

Request for Proposal: Cleaning Services

Submitted to: Art Center of the Bluegrass

Locations: 401 & 409 W. Main Street, Danville, KY

Start Date: June 2026

Service Frequency: Twice Monthly + Monthly Tasks

Contractor Status: Independent, insured contractor

For those interested in submitting a bid for this contract, please email Operations Manager Remonica Conner at remonica@artcenterky.org to schedule a walk-thru.

Organization Overview

The Art Center of the Bluegrass connects all people to art, culture, and creativity through exhibitions, programs, and community engagement. The Cleaning Support contractor will help maintain a welcoming, clean, and safe campus that reflects the Center's values of inclusion, creativity, and connection.

Scope of Services

A. Twice-Monthly Services

401 West Main Street (Federal Building)

Bathrooms – 5 total

- Clean toilets, countertops, sinks, mirrors
- Sweep and mop floors
- Wipe walls as needed
- Empty trash and replace liners
- Restock restroom supplies (soap, paper towels and toilet paper)

First-Floor Office

- Sweep floor
- Empty trash and replace liners

First-Floor Kitchenette

- Clean countertops, sink, and table
- Sweep and mop floor
- Empty trash and replace liners

409 West Main Street

Café, Art Studio, Art Lab Classroom & 2nd Floor, and Bathrooms (5 total)

- Clean toilets, countertops, sinks, mirrors
- Sweep and mop floors
- Wipe walls as needed
- Empty trash and replace liners
- Restock restroom supplies (soap, paper towels and toilet paper)

Stairwell to 2nd Floor & Hallway

- Sweep and mop

Ballroom*

- Sweep and mop floors
- Bathroom

B. Monthly Services

401 West Main Street

- Sweep and mop: Grand Hall Gallery, Ceramic Studio and basement hallway, first-floor lobby by marble stairs, elevator, and all upstairs spaces (excluding two galleries)

409 West Main Street

- Sweep and mop: Fern, Art Studio, Lisi's Art Lab, Lofted Office, Café, Culinary Kitchen
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Schedule

- Services completed **twice monthly in the evenings**
 - Monthly services performed during one of the scheduled visits unless otherwise coordinated
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Liability and Insurance

The Service Provider agrees to carry appropriate active liability insurance to cover any damages or accidents that may occur during the provision of cleaning services.

The Client agrees to inform the Service Provider of any known hazards or issues in the property that may pose a risk to health or safety.

Contractor Requirements and Supplies

- Must be able to lift 30+ lbs and move cleaning equipment as needed
- Must comply with all facility access and safety procedures
- Contractor provides all cleaning supplies and equipment unless otherwise agreed
- Art Center of the Bluegrass will provide restroom paper goods, soap, and consumable supplies

Compensation

The Client agrees to pay the Service Provider the sum of \$_____ per month with visits every 2 weeks. Payment shall be a check issued and rendered at time of cleaning.

- **Twice-Monthly Service Price:** \$_____per visit
- **Monthly Additional Services Price:** \$_____ per month
- **Total Monthly Contract Amount:** \$_____

Invoices will be submitted **monthly** and paid within **30 days** of receipt.

***Please provide a breakdown of itemized service charges.

Access to Property

The Client will ensure that the Service Provider has access to the property at the agreed times. If the Client is not present, the Client will provide instructions on how the Service Provider can access the property (e.g., keys, security codes).

Term & Termination

This Agreement shall begin on [Start Date] and continue for a period of [6 months, 1 year, etc.], unless terminated by either part with 30 days written notice.

- If the Service Provider fails to meet the service standards or violates the terms of this Agreement, the Client may terminate the contract without notice.
 - If the Client fails to pay for services rendered or breaches any part of this Agreement, the Service Provider may terminate the contract.
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Confidentiality

Both parties agree to keep all business and personal information confidential, including any sensitive data or proprietary information encountered during the provision of services.

Dispute Resolution

In the event of a dispute, both parties agree to attempt resolution through [mediation/arbitration]. If resolution cannot be reached, legal proceedings may be initiated in the appropriate jurisdiction.

Miscellaneous

- This Agreement constitutes the entire understanding between the parties.
 - Any amendments or changes to this Agreement must be made in writing and signed by both parties.
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Acceptance

By signing below, the parties agree to the scope, terms, and pricing outlined in this Cleaning Services Contract Bid.

Art Center of the Bluegrass

Cleaning Contractor

Name: _____

Name: _____

Title: _____

Company: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Notes / Optional Add-Ons

- Emergency or special-event cleaning (priced per request)
- Deep cleaning services (scheduled separately)