

**RFP: Proposal for Professional Commercial Cleaning Services**  
**Project # 20250407-1001**  
**Amendment #2: April 18, 2025**

**The following change, relative to the original scope of work, published in the 4/7/25 RFP, is as follows:**

- **Square footage** for each location is available for reference. Please refer to the diagrams provided and review all notes included in each diagram.
- **Purchasing Department, 2910 Madison Ave.:** All warehouse floor spaces (highlighted in pink on the diagram) are to be swept and mopped once/month. Please see the update made to the pricing sheet for this.

**The following questions, to further clarify the required scope of work, were submitted by interested offerors prior to the 4/18/25, 11:00 am, deadline.**

**Q: Do we remove the recycled trash from each building?**

A: Yes, at the 2300 Madison Avenue location only. Please place any recycled trash from this location into the outdoor recycled bins. The outdoor recycled bins must be taken to the curb, along with the regular trash bins, every Monday.

**Q: Do we empty trash from any outside receptacles?**

A: No

**Q: Will we be able to use the janitor closet at each location to store equipment?**

A: Yes, each location will have a designated area to store cleaning equipment and supplies.

**Q: Will any equipment be available for use?**

A: Contractors are asked to provide their own cleaning equipment and cleaning supplies. However, at the Main Office, 2300 Madison Avenue, there is one commercial vacuum available for use.

The agency will provide contractors with the following supplies for restocking purposes: paper towels, toilet paper, hand soap, toilet seat covers and urinal deodorizers. Contractors should submit a re-stocking request to the agency contact by email. Supplies will be ordered from the agency's Purchasing Department.

**Q: What is the time frame to clean for each location?**

A: Contractors are permitted to clean at each location starting at 4:30 pm. The time to clean each location will vary, based on size as well as the # of contract staff assigned.

A two-three man team can generally take 1-2 hours per location.

**Latonia Terrace- 2940 Madison Avenue (Property Management Office)**

Cleaning Frequency: Once a week for Basement Restroom & First Floor

64'-0" x 26'-6" = 1,696 Sq. Ft. per Floor

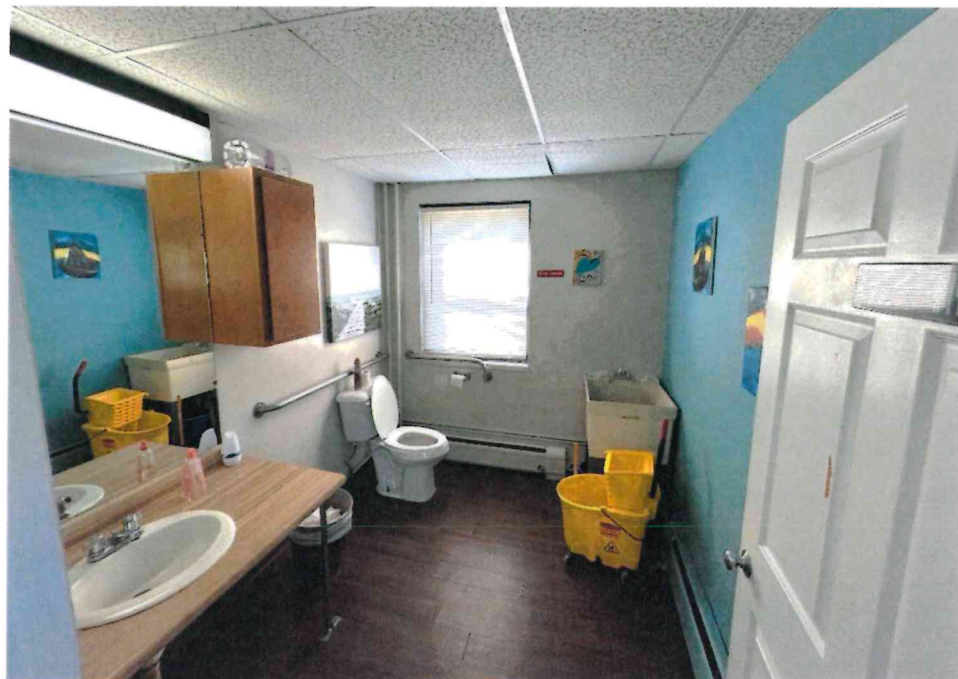
**Basement**

- Clean Men's Restroom only



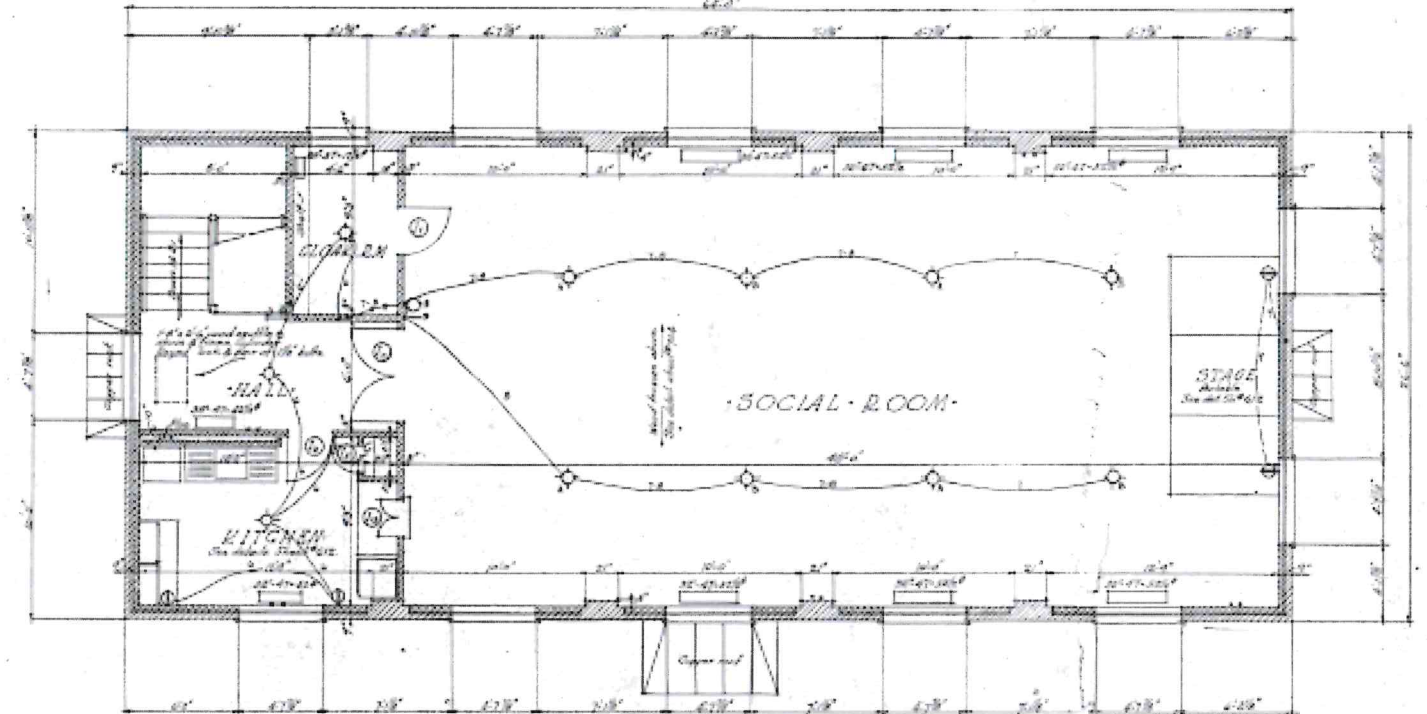
**1st Floor – Total 1,696 Sq. Ft.**

- Do not clean Vault - 80 Sq. Ft. (8'-0" x 10'-0")
- Do not clean Nurse's Office - 101.57 Sq. Ft. (10'-4" x 9'-10")
- Clean 1,514.43 Sq. Ft. plus 8'-0" wide stairwell from basement to 2<sup>nd</sup> floor



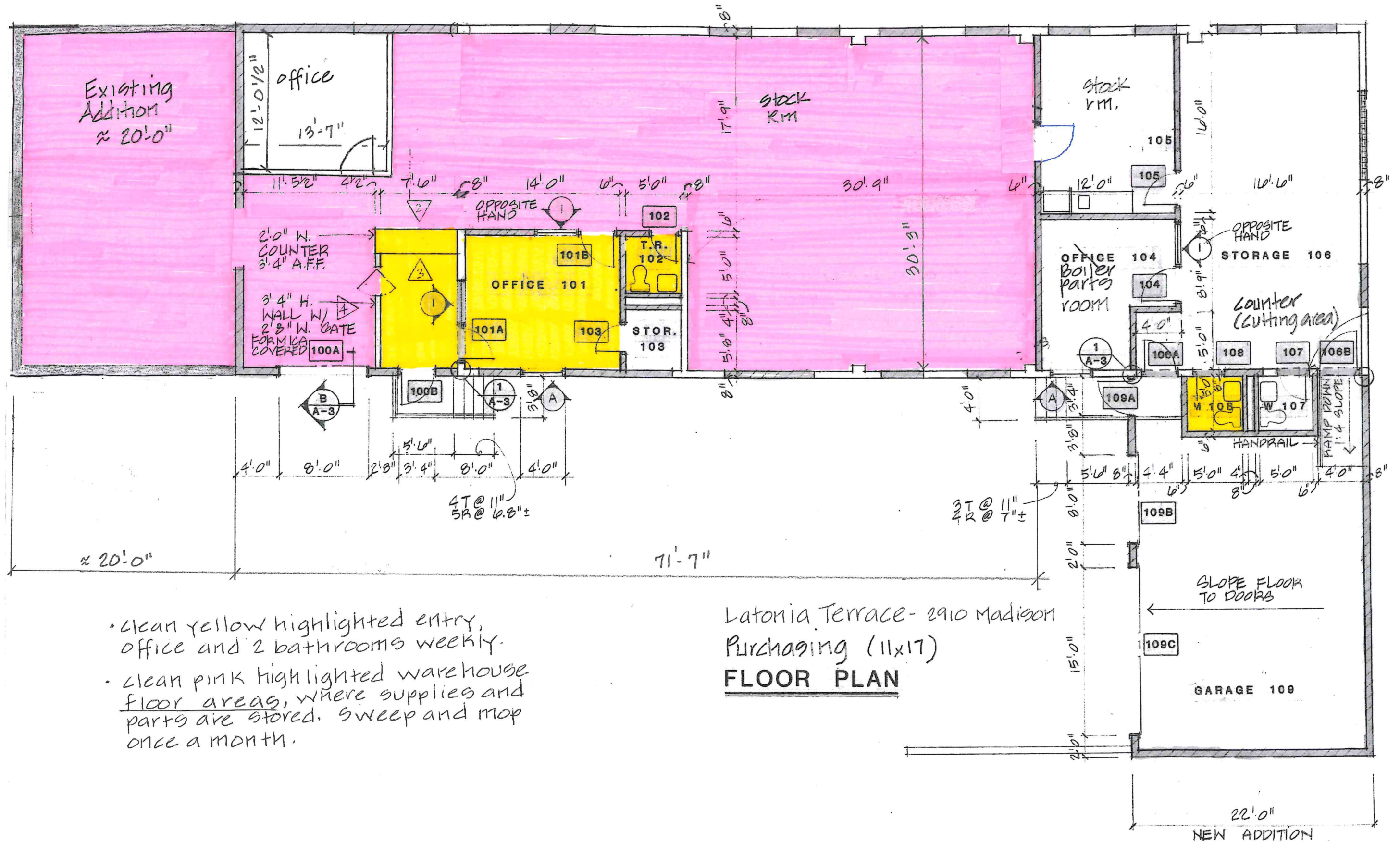
**2nd Floor (Community Room) - Total 1,696 Sq. Ft.**

- Clean as needed
- Provide separate price



• SECOND FLOOR PLAN •

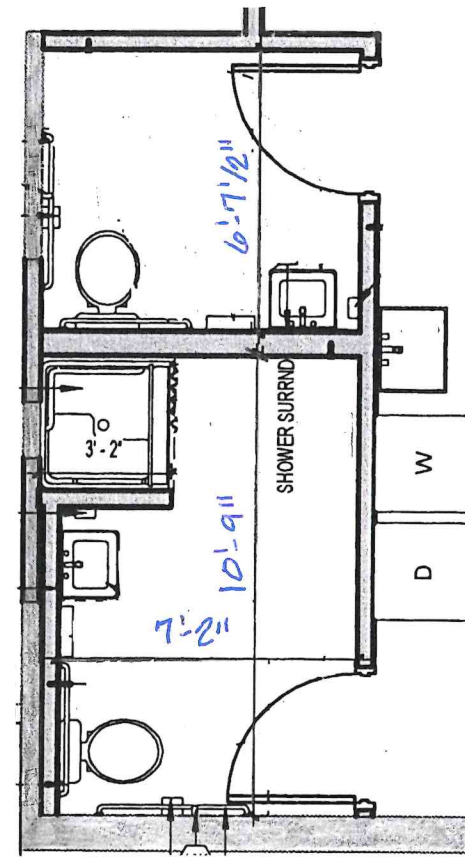
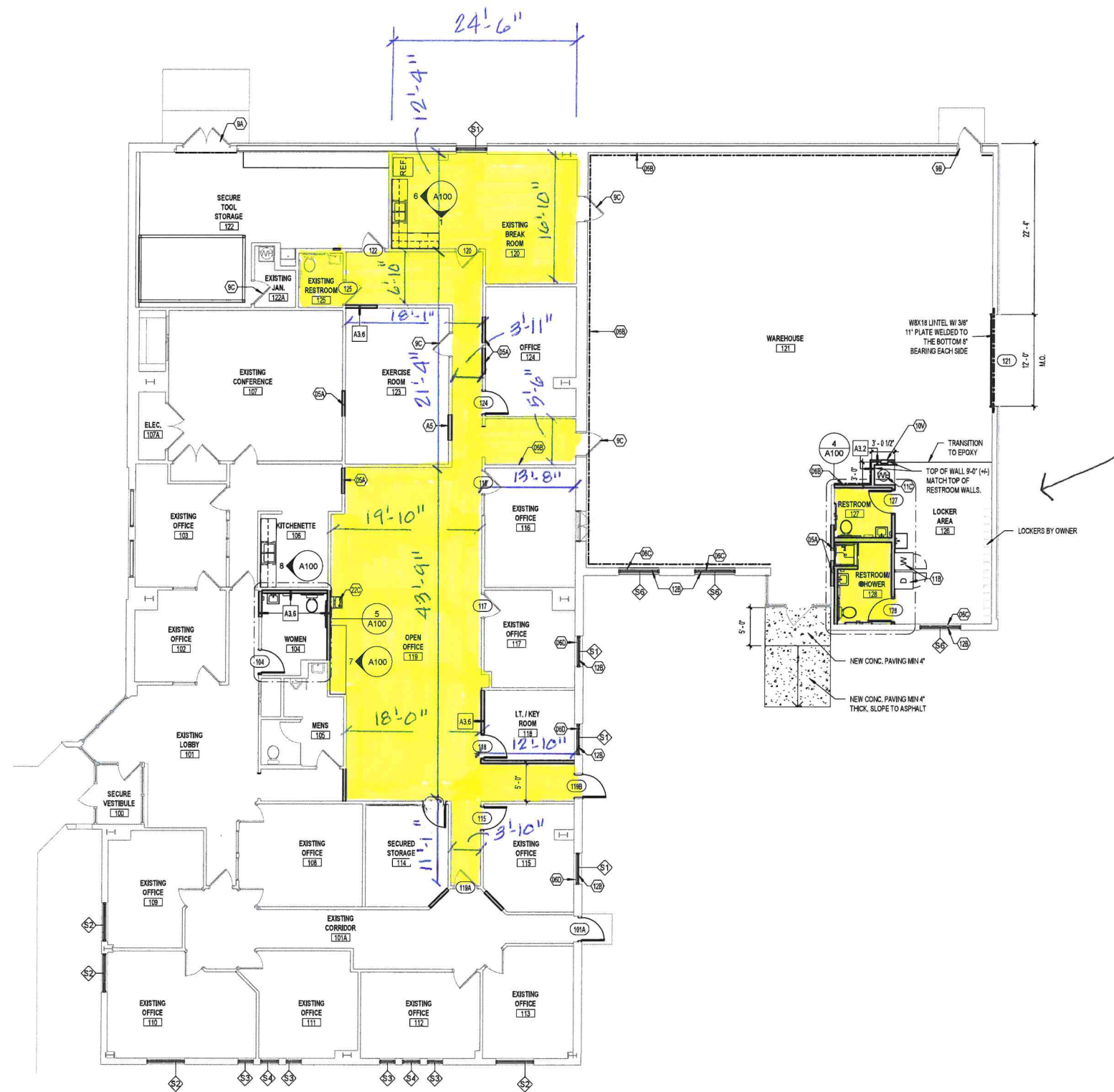




- Clean yellow highlighted entry, office and 2 bathrooms weekly.
- Clean pink highlighted warehouse floor areas, where supplies and parts are stored. Sweep and mop once a month.

Latonia Terrace - 2910 Madison  
 Purchasing (11x17)  
**FLOOR PLAN**





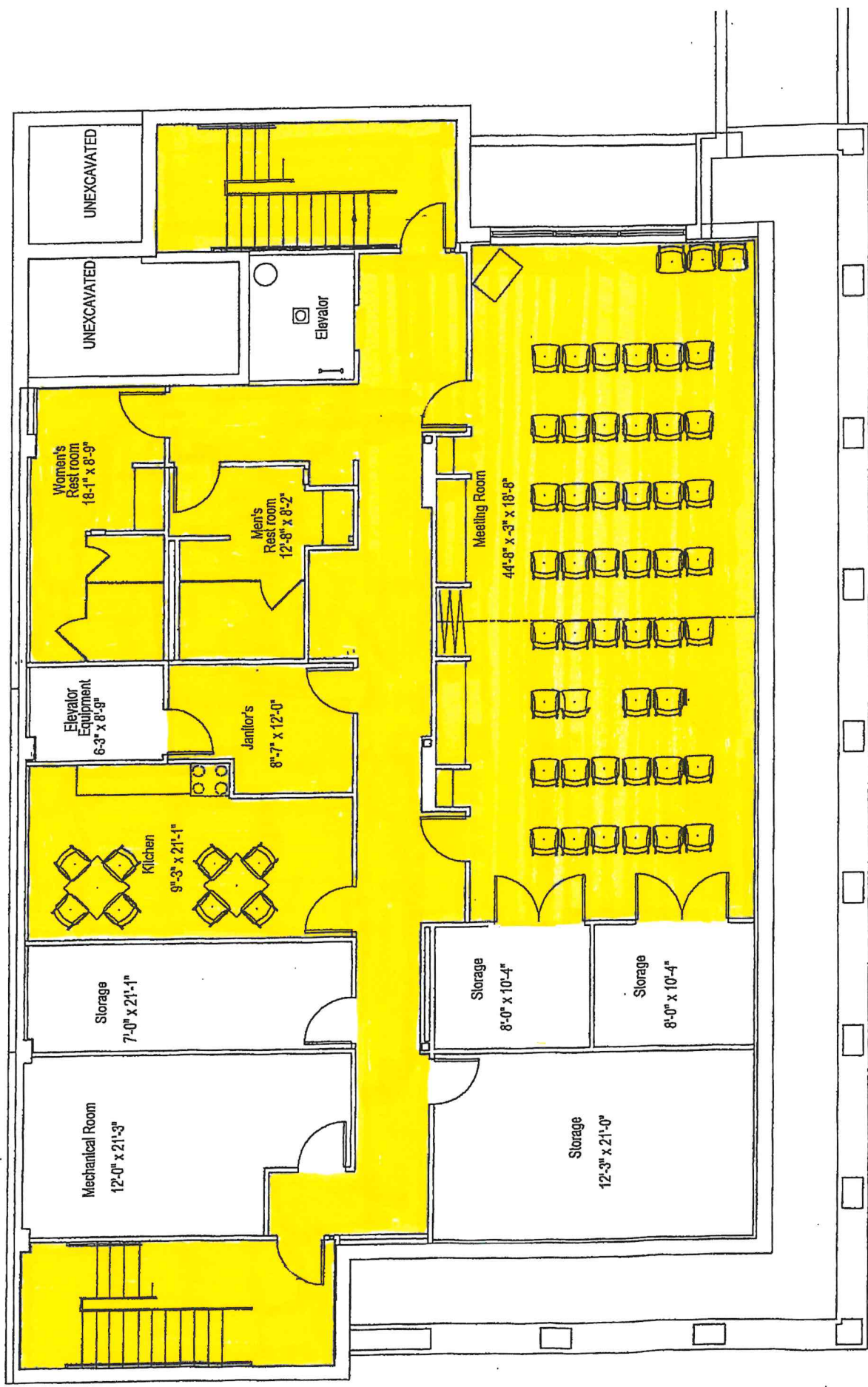
Enlarged  
Warehouse  
Restrooms

- clean yellow highlighted areas only
- cleaning frequency - twice a week

1650 Russell - Maintenance

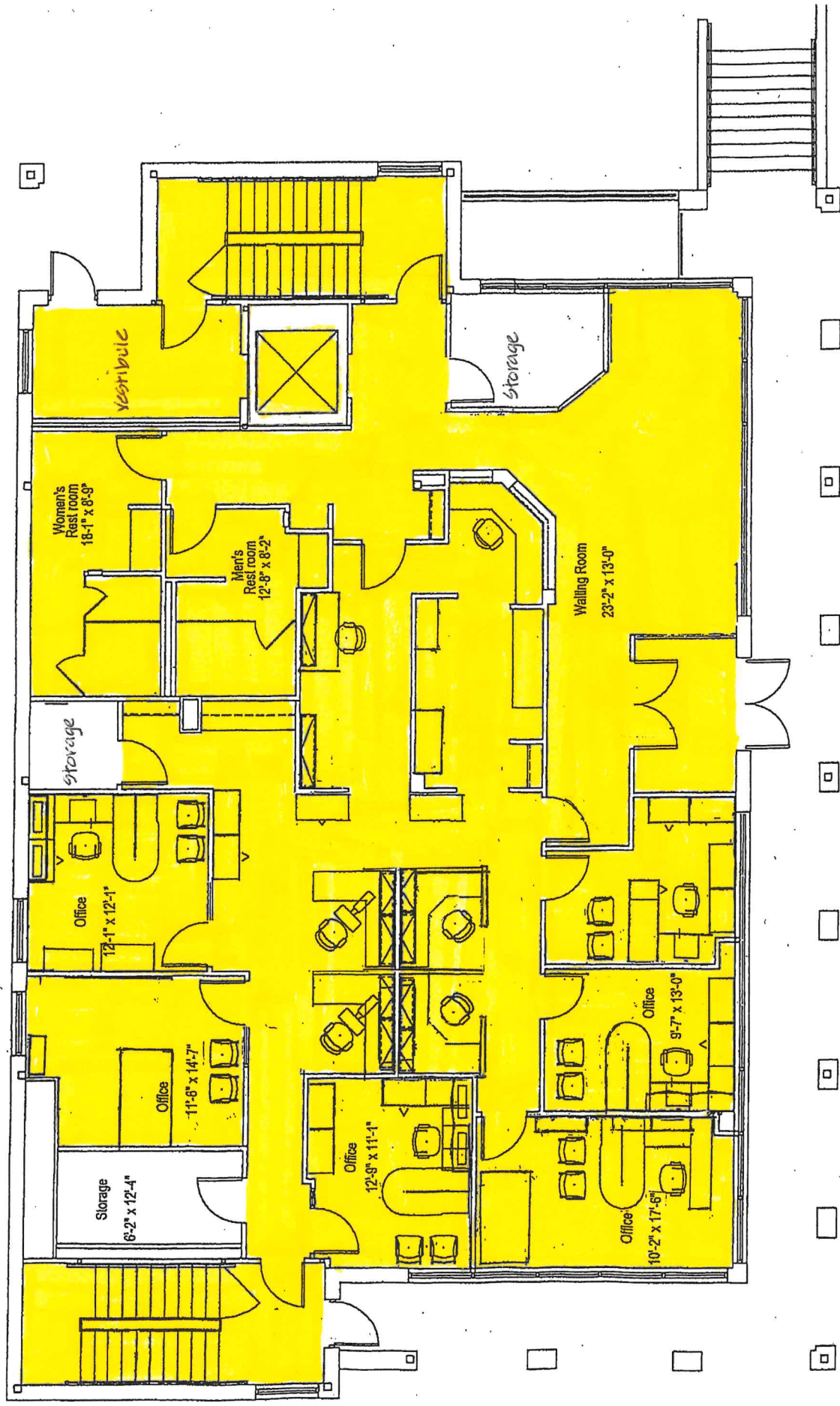
FLOOR PLAN





Housing Authority of Covington  
 2300 Madison Avenue  
 Covington, Kentucky 41014

Central Office Lower Level Floor Plan  
 3,421 Square Feet Gross

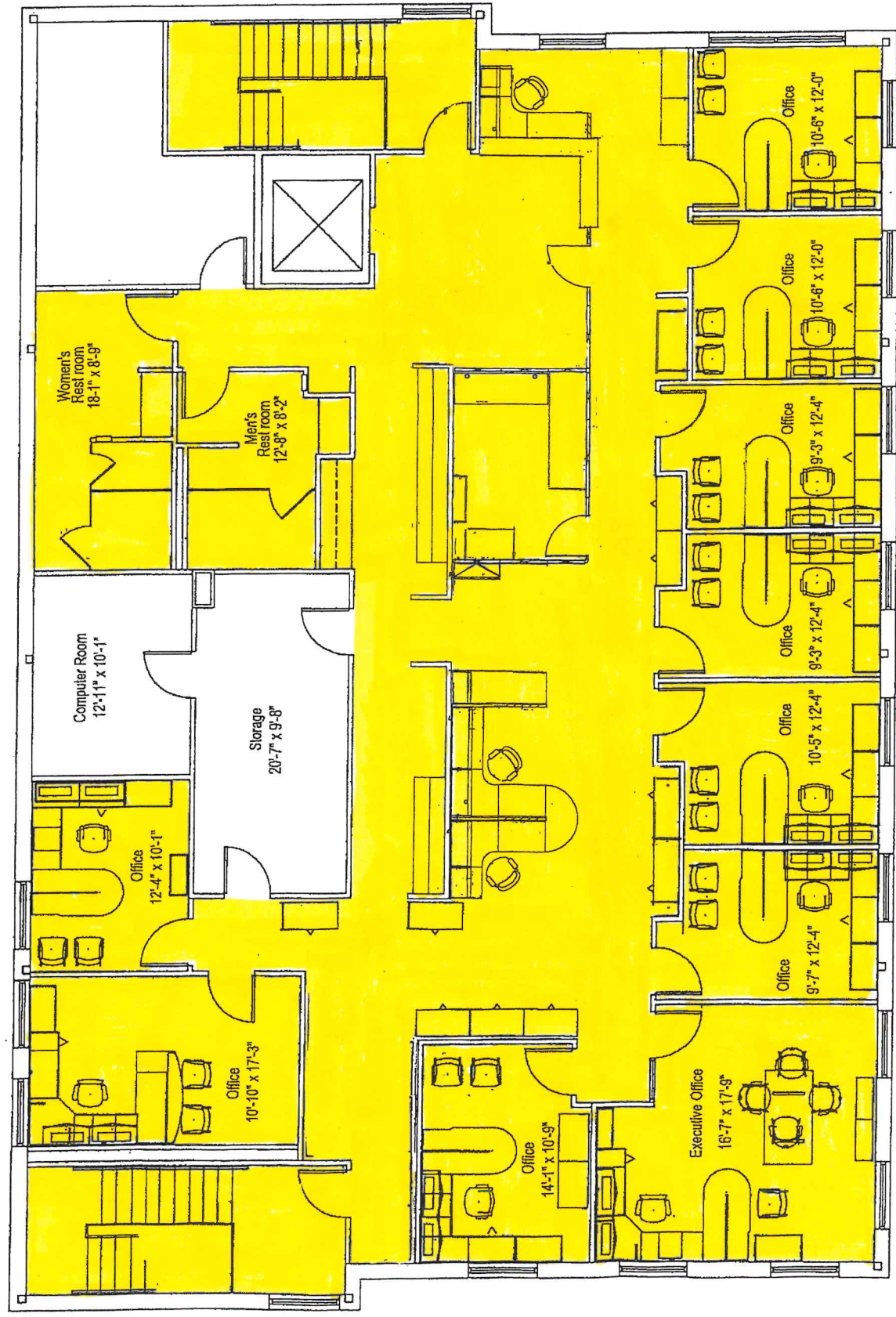


Housing Authority of Covington  
 2300 Madison Avenue  
 Covington, Kentucky 41014

Central Office First Floor Plan  
 3,478 Square Feet Gross

• clean yellow highlighted areas only  
 • Frequency - Twice a week





Housing Authority of Covington  
 2300 Madison Avenue  
 Covington, Kentucky 41014

Central Office Second Floor Plan  
 4,308 Square Feet Gross

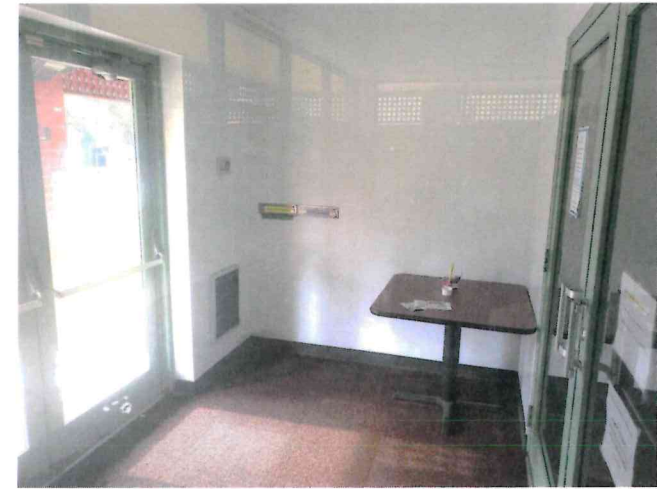
*clean yellow highlighted areas only  
 Frequency - Twice a week*

2300 Madison Avenue

Picture of Waiting area on 1st Floor

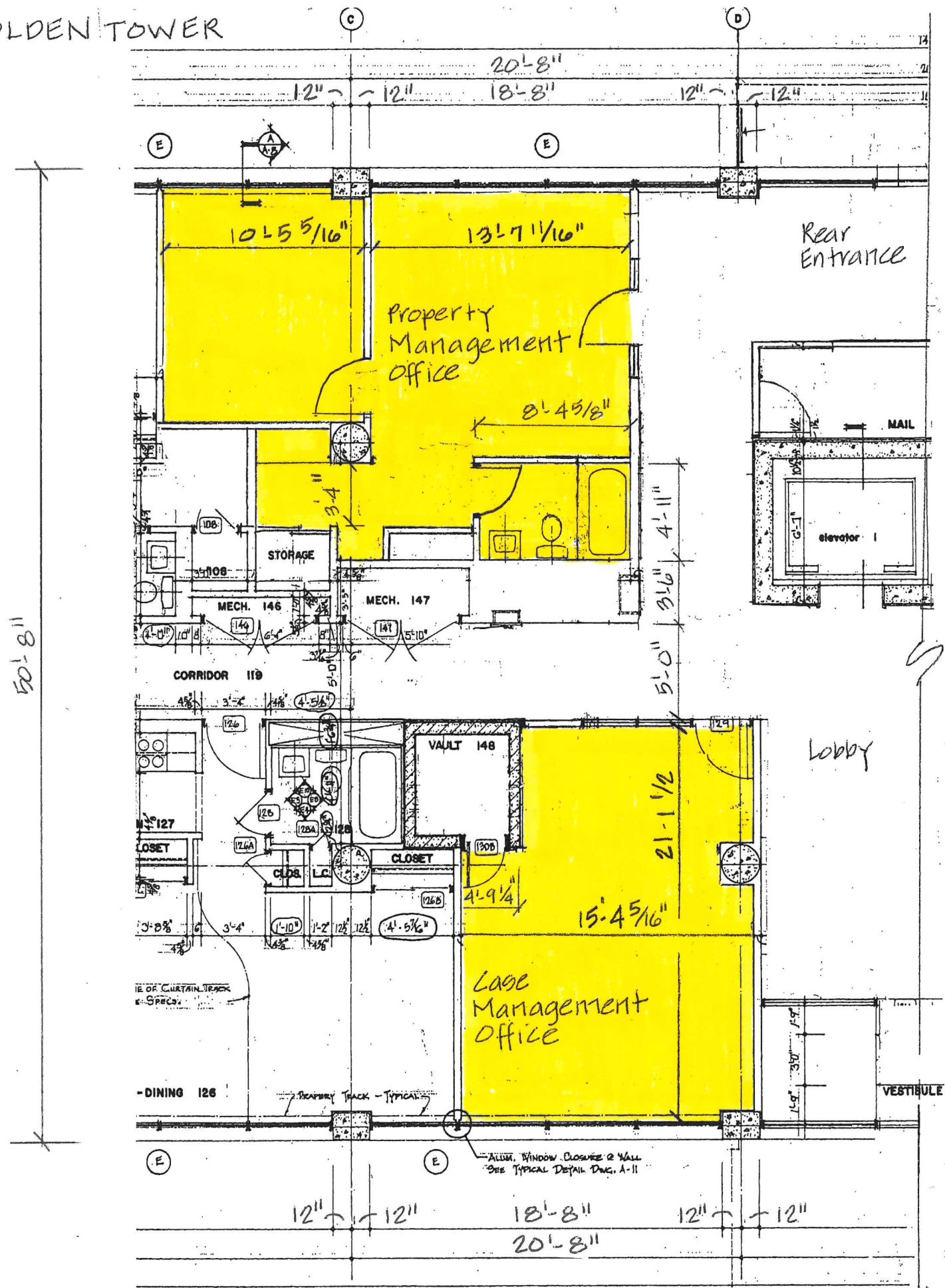


Picture of Entry Vestibule on 1st Floor near Madison Avenue





GOLDEN TOWER



(C) • clean yellow highlighted areas only  
 • cleaning Frequency- once a week



## B. Commercial Cleaning Services/Scope of Work & Pricing Worksheet

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Contact: \_\_\_\_\_

**Proposal due no later than 4/28/25 at 3:00PM ; Contract effective 6/1/25**

Service ID Number	Service Location	Description	Day/Time on Weekly Basis	Cost/Week
2300 Madison Ave.	Clean offices, lobby areas, common areas, basement conference room, kitchen/breakroom, kitchenettes, and stairwells	Vaccum carpets, sweep/mop hard floors, empty trash/replace liners, dust/wipe common area counters, tables, and conference table; dust desk tops and file cabinets, polish all glass, wipe down kitchenette appliances and sinks, clean drinking fountains, wipe common area window sills and blinds, sweep/mop/wipe down stairwell rails and floors, restock paper and soap products; Spot clean floors and walls as needed. Clean vents and grills; <b>Empty all trash/replace liners; Take trash out to curb on Mondays</b>	Monday/Thursday	_____
2300 Madison Ave.	Clean bathrooms (6)	Sanitize sinks, fixtures, toilets, urinals, counters, floors, clean mirrors, wipe stalls, clean vents, wipe baseboards, empty trash/replace liners, restock paper and soap products	Monday/Thursday	_____
2940 Madison Ave.	Clean offices, lobby, common areas, kitchenette and community room	Sweep/mop vinyl floors, empty trash/replace liners, dust/wipe common area tables/chairs, polish all glass, wipe down kitchen appliances and sinks, wipe window sills and blinds, sweep/mop/wipe down stairwell rails and floors, restock paper and soap products; <b>Empty trash/replace liners</b>	Tuesday	_____
2940 Madison Ave.	Clean bathrooms (2)	Sanitize sink, around toilet, counter, sweep and mop floors, clean mirrors, wipe baseboards, clean vents, empty trash/replace liners, restock paper and soap products	Tuesday	_____
2910 Madison Ave.	Clean office, common area	Vacuum office, sweep/dust common area, empty trash/replace liners, restock paper and soap products; <b>Sweep / wet mop main warehouse floor once/mop</b>	Tuesday	_____
2910 Madison Ave.	Clean bathrooms (2)	Sanitize sinks, fixtures, toilets, floors, clean mirrors, clean vents, wipe baseboards, empty trash/replace liners, restock paper and soap products	Tuesday	_____
50 E 11th Street	Property Management and Case Management Offices -1st Floor; <b>Offices (2) - Basement level</b>	Sweep/mop vinyl floors, dust desks/counters/cabinets, empty trash/replace liners, wipe down window sills and blinds, clean kitchenette, restock paper and soap products	Thursday	_____

50 E 11th Street	Clean bathroom (1) - Office	Sanitize sink, around toilet, counter, sweep and mop floors, clean mirrors, wipe baseboards, empty trash/replace liners, restock paper and soap products	Thursday	_____
1650 Russell Street	Clean <b>offices</b> ; common areas/halls, kitchen/breakroom	Sweep/mop floors, dust desks/counters/cabinets, empty trash/replace liners, wipe down window sills and blinds, clean kitchen, clean drinking stations/ water fountains, clean vents and grills, restock paper and soap products	Tuesday/ <b>Friday</b>	_____
1650 Russell Street	Clean bathrooms (3); one shower	Sanitize sink, fixtures, around toilet, counters and floors; Clean mirrors, Wipe baseboards, empty trash/replace liners, restock paper and soap products	Tuesday/ <b>Friday</b>	_____
<b>Note: If days noted are not feasible, please propose an alternate schedule.</b>			Total Cost/Week	_____