot as indicated in the fee proposal would be used to determine the monthly cost for cleaning. **NKCAC Head Start locations operate 10 months a year. Therefore, regular cleaning services will be STOPPED during the months of June and July.**

REQUIRED PROPOSAL DOCUMENTS

Proposal Documents

In addition to the information requested in the Vendor Questionnaire, which includes a fee proposal, please include the following documents in your submission:

- Cover Letter
- Company History
- Cleaning Industry Certifications (optional)
- References (optional if you have provided services to NKCAC during the last five (5) years)

Cover Letter

Limit the cover letter to two pages or less. Specify the vendor’s primary point of contact.



Company History

Introduction and history of the company, including a statement of qualifications, capabilities, and experience.

- Provide a statement addressing if your company is a small business, minority-owned business, woman-owned business, and/or veteran-owned business. If you don't fall in any of these categories, please address how your company supports these types of organizations.

Additional information such as additional services provided, company brochures, resumes, certifications, etc., may be submitted as appropriate.

Cleaning Industry Certifications (Optional)

The vendor shall provide proof of any nationally recognized cleaning industry certification such as Cleaning Industry Management Standard (CIMS), Institute of Inspection Cleaning and Restoration Certification (IICRC), International Janitorial Cleaning Services Association (IJCSA), or Cleaning Industry Training Standards (CITS).

References

The proposal shall include three references with contact information of customers of similar size and scope (if possible). NKCAC reserves the right to contact the references listed and, if necessary, request additional references from respondents. **NOTE:** If you have provided services to NKCAC during the last five (5) years, this section is optional.

VENDOR REQUIREMENTS

Cleaning Tasks

See NKCAC Cleaning Checklists for required cleaning services. In addition, here are the minimum requirement standards for these areas:

Restroom/Kitchen Cleaning Requirement Standards

- **Clean and Disinfect Toilets and Urinals:** Completely clean and disinfect all exposed surfaces of the toilets and urinals. A non-abrasive cleaner shall be used on the exposed hardware. The cleaning includes the drying and polishing of all exposed hardware. All foreign material shall be removed from the urinal drain trap. A special set of sponges, cloths, scouring pads, and brushes shall be maintained and used only for cleaning the urinals and toilets and may not be used for cleaning other surfaces. Remove scale, scum, mineral deposits, rust stains, etc., from the interior of toilet bowls and urinals. After cleaning, the toilet seat must be completely dried and placed in an upright position. All fixtures shall present a clean, bright shiny appearance and shall be free of all streaks, spots, stains, rings, foreign material, etc., including the metal hardware. Stopped-up toilets shall be plunged free of obstructions. Only if obstructions cannot be dislodged completely shall it be reported along with other inoperable or broken fixtures.
- **Paper Products Dispensers:** Replenish all paper towel dispensers to their maximum level when stock is down to 10%, but do not overfill. Dispensers shall be refilled with the proper product for that dispenser. Replenish toilet paper by placing the product in the dispenser. Replace consumed rolls and partial rolls, which appear to be down to the last 10%. Toilet seat cover dispensers shall be filled with a new package when empty. The dispenser interior, exterior, and adjacent surfaces shall be wiped with a sanitizer to remove



- fingerprints and smudges when filling. The dispensers shall be checked for proper operation after filling and inoperable devices shall be reported daily to the NKCAC facility contact or Center Manager. Feminine products disposal containers shall have a waxed paper or plastic liner or similar-type product at all times, to be replaced daily or when they have been used. Partial rolls of toilet tissue shall remain in the restrooms to prevent waste.
- Soap Dispensers: Soap dispensers shall be filled to within two inches (2") of the top with foam or liquid soap when there is 15% of product left. Soapbox cartridges shall be replaced once empty. The dispensers and adjacent surfaces shall be wiped with a germicidal detergent to remove fingerprints and smudges. The device shall be checked after filling for proper operation, and inoperable devices shall be reported daily. The wall and floor area under soap dispensers shall be cleaned of all soap residues.
 - Trash Receptacles: All waste receptacles and feminine product receptacles shall be emptied. Emptying includes removing the liner and disposing of it. The inside, outside, and housing of the receptacles shall be cleaned with a germicidal cleaner.
 - Counter Tops, Appliances, and Sinks: Completely clean and disinfect all exposed surfaces of the sink. A non-abrasive cleaner shall be used on the exposed hardware. The cleaning includes the drying and polishing of all exposed hardware. After cleaning, the fixture shall present a clean, bright and shiny appearance and shall be free of all visible soil, streaks, oily smudges, residue of cleaning agents, etc. All metal hardware, such as faucet valves, drains, and faucets, shall be free of streaks, spots, stains, etc. Different cloths, sponges, brushes, and scouring pads shall be used to clean the sinks than the ones used for cleaning the toilets and urinals.
 - Walls, Partitions, and Doors: Clean the partition walls, partition doors, and walls surrounding the urinals and toilets. Remove any nonpermanent stains, spots, and streaks using a cloth/sponge dampened with a germicidal detergent solution. This also includes the light switches, doors and door latches/knobs, and any of the walls within the restroom. After cleaning the walls, they shall be free of fingerprints, smudges, grease, soil, mildew, or stains.
 - Floors: Mop the floor with a germicidal detergent solution, using a non-abrasive mop. After mopping, the floor shall have a uniform appearance free of food, hair, spots, spills, stains, dirt, streaks, residue, mop strings, etc. Mops shall be cleaned and disinfected prior to reusing. Mops used to clean bathrooms shall not be used in other areas.

Floor Care Techniques

- The service provider shall be experienced and qualified to perform floor care services. The service provider shall determine the type, quality, and characteristics of all floor materials which are to be serviced under this contract. The service provider will be responsible for determining the proper cleaning method of each floor material so that NKCAC facilities remain in good condition.
- Cotton mopheads shall be used on all hard surfaces. No microfiber flat mops shall be used in NKCAC buildings.
- No material, treatment, or procedure should be used on any floor, stairway, or sidewalk that will cause any floor, stairway, or sidewalk surface to be slippery or unsafe to walk upon, especially in inclement weather. Wet floor signs should be used when needed.
- Floors shall be maintained in such a manner as to promote longevity and safety. Upon completion of work, all floors shall be left in a clean, orderly, and safe condition. Wet floor signs should be used when needed. The service provider must take immediate corrective action when notified of unsafe conditions.



Service Provider Performance

All services required to be performed under this agreement will be subject to inspection by the NKCAC facility contact or Center Manager while in process or after completion. If any such services are found to be unsatisfactory and not in accordance with the requirements of this contract, the facility contact will notify the service provider and the service provider must take immediate steps for corrective action. The service provider or site supervisor shall be available to meet on site with NKCAC facility contact upon request to review and ensure that contract service levels are being met.

Each proposal shall provide emergency contact information for notification of major complaints or emergency situations where immediate attention is required.

- Minor complaints require correction during the next day's normal clean up.
 - Examples of minor issues include, but are not limited to, a trash can not emptied, a small area not vacuumed, empty toilet paper in one stall, etc.
 - **Service provider will be notified of minor complaints by email.**

- Major complaints require immediate attention and shall be responded to and corrected within two hours of notification.
 - Examples of major issues include, but are not limited to, offices not cleaned, trash not removed, or spills not cleaned up.
 - **Service provider will be notified of major complaint by a phone call. Once corrected, vendor will receive an email confirming that the problem has been solved.**

NKCAC facility contact shall have the authority to classify a complaint as major or minor. Corrections to major and/or minor issues shall be at no additional cost to NKCAC. Failure by the selected vendor to respond to specific complaints as stated above, as well as preventing continuing occurrences of such complaints, may result in deductions of invoiced payments or termination of contract agreement. Proof of performance and adherence to specifications shall be the responsibility of the service provider.

- In the event the service provider fails to perform any of the obligations required or provide the required cleaning services in a professional manner, NKCAC may suspend payment to the service provider and also reserves the right to terminate the contract at any time due to repeated poor performance.

Routine Maintenance Report List

The successful service provider must report any routine maintenance problems such as burned out lights, clogged drains, toilet problems, electrical outlet malfunctions, items broken, missing, and other items which require maintenance, repair, or replacement. This report should be submitted as needed to the facility contact or Center Manager and should include irregularities in any of the areas serviced, regarding heating and ventilating equipment, lighting, furniture, broken windows, dispensing equipment in restrooms, or any other conditions that may require attention for repairs, adjustment, replacement, or correction.



Protection and Damages

The service provider shall ensure that all work will be done in a safe manner to prevent injury and damages to NKCAC employees, service provider's employees, the general public, and site facilities.

- The service provider shall, without additional expense to NKCAC, be responsible for all damages to persons or property that occur as a result of the service provider's fault or negligence in connection with the execution of the work and shall be responsible for the proper care and protection of work performed. Breakage or loss of office equipment or other property, including that of NKCAC employees, which may occur in or about a building as a result of the service provider's employee, shall be repaired or replaced at the service provider's expense.
- The service provider shall take all precautions necessary for the protection against injury of all persons engaged at the site in the performance of the work including NKCAC employees who are present during the work. The service provider shall observe all pertinent safety practices and shall comply with all OSHA regulations.
- The service provider shall provide proof of general, liability, and workers compensation insurance yearly and/or upon request.

Frequency and Hours of Operation

Frequency of service varies by building. Please see the Urban and Rural Office Locations charts on pages four and five for details. Preference will be given to vendors that can meet our preferred service hours. However, NKCAC recognizes some vendors may need to adjust the hours of service. Potential service providers should clearly note planned service hours in the proposal. Cleaning services must be performed on a consistent day and time schedule that will be agreed upon by the service provider and NKCAC Facility Manager. Cleaning service will not be performed on Federally recognized holidays unless otherwise stated herein.

Personnel

Personnel employed by the service provider shall be competent, sober and drug-free, trustworthy, and properly trained for the work requirements of this contract and shall be mentally and physically capable of performing required work. Any personnel showing up for work that is unfit for duty shall be immediately dismissed from the worksite and not allowed re-entry to NKCAC facilities. All personnel shall be respectful to NKCAC employees and the general public visiting NKCAC facilities. No person shall be employed for this work who is found to be incompetent, disorderly, troublesome, under the influence of alcohol or drugs, and who fails or otherwise refuses to perform the required work properly and acceptably. Personnel are subject to surveillance equipment and cameras both inside and outside of NKCAC facilities. Only those personnel employed by the service provider shall be allowed in buildings. **Guests and children shall not be allowed.**

Identification and Uniforms

All personnel shall wear an identification badge that clearly shows the employee's name and the service provider's name. If the service provider doesn't have the equipment to provide an ID badge, they can work with NKCAC to have a badge made for their staff. Personnel must be neat in appearance and shall wear proper attire such as long pants and slip-resistant, closed toe and heeled shoes for proper safety.



Prohibited Items

The service provider's employees shall be prohibited in the use or possession of the following items while working on NKCAC premises: Guns, knives, other weapons, alcohol and/or controlled substances. The service provider's employees shall not be under the influence of alcohol or recreational or illegal drugs. Additionally, vaping of any kind is not allowed on NKCAC property. Any employee violating this policy shall be removed immediately from NKCAC facilities and not allowed to work under this contract. **NOTE:** Cell phones may be available for emergency purposes but are not to be used while providing services.

NKCAC Property and Personal Property of NKCAC Employees

The service provider shall direct their employees against the unauthorized reading and disclosing of materials and documents available in the facilities of NKCAC and against unauthorized use of NKCAC and personal property such as telephones, copy machines, computers, etc. The service provider's employees shall not disturb papers on desks, tables, or cabinets, and shall not open desk drawers or cabinets, and shall not sit at employees' desks.

Keys

Upon award of the contract, essential keys, entry cards, and/or alarm codes will be issued for all facilities. The service provider must sign for all keys issued to the service provider. If the service provider loses any keys, it will be charged for replacements and/or rekeying of locks as determined by NKCAC. The service provider shall promptly return all issued keys at the termination of the contract. The service provider or its staff shall not make copies of any keys, entry cards, and/or share alarm codes.

Financial Capacity

The awarded service provider shall have the financial capacity to manage this contract, including the purchase of supplies and equipment, insurance, and the timely payment of all personnel hired to work under this contract. Proposers must be able to meet payroll before the payment of invoices is issued. **NOTE:** Proof of insurance may be requested at any time.

RESPONSE PROCESS

Notification of Intent to Respond and Clarifying Questions

Please indicate your intention to respond to this RFP by email to the Primary RFP Contact listed below by the **Intent to Respond and Questions** due date outlined in the **KEY DATES** table. In addition, please provide the contact information of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP. **Questions will only be received and answered by email.**

Primary RFP Contact

Please direct all inquiries regarding this RFP to:

Melissa Willis
Special Projects Executive
Northern Kentucky Community Action Commission
mwillis@nkcac.org



Response Delivery Instructions

NKCAC requires responses to this request for proposal to be delivered in writing. You may attach documentation to support your answers, if necessary.

Submit all responses via electronic delivery no later than **12:00 p.m. on May 23, 2025** to:

Melissa Willis
Special Projects Executive
Northern Kentucky Community Action Commission
mwillis@nkcac.org

In addition, please deliver eight (8) paper copies of your Proposal to NKCAC Central Office at 717 Madison Avenue, Covington, Kentucky on or before May 23, 2025 by noon. Central Office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday. You will receive a written receipt at drop-off.

Any response received after the delivery date and time specified will not be considered.

Respondents should complete all sections of the attached Vendor Questionnaire and submit with a proposal document, pricing breakdown, and a version of any master services agreement or contract that would be utilized if chosen.

If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Responses received that fail to address each of the sections in adequate and complete detail will be deemed as non-responsive and will not be considered for selection. Note that responses of “to be provided upon request” or “to be determined” or the like, or that do not otherwise provide the information requested (e.g., left blank) are not acceptable.

CONTRACT TERMS

NKCAC will enter into a contract term of one year (from the date of contract effective date), with four one-year renewal options.

SELECTION CRITERIA & PROCESS

Selection Criteria

NKCAC will evaluate the responses based on multiple criteria and will select the best overall solution to fit its needs. NKCAC is not obligated to select the lowest priced bidder. All responses will be evaluated in the following areas:

- Completeness of solution
- Expertise and experience
- Demonstrated customer service quality and support
- Vendor strength and stability
- Financial considerations



Selection Process

All responses will be evaluated as received and included in the following process:

- Review and scoring of the responses and clarification of information as deemed necessary by the evaluation team.
- Final candidates may be asked to take part in on-site interviews and presentations if needed.
- Receive written notice as to whether or not selected for this opportunity.

Finalist Presentations

Interviews and presentations with selected finalists may be conducted if the evaluation team determines they are necessary to make a final selection. Should this step be required, the sessions will take place at the NKCAC Central Office, located at 717 Madison Avenue in Covington, Kentucky, as outlined in the **KEY DATES** table.

KEY DATES

Below is a general timeline outlining the process steps with estimated dates for each step of the process. By participating in the RFP process, service providers agree that they can adhere to the following general timeline and the meeting times they reserve through this process.

Task	Completion Date
RFP Posted	April 18, 2025
Intent to Respond & Deadline to Submit Questions	May 9, 2025
Assessment of Sites – NKCAC recommends vendors visit each location before setting pricing. Head Start visits must be on Fridays. Other sites are available Tuesday – Friday. All visits must be scheduled in advance using the contacts on the Office Locations listing. <u>NOTE: The contacts are only for scheduling purposes and can NOT answer questions about the RFP.</u>	April: 22, 23, 24, 25 , 29, 30 May: 1, 2 , 6, 7, 8, 9 , 13, 14, 15, 16 , 20, 21
Deadline to Submit Proposals	May 23, 2025
Response Analysis / Finalists Selection	May 28, 2025
Finalist Presentations (if needed)	June 5, 2025
Service Provider Selection / Award Contract	June 12, 2025
"Go Live" Date	July 1, 2025

THANK YOU

The Northern Kentucky Community Action Commission looks forward to reviewing your response and would like to thank you in advance for your participation. The Cleaning Services project is very important to our facilities and represents an important focus for NKCAC. We appreciate and value your input, expertise, and feedback.



NKCAC ADMIN BUILDING CLEANING SCHEDULE

Service Location: _____

Initial in box for each item on the day it is completed and leave any notes for Site Supervisor.

Once page is full, sign back page to certify completed work.

DAILY SERVICES REQUIRED		COMPLETED					
Area/Description	Date of Service:						
ALL AREAS							
Empty all trash and replace liners							
Vacuum carpets and remove spots as needed							
Vacuum or dust mop & damp mop all hard surface floors							
Clean & disinfect light switches, door handles & drinking fountains							
Quick dust of all surfaces							
Weekly: Wipe down windows and seals							
RECEPTION AREA							
Arrange all chairs, magazines, etc in orderly fashion							
Vacuum floor mats							
Spot check chairs and wipe clean as needed							
ELEVATOR							
Clean interior walls and exterior doors							
Clean & Disinfect button panels							
OFFICES (Not Locked)							
Dust computer monitors and keyboards							
Vacuum or dust mop & damp mop all hard surface floors							
CONFERENCE ROOM(S)							
Arrange all chairs in orderly fashion							
Clean and disinfect inside of microwave							
Clean and disinfect Sinks							
Clean and wipe exterior of garbage cans							
Clean and disinfect all tables and work surfaces							
Vacuum all carpeted area, mats, area rugs and remove spots as needed							
KITCHEN							
Clean and disinfect exterior of appliances and vending machines							
Clean and disinfect kitchen countertops, tables, sinks							
Clean and wipe exterior of garbage cans							
Restock kitchen paper supplies							
RESTROOMS							
Clean and disinfect sinks, toilets, urinals							
Clean and polish dispensers, fixtures and mirrors							
Clean and wipe exterior of garbage cans							
Damp wipe all toilet partitions, modesty screens and tiled walls.							
Restock paper and soap products							
Spot clean tile walls and partitions							
Wash floors and baseboards with germicidal cleaner							
Clean and clear all drains							

NKCAC WEEKLY CLEANING SCHEDULE - PAGE 2

DAILY SERVICES REQUIRED	COMPLETED					
Area/Description						
STAIRWELLS & HALLWAYS						
Clean and disinfect hand rails						
Damp Mop all hard floors						
Mop stairs and landings						
Sweep or vacuum stair landings and steps						
*Dust mop wood floors						
CLOSING PROCEDURES						
Clean and organize janitorial closet						
Report any abnormalities						
Leave notes for Site Supervisor						
Turn off lights as instructed						
Lock appropriate doors and set alarm as directed						

NOTE: Items not in waste baskets (i.e. boxes) are only to be discarded if clearly marked "TRASH"

MONTHLY SERVICES REQUIRED	DATE COMPLETED	INITIAL
Dust all ventilation returns		
Dust blinds and wipe windowsills		
Dust pictures and picture frames		

NOTES (Please include date of note):

TEAM MEMBER COMPLETING WORK:

PRINT NAME

SIGNATURE

NKCAC HEAD START BUILDING CLEANING SCHEDULE

Service Location: _____

Week of: _____

Check off each item on the day it is completed and leave any notes for Site Supervisor.

At the end of the week, sign back page to certify completed work.

DAILY SERVICES REQUIRED	COMPLETED				
Area/Description	Mon	Tues	Wed	Thurs	Fri
ALL AREAS					
Empty all trash and replace liners					
Vacuum carpets and remove spots as needed					
Vacuum or dust mop & damp mop all hard surface floors					
Clean & disinfect light switches, door handles & drinking fountains					
Quick dust of all surfaces (including classroom shelves)					
Clean & disinfect all sinks (classrooms, conference rooms, restrooms, etc.)					
Clean and wipe exterior of all garbage cans					
Weekly: Wipe down windows and seals					
RECEPTION AREA					
Arrange all chairs, magazines, etc in orderly fashion					
Clean & disinfect reception desk					
Spot check chairs and wipe clean as needed					
ELEVATOR					
Clean interior walls and exterior doors					
Clean & disinfect button panels					
OFFICES (Not Locked) & CLASSROOMS					
Dust computer monitors and keyboards					
Vacuum or dust mop & damp mop all hard surface floors					
Spot check chairs and wipe clean as needed					
Clean and wipe exterior of all garbage cans					
Once Weekly: Move classroom rugs and small shelves to clean underneath					
CONFERENCE ROOM(S)					
Arrange all chairs in orderly fashion					
Clean and disinfect all tables, work surfaces, and inside of microwave					
Vacuum all carpeted area, mats, area rugs and remove spots as needed					
KITCHEN					
Clean and disinfect exterior of appliances and vending machines					
Clean and disinfect kitchen countertops, tables, sinks					
Restock kitchen paper supplies					
RESTROOMS					
Clean and disinfect sinks, toilets, urinals					
Clean and polish dispensers, fixtures and mirrors					
Clean and wipe exterior of garbage cans					
Damp wipe all toilet partitions, modesty screens and tiled walls.					
Restock paper and soap products					
Spot clean tile walls and partitions					
Wash floors and baseboards with germicidal cleaner					
Clean and clear all drains					

NKCAC HS WEEKLY CLEANING SCHEDULE - PAGE 2

DAILY SERVICES REQUIRED	COMPLETED				
Area/Description	Mon	Tues	Wed	Thurs	Fri
STAIRWELLS & HALLWAYS					
Clean and disinfect hand rails					
Damp Mop all hard floors					
Mop stairs and landings					
Sweep or vacuum stair landings and steps					
*Dust mop wood floors					
CLOSING PROCEDURES					
Clean and organize janitorial closet					
Report any abnormalities					
Leave notes for Site Supervisor					
Turn off lights as instructed					
Lock appropriate doors and set alarm as directed					

**NOTE: Items not in waste baskets (i.e. boxes) are only to be discarded if clearly marked "TRASH"
Do NOT dispose of paper towels, cleaning wipes, or other non-liquid materials down drains or toilets.**

MONTHLY SERVICES REQUIRED	DATE COMPLETED	INITIAL
Dust all ventilation returns		
Dust blinds and wipe windowsills		
Dust pictures and picture frames		

NOTES (Please include date of note):

TEAM MEMBER COMPLETING WORK:

PRINT NAME

SIGNATURE

NKCAC NEIGHBORHOOD CENTER CLEANING SCHEDULE

Service Location: _____

Initial in box for each item on the day it is completed and leave any notes for Site Supervisor.

Once page if full, sign back page to certify completed work.

DAILY SERVICES REQUIRED		ADD DATE COMPLETED					
Area/Description	Date of Service:						
ALL AREAS							
Empty all trash and replace liners							
Vacuum carpets and remove spots as needed							
Vacuum or dust mop & damp mop all hard surface floors							
Clean & disinfect light switches, door handles & drinking fountains							
Quick dust of all surfaces							
Weekly: Wipe down windows and seals							
RECEPTION AREA							
Arrange all chairs, magazines, etc in orderly fashion							
Vacuum floor mats							
Spot check chairs and wipe clean as needed							
ELEVATOR							
Clean interior walls and exterior doors							
Clean & Disinfect button panels							
OFFICES (Not Locked)							
Dust computer monitors and keyboards							
Vacuum or dust mop & damp mop all hard surface floors							
CONFERENCE ROOM(S)							
Arrange all chairs in orderly fashion							
Clean and disinfect inside of microwave							
Clean and disinfect Sinks							
Clean and wipe exterior of garbage cans							
Clean and disinfect all tables and work surfaces							
Vacuum all carpeted area, mats, area rugs and remove spots as needed							
KITCHEN							
Clean and disinfect exterior of appliances and vending machines							
Clean and disinfect kitchen countertops, tables, sinks							
Clean and wipe exterior of garbage cans							
Restock kitchen paper supplies							
RESTROOMS							
Clean and disinfect sinks, toilets, urinals							
Clean and polish dispensers, fixtures and mirrors							
Clean and wipe exterior of garbage cans							
Damp wipe all toilet partitions, modesty screens and tiled walls.							
Restock paper and soap products							
Spot clean tile walls and partitions							
Wash floors and baseboards with germicidal cleaner							
Clean and clear all drains							

NKCAC WEEKLY CLEANING SCHEDULE - PAGE 2

DAILY SERVICES REQUIRED	ADD DATE COMPLETED					
Area/Description						
STAIRWELLS & HALLWAYS						
Clean and disinfect hand rails						
Damp Mop all hard floors						
Mop stairs and landings						
Sweep or vacuum stair landings and steps						
*Dust mop wood floors						
CLOSING PROCEDURES						
Clean and organize janitorial closet						
Report any abnormalities						
Leave notes for Site Supervisor						
Turn off lights as instructed						
Lock appropriate doors and set alarm as directed						

NOTE: Items not in waste baskets (i.e. boxes) are only to be discarded if clearly marked "TRASH"

MONTHLY SERVICES REQUIRED	DATE COMPLETED	INITIAL
Dust all ventilation returns		
Dust blinds and wipe windowsills		
Dust pictures and picture frames		

NOTES (Please include date of note):

TEAM MEMBER COMPLETING WORK:

PRINT NAME

SIGNATURE