

Menifee County Board of Education INVITATION TO BID

The Menifee County School District is seeking a cleaning service that will provide 3-4-5 housekeepers to work in the Menifee County School District. Each housekeeper will be assigned to a school building within the district.

Bids are due by 2:00pm on May 7, 2024. Mail bids to the Menifee County Board of Education, P.O. Box 110, Frenchburg, Ky 40322 or by email to lorri.bartley@menifee.kyschools.us.

Proposals may include but are not limited to the following: A licensed and bonded housekeeper that can pass a drug test, has a clean background check, and no substantiated child abuse or neglect charges as determined by the Department of Children and Family Services.

The workday is 8 hours with a 30 minute lunch break and 2-10 minute breaks.

The workday schedule will be determined by the Custodial Supervisor and Facility Director.

The workdays in the school year (July 1- June 30) are 240 days.

Housekeepers will report to the Custodial Supervisor or the Facilities Director.

Job duties include:

- Clean high touch areas several times throughout the day
- Clean high touch areas in cafeteria several times throughout the day
- Sweep as necessary
- Collect trash and take to the dumpster throughout the day
- When classrooms are empty wipe desks off with disinfectant
- Keep bathrooms cleaned and sanitized at all times
- Dust furniture as often as necessary

- Clean door knobs and handles throughout the day
- Commodes and urinals shall be cleaned and sanitized throughout the day
- All water fountains should be cleaned daily
- Keep grounds around the school clean and neat
- Sweep sidewalks, remove all debris
- Helping with keeping the playground sanitized
- Clean windows twice a year
- Other duties as assigned by the Custodial Supervisor or Facilities Director.

The Menifee County School District will pay for services on the 30th day of the month. If the 30th falls on a weekend, then payment will be made on the Friday of that week.

Complete the Following:

Company Name	Street Address	City	Zip Code
Owner/Manager	Telephone Number	Monthly Cost for 4 Housekeepers \$ _____	
		Monthly Cost for 5 Housekeepers \$ _____	
		Monthly Cost for 5 Housekeepers \$ _____	

Proof Of Insurance

Liability Policy

Liability Policy Carrier	Agent Name	Agent Address and Phone Number	Attach or Enclose a Copy of Policy
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Workers Compensation Policy			
Workers Compensation Policy Carrier	Agent Name	Agent Address and Phone Number	Attach or Enclose a Copy of Policy

Provide 2 Letters of Reference (Contact information must be included in the letter.)

Companies That Bid			
Company Name	Address/Phone	Contact Person's Name	Monthly Rate

