

LOGAN COUNTY SCHOOLS

2222 Bowling Green Road - P. O. Box 417 - Russellville, KY 42276

Phone 270-726-2436 Fax 270-726-8892

Dan Costellow, Superintendent

April 19, 2024

To Whom It May Concern:

You are hereby notified as a potential vendor that the Logan County Board of Education is soliciting bids for **Bid Number 2024-03: Mats and Mops for Facilities**. The opening for this bid number is Wednesday, May 15, 2024 at 2:00 PM at the District Office. The bid contract will be for the period of July 2024 through June 30, 2026, "With the option to renew for an additional year at the same price".

You will find all necessary information on the following enclosures:

1. A copy of the Bid Advertisement,
2. A Notice to Bidders containing generic instructions to all bidders, and
3. Specifications specific to this bid, and
4. A Bid Form that must be used to submit all bids.

If you require further information contact me at the address and/or phone number above. Be advised that all bids should be addressed to the Bid Officer and should be CLEARLY LABELED AS BID FOR BID NUMBER 2024-03.

On behalf of the Board of Education, I thank you for your acceptance of this invitation.

Sincerely,
Benjamin Kemplin, Bid Officer

LOGAN COUNTY SCHOOLS

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Dan Costellow, Superintendent

BID ADVERTISEMENT

Sealed bids will be received by the Logan County Wednesday, May 15, 2024 at which time they will be opened publicly and read aloud. Bids to be opened at that time are for the following products and/ or services:

- Bid # 2024-03: Mops & Mats for Facilities
- Bid # 2024-05: Inspections for Fire Detection/Prevention Systems and Extinguishers
- Bid # 2024-07: Office, Instructional & Maintenance Supply Catalogues
- Bid # 2024-08: Pest Control

Bid forms and complete specifications may be obtained by contacting the District Central Office by phone (270-726-2436) or by mail at 2222 Bowling Green Road, Russellville, Kentucky, 42276.

The above advertised bids will be submitted to the Logan County Board of Education at the next regular or special called board meeting following the bid opening, along with the recommendation of the Superintendent after evaluation of bids, concerning the award of the contract to the lowest best responsible, responsive bidder.

Ben Kemplin, Bid Officer
Logan County Board of Education

LOGAN COUNTY SCHOOL DISTRICT
2222 Bowling Green Road
Russellville, KY 42276
NOTICE TO BIDDERS

Page 1

The Logan County Board of Education anticipates materials/services on a contract basis and invites you to submit a sealed bid as per specifications detailed herein.

Bid Form Bid Form must be the Original Bid Form or Exact Duplicate. Bid Form must be dated and signed by an authorized representative of the bidding company. Submit the original copy of the completed bid in a sealed envelope clearly marked "Bid" on the front of the sealed envelope, including the item name, date and time of the bid opening,

Bid Period — Bids presented shall remain valid for a thirty (30) day period from the date of opening. No bid may be withdrawn during this period. Successful bidders shall have thirty (30) days from receipt of bid award notice to have shipments of supplies completed.

Bid conditions — Bids, to receive consideration, must be received prior to time designated in this invitation, and none will be accepted thereafter. Any bid received after scheduled time of opening will be returned unopened to the bidder.

Bid Acceptance — The Board of Education reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposal as may be deemed to its interest, and to award by item, combination of items, or lot.

Taxes — Federal Excise Taxes or Kentucky Sales and Use Taxes are not applicable to any purchase made for use of the Board of Education. Bids should not include any such taxes. Purchase exemption certificates will be furnished as required.

Bid Award — Contracts will be awarded on the lowest or best bid meeting all specifications and conditions. The Board of Education reserves the right to make any choice it deems in the interest of the public.

Or Equal — Manufacturer's catalogue numbers, trade names, etc., where shown herein, are for descriptive purposes to guide the bidder in interpreting the standard of quality, design and performance desired, and shall not be construed to exclude proposals based on furnishing other types of materials or service. However, any substitution or departure proposed by bidder must be clearly noted and described; otherwise, it will be understood that bidder intends to propose material and services that meet or exceed the stated specifications. The Board reserves the right to inspect items purchased after delivery to confirm conformity with specifications and any item that is found defective or does not comply with specifications will be returned at the risk and expenses of the supplier. No alternate proposals will be accepted on the bid form. If substitutes are proposed by a bidder, these items must be bid on company letterhead with a complete explanation as to how they differ from the stated specifications.

LOGAN COUNTY SCHOOL DISTRICT

2222 Bowling Green Road

Russellville, KY 42276

NOTICE TO BIDDERS

Page 2

Bid Conditions - The Board of Education assumes no responsibility for errors or omissions on the part of any bidder. No bid may be altered or signed after opening and the failure to sign a bid will result in the proposal being rejected. Bid form must be signed by some officer or member of the bidding firm who is authorized to legally bind the firm.

Hold Harmless - The bidder agrees, if awarded an award or contract, to protect, defend, and save harmless the Logan County Board of Education from any suits or demands for payment that may be brought against it arising from the use of any patented material, process, article or device that may enter into the manufacture,

construction, or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the Board of Education from suits or actions of every nature and description brought against it for, or on account of, injuries or damages received or sustained by any part or parties by, or for, any of the acts of the contractor, his servants, or agents.

Delivery - The prices quoted shall include all delivery to Russellville, Kentucky, unless specified otherwise herein.

Packaging - All supplies shall be packaged as per specifications. No alternates or exceptions will be accepted.

Contents - All supplies shall each contain a label of contents and instructions for use pertaining to each item. When applicable, the firm company, or manufacturer awarded the bid must have a representative available for on-site visits if a special need arises or if there is a problem with the product(s) bid.

Technical Information — It is the responsibility of the bidder to furnish specific product content data as required by law (MSDS), stating that the product(s) bid meet(s) federal, state, and/or local regulations, i.e., OSHA (lead fee); AHERA (asbestos); Federal specifications; and ASTM.

Payment — Invoices are to be rendered on the basis of the purchase orders written or purchases made. Payment will be made within (30) days following delivery of undamaged merchandise that meets specification. The Logan County Board of Education meets on the first Tuesday after the 10th of each month. Payment for merchandise shipped under this contract will be made in accordance with that schedule.

Quantities Any quantities stated are our best estimate of the amounts to be used during the upcoming school year. Purchase Orders may be issued at more than one time during the school year to consume near the estimated quantity.

Workers' Compensation Successful bidders are responsible for providing workers' compensation coverage on employees as required by local, federal, and state statues. Compliance with federal OSHA standards is also the responsibility of the successful bidder.

Logan County School District

Bid # 2024-03

Dust Mops, & Floor Mats

Specifications

1. All Bids must be on a line item basis.
2. All mops and mats will be on a monthly basis except the Bus Garage and Central Office, which will be on a semi-monthly basis.
3. The Board of Education reserves the right to cancel any or all contracts with a 30-day written notice to the vendor.
4. All rental mop heads shall be furnished in the following sizes: 22", 36", & 42". The mops must be 100% cotton and yarn must be a 2/2 construction (2 strands wound together to form I strand). There must be no polyester in the mop head. The yarn lengths must be as follows:

MO Size	Center Rows	Outside Rows	Fringe Trim
22 "			
36"			

5. Mop heads must be delivered to the customer's locations in sealed plastic bags, separate from the frame that attaches to it.
6. Treating Fluid must be applied at the vendor's location. (At the request of the vendor, some mops may not be treated but just washed).
7. Dust mop holders must be permanently attached to the mop handle. They must collapse to allow insertion into the dust mop heads. When attached to the handle, the mop must be able to swivel 360 degrees when used. All holders must be equipped with plastic paddles to assure even contact with the floor surfaces.
8. In not event shall the contract price per fiscal year under this contract exceed the amount as indicated in the bid. Pricing shall be separate for mops and mats. Prices bid for services shall be all-inclusive except for lost or destroyed holders and mop heads. Replacement costs shall be provided as a part of the bid. The total numbers of mops may be increased or decreased as determined by request through the central office (Custodians may request additional mops through the central office).
9. Deliveries and exchanges of clean and soiled mops shall be at a central location in each facility as listed below:
 - a. **Adairville Elementary School**
226 School Street, Adairville, KY 42202
 - b. **Auburn Elementary School**
221 College Street, Auburn KY 42206
 - c. **Chandler's Elementary School**
6000 Morgantown Road, Russellville, KY 42276
 - d. **Lewisburg Elementary School**
500 Stacker Street, Lewisburg, KY 42256
 - e. **Olmstead Elementary School**
1170 Olmstead Road, Olmstead, KY 42265
 - f. **Logan County High School**
2200 Bowling Green Road, Russellville, KY 42276

- g. **Logan County School District Central Office**
2222 Bowling Green Road, Russellville, KY 42276
- h. **Logan County School District Bus Garage**
2150 Bowling Green Road, Russellville, KY 42276

10. Mats are to be picked up and delivered to the previously named locations.
11. Mats will be delivered on a monthly basis.
12. Mats will be issued at the schools and any requests for mats must be requested through the Central Office. Any mops or mats placed in the schools will not be considered part of the lease agreement.
13. It is the responsibility of the vendor to be aware of the schedule of schools. During summer months services are to be reduced except in areas where specified by the school principal.
14. Estimated quantities of mats and mops are found on the table below. The actual number ordered may vary but will be confirmed by the Director of Maintenance from the Central Office.
15. The period covered by this bid shall be from July 1, 2024 through June 30, 2026. With the option to renew an additional year at the price.

School	22" Mo	36" MO		3x5 Mats	4,x6 Mats	3x10 Mats
Adairville	40		20	2	10	2
Auburn			0	10	16	
Chandlers						
Lewisburg						
Olmstead						
Central Office			0	6	0	
Garage						
Total						

* Semi-monthly basis

LOGAN COUNTY BOARD OF EDUCATION

BID #2024-03

Mops and Mats for Facilities

BID FORM

MOPS:	
22 Inch	
36 Inch	
42 Inch	
MATS:	
3x10	

Company Name _____

Company Address _____

Company Phone _____

Authorizing Agent Signature/ Date _____

Printed Name of Authorizing Agent _____

Date Signed _____