

I. Scope:

A. Customer Name seeks to establish an annual agreement for housekeeping supplies, consultation, and support services which would enhance the quality of performance of the custodial staff, improve staff productivity, and assist in providing a more efficiently managed operation with Kenway Distributors, Inc.

B. Gallatin County incorporates approximately 265,400 square feet in approximately buildings.

C. Custodial operations in Gallatin County are currently being performed in-house. There are 7 full time employees and 10 part time employees. Virtually all supplies needed for custodial operations are currently being purchased at Kenway.

D. This agreement is intended to be entered into with only one primary vendor source for cleaning chemicals, floor care products and equipment; Kenway Distributors, Inc. This will eliminate the cost and confusion associated with multiple vendors for "like-kind" products and multiple purchase orders.

E. In return for Kenway Distributors, Inc. being the one vendor source for cleaning chemicals, floor care products and equipment Kenway Distributors, Inc. will provide the following;

1. Access to the Achieve Pro Programming, whose software will identify the following information for each facility / building:

- a. Estimated Total Square Feet for the Facility(s)
- b. Estimated Total Square Feet by Building(s) / by Floor Type
- c. Estimated Total Square Feet by Area / by Floor Type
- d. Estimated Total Labor Hours
- e. Estimated Total Labor Costs
- f. Estimated Cost of Supplies
- g. Estimated Total Cleaning Costs
- h. Estimated Quantity of Supplies
- i. Estimated Cost per Square Foot
- j. Estimated Cost per User / Student
- k. Estimated Total Labor Hours and Labor Costs by Area
- l. Estimated Number of FTE's
- m. Estimated Number of Cleaning / and Other Effort Hours per FTE

- n. Estimated Number of Square Feet per FTE
- o. Routine Task List by Building(s) / by Area
- p. Special Project Task List by Building(s) / by Area
- q. Customer Focused Report Generator
- r. Customer Focused Task Manager Program
- s. Daily Checklists
- t. PDA Based Integrated Inspection / Quality Assurance Program
- u. Train The Trainers Programs
- v. Training Job Cards
- w. Training Flow Charts
- x. Training Card Program
- y. Professional Custodial Training and Certification Program
- z. Inventory Control/Management

2. M.S.D.S. Materials – Kenway Distributors, Inc. provide all locations, the purchasing office, and the warehouse copies of all Material Safety Data Sheets in compliance with OSHA's Hazard Communication Standard. All labels for secondary containers are to meet OSHA's guidelines. As a service to Gallatin County to assist in our compliance with OSHA requirements, the vendor will provide MSDS's and labeling in English and Spanish.

3. Training – Customers name believes that a trained employee is a successful and motivated employee. Proper training makes clear not only the overall goals of the housekeeping department, but individual responsibilities as well. Kenway will assist the Director of Housekeeping with training sessions for employees. Kenway will provide a comprehensive training program to include, but not be limited to the following:

- a. New Employee Orientation - To be offered on an as requested basis and at sites to be determined by Tim Biddle. Trainer(s) will have at least five years training experience.
- b. Product, Process, and Safety Training - Training will be offered in various formats from individual to large group and in classroom, seminar, and hands-on settings. Sessions to be available on an as requested basis and at sites to be determined by Tim Biddle. Trainer(s) will have at least five years training experience.
- c. Regulatory Compliance Up-Dates - To be offered annually in compliance with OSHA requirements at a site to be determined by Tim Biddle.
- d. Handouts - All training blocs will include employee handouts, which upon completion of the program will comprise a Custodian's Training Manual.
- e. Certificates of Completion - To be awarded each employee upon the successful completion of each section of the training program.

4. Technical Service Support – Kenway Distributors, Inc. will provide ongoing technical service support regarding products, procedures, and equipment as requested by Tim Biddle.

5. Chemical Proportioning System – Kenway Distributors, Inc. will provide a proportioning system to be utilized by Gallatin County. This should be a dispensing system, which will meter the selected product at the correct dilution rate without waste. Metering tips should ensure consistent dilution accuracy. The system should provide product security. It should provide low-flow dispensing and high-flow dispensing (for mop buckets, extractors, and auto scrubbers). The system should take up a minimum of space. Ancillary methods of proportioning utilizing the same products and color and number coding system are to be available where space or water supply will not allow a full size proportioning device to be installed. Product usage wall charts using the same color and number coding system will be provided as required. Quick reference materials in a laminated, color-coded bilingual format shall be provided as necessary. Kenway Distributors, Inc. shall provide an adequate number of chemical proportioning systems for Gallatin County. In addition, Kenway Distributors, Inc. shall install and maintain the chemical proportioning systems throughout the term of this agreement.

6. Secondary Labeling – Kenway Distributors, Inc. will provide sufficient secondary product labels for each item sold. Labels must be resistant to deterioration from contact with chemicals and/or water. All secondary labels shall be bilingual and shall comply with requirements of the OSHA Hazard Communication Standard.

7. Delivery Arrangements – Kenway Distributors, Inc. will provide regularly scheduled deliveries to all locations agreed upon by Gallatin Co. and Kenway Distributors, Inc.

8. Chemical Manufacturer Access – Kenway Distributors, Inc. shall ensure access through the internet to Review for their chosen manufacturer of maintenance supplies.

9. Ordering Options – Kenway Distributors, Inc. will provide access to all of the following ordering options.

- a. Vendor maintained inventory
- b. Telephone Orders
- c. Customized fax order forms
- d. Customized e-mail ordering
- e. Internet Ordering
- f. EDI

10. Kenway Distributors, Inc. will work with Tim Biedelle in the ongoing process of improving overall housekeeping operations, will include, but not be limited to evaluations, consultations, and recommendations regarding new equipment intended to optimize current labor force efforts.

III. Terms of Proposal:

A. A Complete Implementation Plan – Kenway Distributors, Inc. will provide a “schedule of implementation” for Gallatin County within 30 days, upon acceptance of this agreement.

B. A line item quotation for the Housekeeping supplies offered to Gallatin County, (attached)

C. Only approved products will be implemented throughout Gallatin County facilities. If a need arises for additional products, during or after implementation Kenway Distributors, Inc. will bring this to the attention of the Gallatin County.

D. Kenway Distributors, Inc. will provide firm pricing for the initial year of this contract. Kenway Distributors, Inc. reserves the right to review pricing at the end of each subsequent year, not to exceed the Manufacturer's price increases. Kenway Distributors, Inc. will provide to Gallatin County the manufacturer's price increase in writing.

E. In exchange for the Cleaning Cost Analysis Program and any related services and programs offered by Kenway Distributors, Inc. in this contract Gallatin agrees to purchase virtually all their cleaning supplies and equipment from Kenway Distributors, Inc.

1. The contract shall be for one calendar year with an annual extension option for up to five additional years pending mutual agreement
2. The contract shall include a 60-day termination notice requirement.

CONTRACT
FOR
HOUSEKEEPING SUPPLIES,
CONSULTATION,
AND RELATED
SUPPORT SERVICES

For:

Name of Company Submitting Contract:

Kenway Distributors, Inc.

Address: P.O. Box 9347

City: Louisville State: Kentucky Zip: 40209

Person Submitting Contract:

Tim Biddle

Title of Person Submitting Contract:

Director of Maintenance

Date: 9/30/2011

In exchange for the Cleaning Cost Analysis Program and any related services / programs offered by **Kenway Distributors, Inc.** in this contract, _____ agrees to purchase all their cleaning supplies and equipment from **Kenway Distributors, Inc.** The contract shall be for one calendar year with an annual extension option for up to five additional years pending mutual agreement

Agreed to this _____ Day of _____, **2011.**

Kenway Distributors, Inc. Signature:

Name of customer Signature:
