

**2025 Custodial Requirements of the
LaRue County Cooperative Extension Service**

DEADLINE: 10 a.m. - Thursday, January 9, 2025

Custodial services shall be performed **twice** a week at the Extension Office facilities. Must carry out these duties on Wednesday evenings after 4:30 p.m. and sometime over the weekend each week. You must check our meeting room schedule each week and work around Wednesday evening & weekend meetings.

SCOPE OF WORK – Weekly*

1. Entrances – glass doors cleaned, floor mopped, porch areas to be swept of debris on both entrances of front office and rear large meeting room.
2. Lobby area – clean windows, mop floors, trash cans emptied.
3. Hallways – to be mopped.
4. Staff Assistants and Agent Offices – vacuum, empty trash cans.
5. Both sets of bathrooms – mop floors, clean mirrors, sinks, toilets, urinal, empty trash cans, clean vents, keep toilet tissue stocked, fill hand soap and paper towel dispensers when necessary.
6. Meeting Rooms (front and back) – vacuum carpet in the back meeting room (move chairs & tables as needed to be able to remove debris from carpet), mop hard floor surfaces in the hallways and front meeting room, clean glass door surfaces, empty trash cans, wash table tops of **ALL** tables that are set upright, dust air vents/returns.
7. Kitchen Areas (in both meeting rooms) – clean kitchen counters and sinks, mop floors, wipe down cabinets, clean off: stove tops, hood of range fans, refrigerator doors, inside & out microwaves and coffee maker.
8. Sweep all walls & ceilings of entire facility for cobwebs (this includes vents).
9. Wipe down all baseboards & lightly dust wall hangings.
10. Wipe down all light switches as needed.
11. Ensure trash cans are clean on the inside and outside.

*All trash is to be taken out **twice** a week & put in the dumpster. Other weekly services may **also have to be completed twice a week if needed.**

Report any conditions or repairs (leaking faucets, stopped drains, broken fixtures, outages, etc. to the office.



MATERIALS & SUPPLIES

Service provider shall furnish all materials and equipment necessary to perform the services with the exception of a vacuum, trash liners, toilet tissue, hand towels, hand soap, and any other consumables.

CONTRACT PERIOD

The contract will be for a 12-month period, after which will have the option for renewal up to three years. Service will begin on April 1, 2025.

REFERENCES

Include (3) professional references with bid submission.

BACKGROUND CHECK

Each individual who is assigned to perform custodial duties must complete a criminal background check prior to commencing services. The Extension Office must have a roster of whom will be on the premises during the services. You will be responsible for the performance of all individuals performing the custodial services under this agreement.

BID SUBMISSION

Submit your bid as a price per month amount. All bids should be received at the Extension Office or by email by **10 a.m. on Thursday, January 9, 2025.**

LaRue County Extension Service
807 Old Elizabethtown Rd., P.O. Box 210
Hodgenville, KY 42748
270-358-3401
Email: mwilmoth@uky.edu

BID CONTACT:

Misty Wilmoth
(270) 358-3401 or mwilmoth@uky.edu

Contact the Extension Office to schedule a walk-through during business hours (M-F, 8 a.m. – 4:30 p.m.).

The Extension Office will be closed until January 2, 2025.

