

# BID SOLICITATION



**City of Chattanooga**  
**101 East 11th Street, Suite G13**  
**Chattanooga, TN 37402**

SEALED BIDS

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

BID OPENING DATE AND TIME:

06-AUG-20 at 2:00 PM

BID NUMBER: 305953

BUYER:

PHONE #: (423) 643-7230

DELIVERY REQUIRED:

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City of Chattanooga  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition No.: 200997 Ordering Dept.: Chattanooga Police Department Buyer: Dedra Partridge Phone No.: (423) 643-7237					
Items Being Purchased: Janitorial Services For Police Facilities					
NOTE: Deadline For All Questions Will Be July 30, 2020, At 2:00 PM EST					
ATTACHMENTS: Chattanooga Police Department Security/Facilities and Fleet Division Instructions To Bidders Iran Divestment Act Form W9 Form City of Chattanooga Supplier Information Form No Contact/No Advocacy Statement Affirmative Action Plan City of Chattanooga (COC) Terms and Conditions posted on Website <a href="http://www.chattanooga.gov/purchasing/standard-terms-and-conditions">http://www.chattanooga.gov/purchasing/standard-terms-and-conditions</a> If you can't download call buyer for a copy.					
This Shall Be A Twelve (12) Month Blanket Contract To Supply Janitorial Services. The Contract Term May Be Renewed For Two (2) Additional Twelve (12) Month Term Under The Same Terms And Conditions By Mutual Agreement. The City Of Chattanooga And The Contractor May Bilaterally Extend The Contract By Providing Written Confirmation Of Agreement By Both Parties At Least 30 Days Prior To The Contract's Current Expiration Date Into Any Successive Term As Provided Herein.					
Price Escalation Clause: Vendor Shall Hold Prices Firm For First (1st) Year Of Contract If as a result of a general change in prices or discounts, the Contractor has changed prices to all of its customers, the prices under this contract may be adjusted accordingly. Contractor may be requested to show proof of alleged price changes prior to approval of any price adjustments.					
QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.					
*** BID MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST ON August 6, 2020 ***					
NOTE: ALL BIDS MUST BE SIGNED All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.					
Any manufacturer;s names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references ar enot intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.					

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The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.

\*\*\*\* NOTE \*\*\*\*  
 PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone/Toll-Free No. \_\_\_\_\_

Fax No. \_\_\_\_\_

eMail Address \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Estimated Delivery \_\_\_\_\_

Minority-Owned Business \_\_\_\_\_ Small Business \_\_\_\_\_ Veteran \_\_\_\_\_

Minority Woman-Owned Business \_\_\_\_\_ Disabled Veteran \_\_\_\_\_

Woman-Owned Business \_\_\_\_\_

\*\*\*\* ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION \*\*\*\*

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS

The City is Exempt from all Federal and State Tax.  
 Bids will be received at the above mentioned address.

TERMS OF PAYMENT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

# BID SOLICITATION



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 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

**BID OPENING DATE AND TIME:**  
 06-AUG-20 at 2:00 PM

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City of Chattanooga  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Janitorial Services For Police Facilities	12	Each	_____	_____

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SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

## Chattanooga Police Department Security / Facilities and Fleet Division

All companies submitting bids must be bonded and insured with recommended references as follows: (Documents must accompany all bids at bid opening). Employee Dishonesty Bond, limits to \$25,000, Property damage and liability insurance, limits to one million dollars, Workmen's Compensation, a 100 percent performance bond with 5 percent bid bond, a certificate of insurance, a minimum of two years (recommended) janitorial experience with commercial type institutions and produce a list of recent relevant references. Failure to produce the above listed documents at the bid opening will result in the disqualification of the submitting vendor.

In order for a contractor to be eligible to bid on said contract, a representative of said contractor must tour and inspect all buildings prior to submitting a bid.

Contractor receiving a bid shall be liable for any and all damages caused by the employee of the contractor, including but not limited to replacing all door locks and keys if an employee loses or misplaces any keys. Contractor damage to Police Department property is to be repaired or replaced strictly at the department's supervision discretion.

Please Note the Security Requirements & Federal/State Fee

The CDC Guidelines for will be a Minimum Requirement for cleaning all Police Facilities...Please visit web link for additional info and updates.

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

The vendor selected from the bid process must complete the following requirements with less than a 40% failure rate of applicants. The vendor selected must complete the requirements below before the final process of awarding the bid.

## **CJIS SECURITY POLICY 5.12.1.1**

### **Minimum Screening Requirements for Individuals Requiring Access to CJI:**

**1. To verify identification, a state of residency and national fingerprint-based record checks shall be conducted within 30 days of assignment for all personnel who have direct access to CJI (Criminal Justice Information).**

**Support personnel, contractors, and custodial workers with access to physically secure locations or controlled areas (during CJI processing) shall be subject to a state and national fingerprint-based record check unless these individuals are escorted by authorized personnel at all times.**

## **CJIS SECURITY POLICY 5.12.1.2**

### **Personnel Screening for Contractors and Vendors**

**1. prior to granting access to CJI, the CGA (Contracting Government Agency) on whose behalf the Contractor is retained shall verify identification via a state of residency and national fingerprint-based record checks.**

**A Contractor employee found to have a criminal record consisting of felony conviction(s) shall be disqualified.**

**The TBI Cogent fee is \$48.00 per person including owners, supervisors and all employees entering the buildings and is to be electronically sent by the UPS Store located at 2288 GUNBARREL RD STE 154, CHATTANOOGA, TN 37421-2670.**

**The employer will get an email soon from TBI after they have received the information to advise on the status. The employee can either call or go online to register to be fingerprinted.**

**The Registration has to be done first before they will be fingerprinted. The phone number to register by phone is 1-877-862-2425 or if the employee wants to register online [www.cogentid.com](http://www.cogentid.com).**

## Police Facilities Square Footage

**Services are to include the following buildings owned by the City of Chattanooga:**

Re; Please use the information as approximate square footage in each building.

1-Police Service Center, 3410 Amnicola Highway, (52,000) Sq. Ft. 1st & 2nd floor \*-

Police Service Center Admin. 2nd floor, 3410 Amnicola Highway, (18,380) Sq. Ft. 2-

Police Annex, 3204 Amnicola Highway, (35,900) Sq. Ft. 1st & 2nd floor 3-Downtown

11th Street Police Station, (7,800) Sq. Ft.

4-I.A.--City Hall Annex 3rd Floor 2,200 Sq. Ft.

5-Police Firing Range 1,600 sq. ft. weekly Exterior Classroom's Floors polished quarterly

## **SPECIFICATIONS**

**BUILDING 1:           Police Service Building & Administration**  
**3410 Amnicola Highway**

This service, with the exception of the C.P.D. room, the Dark room in the Identification Division, restrooms, showers, steam room, locker room, Wellness Center and gymnasium shall be cleaned between the hours of 11:00 p.m. and 6:00 a.m., six (6) nights per week (including holidays) - Sunday, Monday, Tuesday, Wednesday, Thursday, Friday. The cleaning (which means a thorough cleaning including dusting, dust/damp mopping, emptying waste receptacles, cleaning baseboards, etc.) of the C.P.D. room and the Dark room (including stripping, sealing, waxing, and buffing the floors) shall be performed between the hours of 7:00 p.m. and 4:00 a.m. twice weekly (Monday and Thursday). All restrooms, showers, steam room, sauna room, locker rooms, weight-lifting room and gymnasium areas shall be cleaned six (6) nights per week but shall be cleaned between the hours of 2:00 a.m. and 5 a.m. (Sunday through Friday).

Facilities Manager reserves the right to change the above days or hours for the benefit of the Police Department.

DAILY: Six (6) day per week- Sunday through Friday as specified above:

**A. FLOOR:**

1. Floors not carpeted will be swept and/or dust mopped with dust control treated mops, left clean, and free of dust, dirt, and grime.
2. Carpets will be vacuumed and spot cleaned where there have been spillages.
3. SPILLAGES: Damp spot mop all tile floors and remove all spots caused by spillages.
4. All terrazzo floors in front and side entrance ways and main corridors on the first and second floors shall be thoroughly swept, mopped and spray buffed. Other floors requiring the same attention included the southwest section of the hallway on the second floor, entranceway to the police patrol squad room and the police check-in area on the first floor. All stairways shall be thoroughly swept and damp mopped and waxed.

**B. RESTROOMS AND LOCKER ROOMS:**

1. All floors shall be thoroughly swept and wet mopped with anti-bacterial detergent and rinsed thoroughly.

2. All fixtures, including commodes, stainless steel fixtures, urinals, lavatories, etc. shall be cleaned with antibacterial agents to keep them free of accumulation of stains, etc.
3. Clean all stall and urinal partitions and walls around urinals and commodes and keep free smudges, dirt, etc. Dust the tops and sides of all stall partitions.
4. Empty all waste receptacles and clean the interior and exterior with anti-bacterial cleaner and rinse.
5. Towels, tissue, and hand soap dispensers are to be damp wiped and refilled from the City's stock.
6. All overhead light fixtures are to be dusted and damp wiped if necessary.
7. All mirrors and ceiling exhaust fan grilles shall be cleaned thoroughly.
8. Fittings and supply pipes will be kept clean.
9. The tops of all lockers and benches shall be dusted and spot cleaned with a damp sponge as needed, at least three times a week.
10. Dust and damp mop gymnasium, and locker room floors including cleaning scuff/black mark off the gymnasium floor and clean all areas thoroughly. (THIS IS A MUST!) All exercise and wrestling mats in the gymnasium shall be stacked against the south wall in the gymnasium by the janitorial company employees every scheduled cleaning night.
11. Wellness Center Equipment Room will require hand cleaning all equipment with anti bacterial spray. All workout benches, weights handrails will require deep cleaning.

#### C. RECEPTACLES:

1. Waste receptacles (including those on the outside of the facilities, all parking areas including trash cans located in the civilian parking lot) will be emptied and resulting debris will be placed in designated areas.
2. Unless marked "Trash" or placed in waste receptacles, boxes and other materials will not be thrown away.
3. Exterior of waste receptacles will be damp wiped so that they reflect a clean and neat appearance.
4. Take all trash to the dumpsters in the rear parking lot.

#### D. OFFICE AREAS AND RECREATION FACILITIES IN SERVICE CENTER:

1. Desks, filing cabinets, bookcases, chairs, couches, tables, and all other furniture will be dusted with dust control treated cloths. These items will be damp wiped

where spillage occurs if necessary. All letter files, telephones, and other items shall be moved, dusted there under and replaced in their original location. Papers on desks, files, tables, etc. will not be disturbed. Disinfect the mouthpieces of telephones. Thoroughly clean all telephone bases and receivers.

2. Windowsills, ledges, above doors (door casings), picture frames, display cases, etc. shall be dusted with chemically treated dust cloths. Office machinery will be dusted and spot cleaned with a damp sponge when and where needed.
3. Dust and damp wipe all counter areas.
4. Dust all metal partitions in these areas and spot clean where there have been spillages, fingerprints, etc.
5. Maintain floors as set out previously in "A: of specifications.
6. Thoroughly clean all glass partitions, both inside and out, using glass cleaner.
7. Spot clean walls to prevent accumulation of handprints, dirt spillages, etc. Spot clean with damp sponge all door casings, light switches, ledges, etc.
8. Empty and removes trash as set out previously specified under "C" of these specifications.

E. MISCELLANEOUS:

1. Clean and sanitize all drinking fountains.
2. Decorative private offices and reception areas shall be given special attention in keeping with various special furnishings.
3. Thoroughly clean all entranceway door glass, both inside and out, using glass cleaner.
4. Spot clean all vending machines where spillage has occurred. Damp wipe all tables.
5. Maintain all recreational equipment in the recreation room to keep free of dust and dirt. This includes tables, chairs, televisions, pool tables, suspended light fixtures, etc.
6. Hand marks, smudges, spillages, etc. will be removed from around wall switches, elevator buttons, doorknobs, etc.
7. Thoroughly clean countertops, tables, and exterior of stove, refrigerator and oven in the kitchens on the second floor and keep towels in the towel dispensers.
8. Dust and damp mop the exterior and interior doors of the elevator. Vacuum thoroughly.
9. Thoroughly wet mop tile floors in the Identification Dark Room with heavy-duty detergent.

10. Dust ledges and kickboards on all stairwells.
11. Keep all baseboards, machines, doors, door kick plates and furniture bases clean and free of wax build-up.
12. Hand scrub ceramic tile in men's locker room, shower area and steam room to keep free of all mold and mildew. Then hose down and wipe dry. All shower rooms and steam room floors and walls are to be cleaned with a non-acid lime and soap dissolver (non-acid to assure the tile grout isn't damaged).
13. Thoroughly wash, wipe down and sanitize all walls, floors, and benches in the steam, sauna, shower, locker and restrooms. (The steam room is on/operational from 8:00a.m. until 4:00 p.m. Monday through Friday and may be cleaned during the night or weekends/holidays when the boiler is turned off.)
14. Sweep the outside rear stairs and the concrete pad underneath the stairwell and dispose of the resulting trash by putting it into the dumpsters. Do not sweep trash onto the grass, walkway or parking lot!
15. Sweep all outside steps, entrances, and dispose of resulting trash by putting it into the dumpsters. Do not sweep trash onto the grass, walkway or parking lots.
16. All other composition floors will be cleaned and machine polished. Floor finish will be applied where needed. Care shall be exercised during this operation to eliminate damage to office furniture, walls, baseboards, cove base, etc. Heavy accumulation of wax will not be allowed to build up in corners, underneath furniture, on edges or any other areas.

#### WEEKLY: (Periodical Services)

1. Dust all Venetian blinds and return them to their original position.
2. Dust all central heat and air vents located in both the ceilings and floors.
3. Thoroughly clean all display cases and large pictures in all areas using glass cleaner.
4. Dust and clean all overhead light fixtures throughout both buildings.
5. Dust all baseboards and clean with a damp sponge.
6. Thoroughly wash and wipe down all vending machines.
7. Thoroughly clean interior of elevator with stainless steel polish.
8. Machine scrub tile floor in the Identification Dark room with heavy-duty detergent and buffing pad.
9. Damp wipe ledges and kickboards of stairways.

10. Wash all wall-tex and walls with a mild cleaning solution.

11. All handrails will be wiped clean with antibacterial solution.

#### EVERY TWO (2) WEEKS

1. Machine scrub floor in locker room area using buffer and special anti-bacterial cleaning agent.
2. Damp wipe all overhead air vents.
3. In all restrooms, strip all floors of old wax and apply new, high quality, high luster and durable floor finish in all other tile areas. Floor wax must be a minimum of 25% solids, the requirement of Johnson Show Place wax and Johnson Plaza Plus Sealer

#### MONTHLY

1. Thoroughly clean all baseboards.
2. Strip all floors of old wax and apply new, high quality, high luster and durable floor finish in all other tile areas. Floor wax must be a minimum of 25% solids. The requirement of Johnson Show Place wax and Johnson Plaza Plus Sealer
3. Clean tops, fronts and sides of all lockers in men /women's locker rooms with liquid (non-abrasive) cleaner.
4. Clean all carpets with carpet shampoo machine and steam extractor. Janitorial service company must furnish and use a carpet shampoo machine/steam extractor on all floors.

#### EVERY THREE (3) MONTHS

1. To professionally clean all exterior windows and debris around the window area every 6 months at the Police Service Center and Second floor of the 911 Building. The window cleaning schedule will be approved by the Facilities Superintendent or designee. This to include pressure washing of all exterior entrance ways of steps and sidewalk.

## INITIAL SERVICES PRIORITY

1. All tile and terrazzo floors shall be stripped, sealed and waxed within thirty (30) days after contract is awarded. (Stripping means to completely remove all old wax, black marks, etc. Scrubbing floors alone will not be acceptable.)

All floor waxes must be high quality, high luster and durable. Floor wax must be a minimum of 25% solids. The requirement of Johnson Show Place wax and Johnson Plaza Plus Sealer any substitute must be approved by Facilities Manager.

All carpets must be cleaned with a carpet shampoo machine and steam extractors. This must be completed within thirty (30) days after the contract is awarded.

## AS NEEDED SERVICES

1. Upon moving desks, tables, filing cabinets, chairs, etc. the floors in that area shall be stripped and rewaxed within forty-eight (48) hours. Floor wax must be a minimum of 25% solids. Including hallway if markings occur from the move.
2. Carpets will be machine scrubbed and extracted where there have been spillages or tracking.
3. All floors shall be maintained at all times by recoating with a high quality, high luster and durable wax in order to reflect a high luster at all times.

## ADDITIONAL REQUIREMENTS

1. All cleaning services must be approved by the Facilities Manager. If the service is not approved, corrections must be made and completed to meet specifications and approval within forty-eight (48) hours. If approval is not granted within forty-eight (48) hours, there will be a \$100.00 per day penalty until satisfactorily completed.
2. A representative of the contractor must be immediately available to handle any complaint. All complaints must be corrected the day of notification.

3. Awards shall be made to the responsible and responsive contractor submitting the best bid considering the following:
  - a. Conformity to Specifications
  - b. Price
  - c. Ability to Perform
4. Additional requirements regarding the first thirty (30) days initial services of stripping, sealing, and waxing the hard floors and the shampooing of the carpeted floors: The cleaning service shall submit a written report of the floors tentatively scheduled to be serviced each day and a weekly written report of the floors that have been completed. These reports shall be submitted to the officer in charge of the building maintenance. These reports shall also be submitted when the floors are done monthly and quarterly.
5. Said contractor shall be responsible for replacing any and all restroom fixtures including faucets, lavatories, commodes, urinals, soap holders, etc. resulting from carelessness or harsh cleaning agents which causes permanent staining, corrosion, discoloration, tarnishing or malfunction of fixture(s). Said contractor shall be responsible for repairing/replacing tile grout, tile, terrazzo, carpet, hardwood floors, furniture, permanent or temporary fixtures of any kind should the contractor cause permanent damage or bad appearance to any of the above whether or not it was done purposely or accidentally. Should the above occur the repairs/replacements shall be to the satisfaction of the police department supervisor in charge of building maintenance.
6. All written complaints relating to the janitorial company shall receive a written response from the janitorial company owner/supervisor within ten (10) days of the dated complaint specifying what action will be taken to prevent further complaints.
7. KEYS/DOOR LOCKS: IF ANY KEYS ARE LOST/MISPLACED AND DOOR LOCKS AND/OR KEYS HAVE TO BE REPLACED AT JANITORIAL COMPANY'S EXPENSE, THE WORK SHALL BE PERFORMED BY THE COMPANY DESIGNATED BY THE FACILITIES MANAGER. IN THE EVENT OF AN EMERGENCY SITUATION AND A LOCKSMITH HAS TO BE CALLED THE AUTHORIZED LOCKSMITH IS AAA LOCK AND KEY COMPANY (892- 5069 DAY OR NIGHT). IF ANY LOCKS/KEYS HAVE TO BE REPLACED, THE SAME TYPE/BRAND OF LOCK/KEY SHALL BE PURCHASED.
8. ALL LIQUIDS, INCLUDING BUT NOT LIMITED TO MOP WATER, WAX STRIPPINGS, ETC. SHALL BE EMPTIED INTO THE OPEN GRATE ON THE SOUTH SIDE OF THE POLICE SERVICE BUILDING. THE EMPTYING OF DIRTY WATER INTO THE CUSTODIAL SINKS WILL RESULT IN STOPPING THEM UP. IN THE EVENT THIS OCCURS, THE JANITORIAL COMPANY RECEIVING THE CONTRACT SHALL BE RESPONSIBLE FOR CLEARING THE STOPPAGE AND DOING SO WITHIN SEVEN (7) DAYS OR A REPUTABLE PLUMBING COMPANY SHALL BE CALLED BY THE FACILITIES MANAGER AND THE INVOICE EITHER FORWARDED TO THE JANITORIAL COMPANY OR THE AMOUNT DEDUCTED FROM THE JANITORIAL COMPANY'S MONTHLY INVOICE.

**BUILDING 2:      Chattanooga Police Department- Annex**  
**3204 Amnicola Highway**

DAILY: Five (5) days per week (Monday through Friday- including holidays) between the hours of 9:00 a.m. and 3:00 p.m.

**A. FLOORS:**

1. Floors not carpeted will be swept and/or dust mopped with dust control treated dust mops and left clean and free of dust.
2. Thoroughly vacuum all carpets. Spot clean where there has been spillage. Particular attention will be paid to corners, edges, under desks, etc.
3. Spillages: Wet spot mop and remove spots where needed on all tile/terrazzo floors.
4. Thoroughly wet mop any tile/terrazzo floor where there are excess spillages of heavily trafficked areas.

**B. RESTROOMS:**

1. Clean and disinfect all vitreous fixtures including toilet bowls, urinals and hand basins.
2. Thoroughly clean all flush rings, drain and overflow outlets.
3. Clean and disinfected toilet seats.
4. Thoroughly clean and dry polish all mirrors and glass.
5. Empty and damp wipe all trash containers and remove waste to the nearest disposal area.
6. Thoroughly wet mop all restroom floors with germicidal disinfectant.
7. Dust all partitions and sills and clean all ceiling exhaust fan grilles.
8. Clean all urinals and commode partitions and walls around urinals and commodes.
9. Dry polish all stainless steel and chrome fittings.
10. Spot clean to remove all fingerprints, smudges and dirt from light switches, door casings, trash receptacle, kick and push plates, handles, etc.
11. Spot clean all walls including areas adjacent to sinks, urinals, trashcans, soap dispensers, etc.
12. Dust all other surfaces to hand height such as ledges, moldings, etc.

13. The above includes the two (2) restrooms located in the bay area.

#### C. RECEPTACLE

1. Waste receptacles (inside and outside the facility) will be emptied and resulting debris will be placed in designated areas.
2. Unless marked "Trash" or placed in waste receptacles, boxes and other materials will not be thrown away.
3. Exterior of Waste receptacles will be damp wiped in order to maintain neat appearance.
4. The above includes the bay area and the two (2) restrooms located in the bay area.

#### D. OFFICE AREAS:

1. Dust all furniture and furnishings such as desks, tables, chairs, credenzas, etc. with chemically treated dust cloth. These items will be damp wiped where spillage has occurred. All letter files, phone and other items shall be moved, dusted there under and replaced in their original location. Papers on desks, files, etc. will not be disturbed.
2. Dust all telephones, calculators, office equipment, etc., damp wipe to remove fingerprints, smudges, spillages, etc. Disinfect weekly the mouthpiece of all phones.
3. Dust and damp wipe all counter areas.
4. Window sills, ledges, above doors (door casings), picture frames, display cases, etc. are to be dusted with dust controlled dust cloths.
5. Dust all partitions and spot clean where there has been spillage, fingerprints, etc.
6. Maintain floors as set out previously in "A" on specifications.
7. Thoroughly clean all glass partitions both inside and outside.
8. Spot clean all walls to remove fingerprints, dirt, spillage, etc. Spot clean with damp sponge all door casings, light switches, ledges, sills, etc.
9. Empty and remove trash as set out previously under "C" of these specifications.

#### E. MISCELLANEOUS:

1. Clean and sanitize all drinking fountains.

2. Decorative private offices and reception areas shall be given special attention in keeping with various special furnishings.
3. Thoroughly clean all entranceway door glass, both inside and out, using glass cleaner.
4. Spot clean all vending machines where spillage has occurred. Damp wipe all tables.
5. Maintain all recreational equipment in the recreation room to keep free of dust and dirt. This includes tables, chairs, televisions, pool tables, suspended light fixtures, etc.
6. Hand marks, smudges, spillages, etc. will be removed from around wall switches, elevator buttons, doorknobs, etc.
7. Thoroughly clean countertops, tables, and exterior of stove, refrigerator and oven in the kitchens on the second floor and keep towels in the towel dispensers.
8. Dust and damp mop the exterior and interior doors of the elevator. Vacuum thoroughly.
9. Thoroughly wet mop tile floors in the Identification Dark Room with heavy-duty detergent.
10. Dust ledges and kickboards on all stairwells.
11. Keep all baseboards, machines, doors, door kick plates and furniture bases clean and free of wax build-up.
12. Hand scrub ceramic tile in men's locker room, shower area and steam room to keep free of all mold and mildew. Then hose down and wipe dry. All shower rooms and steam room floors and walls are to be cleaned with a non-acid lime and soap dissolver (non-acid to assure the tile grout isn't damaged).
13. Thoroughly wash, wipe down and sanitize all walls, floors, and benches in the steam, sauna, shower, locker and restrooms. (The steam room is on/operational from 8:00 a.m. until 4:00 p.m. Monday through Friday and may be cleaned during the night or weekends/holidays when the boiler is turned off.)
14. Sweep the outside rear stairs and the concrete pad underneath the stairwell and dispose of the resulting trash by putting it into the dumpsters. Do not sweep trash onto the grass, walkway or parking lot!
15. Sweep all outside steps and entrances and dispose of resulting trash by putting it into the dumpsters. Do not sweep trash onto the grass, walkway or parking lots.
16. All other composition floors will be cleaned and machine polished. Floor finish will be applied where needed. Care shall be exercised during this operation to eliminate damage to office furniture, walls, baseboards, cove base, etc. Heavy accumulation of wax will not be allowed to build up in corners, underneath furniture, on edges or any other areas.

WEEKLY: (Periodical Service )

1. Dust all Venetian blinds and return them to their original position.
2. Dust all central heat and air vents located in both the ceilings and floors.
3. Thoroughly clean all display cases and large pictures in all areas, using glass cleaner.
4. Dust and clean all overhead light fixtures throughout both buildings.
5. Dust all baseboards and clean with a damp sponge.
6. Thoroughly wash and wipe down all vending machines.
7. Thoroughly clean interior of elevator with stainless steel polish.
8. Machine scrub tile floor in the Identification Dark room with heavy-duty detergent and buffing pad.
9. Damp wipe ledges and kickboards of stairways.
10. Wash all wall-tex and walls with a mild cleaning solution.

QUARTERLY

1. Thoroughly clean all baseboards.
2. Strip all floors of old wax and apply new, high quality, high luster and durable floor finish in all other tile areas. Floor wax must be a minimum of 25% solids.
3. Clean tops, fronts and sides of all lockers in men/women's locker rooms with liquid (non-abrasive) cleaner.
4. Clean all carpets with carpet shampoo machine and steam extractor.  
Janitorial

Service Company must furnish and use a carpet shampoo machine/steam extractor on all floors.

EVERY THREE (3) MONTHS

1. To professionally clean nil exterior windows and debris around the window area every 6 months at the Police Annex Building. The window cleaning schedule will be approved by the Facilities Superintendent or designee. This to include pressure washing of all exterior entranceways of steps and sidewalk.

INITIAL SERVICES PRIORITY

1. All tile and terrazzo floors shall be stripped, sealed and waxed within thirty (30) days after contract is awarded. (Stripping means to completely remove all old wax, black marks, etc. Scrubbing floors alone will not be acceptable.)

All floor waxes must be high quality, high luster and durable. Floor wax must be a minimum of 25% solids.

All carpets must be cleaned with a carpet shampoo machine and steam extractors. This must be completed within thirty (30) days after the contract is awarded.

#### AS NEEDED SERVICES

1. Upon moving desks, tables, filing cabinets, chairs, etc. the floors in that area shall be stripped and rewaxed within forty-eight (48) hours. Floor wax must be a minimum of 25% solids.
2. Carpets will be machine scrubbed and extracted where there have been spillages or tracking.
3. All floors shall be maintained at all times by recoating with a high quality, high luster and durable wax in order to reflect a high luster at all times.

#### ADDITIONAL REQUIREMENTS

1. All cleaning services must be approved by the Facilities Manager. If the service is not approved, corrections must be made and completed to meet specifications and approval within forty-eight (48) hours. If approval is not granted within forty-eight (48) hours there will be a \$100.00 per day penalty until satisfactorily completed.
2. A representative of the contractor must be immediately available to handle any complaint. All complaints must be corrected the day of notification.
3. Awards shall be made to the responsible and responsive contractor submitting the best bid considering the following:
  - a. Conformity to Specifications
  - b. Price
  - c. Ability to Perform
4. Additional requirements regarding the first thirty (30) days initial services of stripping, sealing, and waxing the hard floors and the shampooing of the carpeted floors: The cleaning service shall submit a written report of the floors tentatively scheduled to be serviced each day and a weekly written report of the floors that have been completed. These reports shall be submitted to the officer in charge of the building maintenance. These reports shall also be submitted when the floors are done monthly and quarterly.

5. Said contractor shall be responsible for replacing any and all restroom fixtures including faucets, lavatories, commodes, urinals, soap holders, etc. resulting from carelessness or harsh cleaning agents which causes permanent staining, corrosion, discoloration, tarnishing or malfunction of fixture(s). Said contractor shall be responsible for repairing/replacing tile grout, tile, terrazzo, carpet, hardwood floors, furniture, permanent or temporary fixtures of any kind should the contractor cause permanent damage or bad appearance to any of the above whether or not it was done purposely or accidentally. Should the above occur the repairs/replacements shall be to the satisfaction of the police department supervisor in charge of building maintenance.
6. All written complaints relating to the janitorial company shall receive a written response from the janitorial company owner/supervisor within ten (10) days of the dated complaint specifying what action will be taken to prevent further complaints.
7. KEYS/DOOR LOCKS: IF ANY KEYS ARE LOST/MISPLACED AND DOOR LOCKS AND/OR KEYS HAVE TO BE REPLACED AT JANITORIAL COMPANY'S EXPENSE, THE WORK SHALL BE PERFORMED BY THE COMPANY DESIGNATED BY THE FACILITIES MANAGER. IN THE EVENT OF AN EMERGENCY SITUATION AND A LOCKSMITH HAS TO BE CALLED THE AUTHORIZED LOCKSMITH IS AAA LOCK AND KEY COMPANY (892- 5069 DAY OR NIGHT). IF ANY LOCKS/KEYS HAVE TO BE REPLACED, THE SAME TYPE/BRAND OF LOCK/KEY SHALL BE PURCHASED.
8. ALL LIQUIDS, INCLUDING BUT NOT LIMITED TO MOP WATER, WAX STRIPPINGS, ETC. SHALL BE EMPTIED INTO THE OPEN GRATE ON THE SOUTH SIDE OF THE POLICE SERVICE BUILDING. THE EMPTYING OF DIRTY WATER INTO THE CUSTODIAL SINKS WILL RESULT IN STOPPING THEM UP. IN THE EVENT THIS OCCURS, THE JANITORIAL COMPANY RECEIVING THE CONTRACT SHALL BE RESPONSIBLE FOR CLEARING THE STOPPAGE AND DOING SO WITHIN SEVEN (2) DAYS OR A REPUTABLE PLUMBING COMPANY SHALL BE CALLED BY THE FACILITIES MANAGER AND THE INVOICE EITHER FORWARDED TO THE JANITORIAL COMPANY OR THE AMOUNT DEDUCTED FROM THE JANITORIAL COMPANY'S MONTHLY INVOICE.

**BUILDING 3: Internal Affairs**

**City Hall Annex 3rd Floor**

DAILY: Five (5) Days per week (Monday through Friday- including holidays) between the hours of 9:00 am. - 11:00 am.

**A. FLOORS:**

1. Floors not carpeted will be swept and/or dust mopped with dust control treated dust lops and left clean and free of dust.
2. Thoroughly vacuum all carpets. Spot clean where there has been spillage. Particular attention will be paid to corners, edges, under desks, etc.

3. Spillages: Wet spot mop and remove spots where needed on all tile/terrazzo floors.
4. Thoroughly wet mop any tile/terrazzo floor where there are excess spillages of heavily-trafficked areas.

B. RESTROOMS:

1. Clean and disinfect all vitreous fixtures including toilet bowls, urinals and hand basins.
2. Thoroughly clean all flush rings, drain and overflow outlets.
3. Clean and disinfected toilet seats.
4. Thoroughly clean and dry polish all mirrors and glass.
5. Empty and damp wipe all trash containers and remove waste to the nearest disposal.
6. Thoroughly wet mop all restroom floors with germicidal disinfectant.
7. Dust all partitions and sills and clean all ceiling exhaust fan grilles.
8. Clean all urinals and commode partitions and walls around urinals and commodes.
9. Dry polish all stainless steel and chrome fittings.
10. Sport clean to remove all fingerprints, smudges and dirt from light switches, door casings, trash receptacle, kick and push plates, handles, etc.
11. Spot clean all walls including areas adjacent to sinks, urinals, trashcans, soap dispensers, etc.
12. Dust all other surfaces to hand height such as ledges, moldings, etc.

C. RECEPTACLES:

1. Waste receptacles (inside and outside the facility) will be emptied and resulting debris will be placed in designated areas.
2. Unless marked "Trash" or placed in waste receptacles, boxes and other materials will not be thrown away.
3. Exterior of Waste receptacles will be damp wiped in order to maintain neat appearance.
4. The above includes the bay area and the two (2) restrooms located in the bay area.

#### D. OFFICE AREAS:

1. Dust all furniture and furnishings such as desks, tables, chairs, credenzas, etc. with chemically treated dust cloth.
2. These items will be damp wiped where spillage has occurred. All letter files, phone and other items shall be moved, dusted there under and replaced in their original location.
3. Papers on desks, files, etc. will not be disturbed.
4. Dust all telephones, calculators, office equipment, etc., damp wipe to remove fingerprints, smudges, spillages, etc.
5. Disinfect weekly the mouthpiece of all phones.
6. Dust and damp wipe all counter areas.
7. Window sills, ledges, above doors (door casings), picture frames, display cases, etc. are to be dusted with dust controlled dust cloths.
8. Dust all partitions and spot clean where there has been spillage, fingerprints, etc.
9. Maintain floors as set out previously in "A" on specifications.
10. Thoroughly clean all glass partitions both inside and outside.
11. Spot clean all walls to remove fingerprints, dirt, spillage, etc. Spot clean with damp sponge all door casings, light switches, ledges, sills, etc.
12. Empty and remove trash as set out previously under "C" of these specifications.

#### E. MISCELLANEOUS:

1. Clean and sanitize all drinking fountains.
2. Decorative private offices and reception areas shall be given special attention in keeping with various special furnishings.
3. Thoroughly clean all entranceway door glass, both inside and out, using glass cleaner.
4. Spot clean all vending machines where spillage has occurred. Damp wipe all tables
5. Maintain all recreational equipment in the recreation room to keep free of dust and dirt. This includes tables, chairs, televisions, pool tables, suspended light fixtures, etc.

6. Hand marks, smudges, spillages, etc. will be removed from around wall switches, elevator buttons, doorknobs, etc.
7. Thoroughly clean countertops, tables, and exterior of stove, refrigerator and oven in the kitchens on the second floor and keep towels in the towel dispensers.
8. Dust and damp mop the exterior and interior doors of the elevator.  
Vacuum thoroughly.
9. Thoroughly wet mop tile floors in the Identification Dark Room with heavy-duty detergent.
10. Dust ledges and kickboards on all stairwells.
11. Keep all baseboards, machines, doors, door kick plates and furniture bases clean and free of wax build-up.
12. All other composition floors will be cleaned and machine polished. Floor finish will be applied where needed. Care shall be exercised during this operation to eliminate damage to office furniture, walls, baseboards, cove base, etc. Heavy accumulation of wax will not be allowed to build up in corners, underneath furniture, on edges or any other areas.

WEEKLY: (Periodical Services)

1. Dust all Venetian blinds and return them to their original position.
2. Dust all central heat and air vents located in both the ceilings and floors.
3. Thoroughly clean all display cases and large pictures in all areas, using glass cleaner.
4. Dust and clean all overhead light fixtures throughout both buildings.
5. Dust all baseboards and clean with a damp sponge.
6. Thoroughly wash and wipe down all vending machines.
7. Thoroughly clean interior of elevator with stainless steel polish.
8. Machine scrub tile floor in the Identification Dark room with heavy-duty detergent and buffing pad.
9. Damp wipe ledges and kickboards of stairways.
10. Wash all wall-tex and walls with a mild cleaning solution.

#### EVERY TWO (2) WEEKS

1. Machine scrub floor in locker room area using buffer and special anti-bacterial cleaning agent.
2. Damp wipe all overhead air vents.
3. In all restrooms, strip all floors of old wax and apply new, high quality, high luster and durable floor finish in all other tile areas. Floor wax must be a minimum of 25% solids.

#### QUARTERLY

1. Thoroughly clean all baseboards.
2. Strip all floors of old wax and apply new, high quality, high luster and durable floor finish in all other tile areas. Floor wax must be a minimum of 25% solids.
3. Clean tops, fronts and sides of all lockers in men/women's locker rooms with liquid (non-abrasive) cleaner.
4. Clean all carpets with carpet shampoo machine and steam extractor. Janitorial Service Company must furnish and use a carpet shampoo machine/steam extractor on all floors.

#### EVERY SIX (6) MONTHS

1. To professionally clean all exterior windows and debris around the window area every 6 months at the Police I.A.D. The window cleaning schedule will be approved by the Facilities Superintendent or designee.

#### INITIAL SERVICES PRIORITY

1. All tile and terrazzo floors shall be stripped, sealed and waxed within thirty (30) days after contract is awarded. (Stripping means to completely remove all old wax, black marks, etc. Scrubbing floors alone will not be acceptable.)

All floor waxes must be high quality, high luster and durable. Floor wax must be a minimum of 25% solids.

All carpets must be cleaned with a carpet shampoo machine and steam extractors. This must be completed within thirty (30) days after the contract is awarded.

## AS NEEDED SERVICES

1. Upon moving desks, tables, filing cabinets, chairs, etc. the floors in that area shall be stripped and re-waxed within forty-eight (48) hours. Floor wax must be a minimum of 25% solids.
2. Carpets will be machine scrubbed and extracted where there have been spillages or tracking.
3. All floors shall be maintained at all times by recoating with a high quality, high luster and durable wax in order to reflect a high luster at all times.

## ADDITIONAL REQUIREMENTS

1. All cleaning services must be approved by the Facilities Manager. If the service is not approved, corrections must be made and completed to meet specifications and approval within forty-eight (48) hours. If approval is not granted within forty-eight (48) hours there will be a \$50.00 per day penalty until satisfactorily completed.
2. A representative of the contractor must be immediately available to handle any complaint. All complaints must be corrected the day of notification.
3. Awards shall be made to the responsible and responsive contractor submitting the best bid considering the following:
  - a. Conformity to Specifications
  - b. Price
  - c. Ability to Perform
4. Additional requirements regarding the first thirty (30) days initial services of stripping, sealing, and waxing the hard floors and the shampooing of the carpeted floors: The cleaning service shall submit a written report of the floors tentatively scheduled to be serviced each day and a weekly written report of the floors that have been completed. These reports shall be submitted to the officer in charge of the building maintenance. These reports shall also be submitted when the floors are done monthly and quarterly.
5. Said contractor shall be responsible for replacing any and all restroom fixtures including faucets, lavatories, commodes, urinals, soap holders, etc. resulting from carelessness or harsh cleaning agents which causes permanent staining, corrosion, discoloration, tarnishing or malfunction of fixture(s). Said contractor shall be responsible for repairing/replacing tile grout, tile, terrazzo, carpet, hardwood floors, furniture, permanent or temporary fixtures of any kind should the contractor cause permanent damage or bad appearance to any of the above whether or not it was done purposely or accidentally. Should the above occur the repairs/replacements shall be to the satisfaction of the police department supervisor in charge of building maintenance.

6. All written complaints relating to the janitorial company shall receive a written response from the janitorial company owner/supervisor within ten (10) days of the dated complaint specifying what action will be taken to prevent further complaints.
7. KEYS/DOOR LOCKS: IF ANY KEYS ARE LOST/MISPLACED AND DOOR LOCKS AND/OR KEYS HAVE TO BE REPLACED AT JANITORIAL COMPANY'S EXPENSE, THE WORK SHALL BE PERFORMED BY THE COMPANY DESIGNATED BY THE FACILITIES MANAGER. IN THE EVENT OF AN EMERGENCY SITUATION AND A LOCKSMITH HAS TO BE CALLED THE AUTHORIZED LOCKSMITH IS AAA LOCK AND KEY COMPANY (892- 5069 DAY OR NIGHT). IF ANY LOCKS/KEYS HAVE TO BE REPLACED, THE SAME TYPE/BRAND OF LOCK/KEY SHALL BE PURCHASED.
8. ALL LIQUIDS, INCLUDING BUT NOT LIMITED TO MOP WATER, WAX STRIPPINGS, ETC. SHALL BE EMPTIED INTO THE OPEN GRATE ON THE SOUTH SIDE OF THE POLICE SERVICE BUILDING. THE EMPTYING OF DIRTY WATER INTO THE CUSTODIAL SINKS WILL RESULT IN STOPPING THEM UP. IN THE EVENT THIS OCCURS, THE JANITORIAL COMPANY RECEIVING THE CONTRACT SHALL BE RESPONSIBLE FOR CLEARING THE STOPPAGE AND DOING SO WITHIN SEVEN (7) DAYS OR A REPUTABLE PLUMBING COMPANY SHALL BE CALLED BY THE FACILITIES MANAGER AND THE INVOICE EITHER FORWARDED TO THE JANITORIAL COMPANY OR THE AMOUNT DEDUCTED FROM THE JANITORIAL COMPANY'S MONTHLY INVOICE.

**BUILDING 4:            11TH Street Police Station**  
**702 E. 11th Street**

**DAILY:** Five (5) days per week, Time is to be determined by Captain of Precinct

**A. FLOORS:**

1. Floors will be swept and/or dust mopped with dust control treated dust mops, left clean, and free of dust.
2. Thoroughly vacuum all carpets. Spot clean where there has been spillage. Particular attention will be paid to corners, edges, under desks, etc.
3. Spillages: Wet spot mop and remove spots where needed on all tile/terrazzo floors.
4. Thoroughly wet mop any tile/terrazzo floor where there are excess spillages of heavily trafficked areas.

## B. RESTROOMS:

1. Clean and disinfect all vitreous fixtures including toilet bowls, urinals and hand basins.
2. Thoroughly clean all flush rings, drain and overflow outlets.
3. Clean and disinfected toilet seats.
4. Thoroughly clean and dry polish all mirrors and glass.
5. Empty and damp wipe all trash containers and remove waste to the nearest disposal area.
6. Thoroughly wet mop all restroom floors with germicidal disinfectant.
7. Dust all partitions and sills and clean all ceiling exhaust fan grilles.
8. Clean all urinals and commode partitions and walls around urinals and commodes.
9. Dry polish all stainless steel and chrome fittings.
  
10. Sport clean to remove all fingerprints, smudges and dirt from light switches, door casings, trash receptacle, kick and push plates, handles, etc.
11. Spot clean all walls including areas adjacent to sinks, urinals, trashcans, soap dispensers, etc.
12. Dust all other surfaces to hand height such as ledges, moldings, etc.

## C. RECEPTACLES:

1. Waste receptacles (inside and outside the facility) will be emptied and resulting debris will be placed in designated areas.
2. Unless marked "Trash" or placed in waste receptacles, boxes and other materials will not be thrown away.
3. Exterior of Waste receptacles will be damp wiped in order to maintain neat appearance.
4. The above includes the bay area and the two (2) restrooms located in the bay area.

D. OFFICE AREAS:

1. Dust all furniture and furnishings such as desks, tables, chairs, credenzas, etc. with chemically treated dust cloth. These items will be damp wiped where spillage has occurred. All letter files, phone and other items shall be moved, dusted there under and replaced in their original location.
2. Papers on desks, files, etc. will not be disturbed.
3. Dust all telephones, calculators, office equipment, etc., damp wipe to remove fingerprints, smudges, spillages, etc. Disinfect weekly the mouthpiece of all phones.
4. Dust and damp wipe all counter areas.
5. Window sills, ledges, above doors (door casings), picture frames, display cases, etc. are to be dusted with dust controlled dust cloths.
6. Dust all partitions and spot clean where there has been spillage, fingerprints, etc.
7. Maintain floors as set out previously in "A" on specifications.
8. Thoroughly clean all glass partitions both inside and outside.
9. Spot clean all walls to remove fingerprints, dirt, spillage, etc. Spot clean with damp sponge all door casings, light switches, ledges, sills, etc.
10. Empty and remove trash as set out previously under "C" of these specifications.

D. MISCELLANEOUS:

1. Clean and sanitize all drinking fountains.
2. Decorative private offices and reception areas shall be given special attention in keeping with various special furnishings.
3. Thoroughly clean all entranceway door glass, both inside and out, using glass cleaner.
4. Spot clean all vending machines where spillage has occurred. Damp wipe all tables.
5. Maintain all recreational equipment in the recreation room to keep free of dust and dirt. This includes tables, chairs, televisions, pool tables, suspended light fixtures, etc.
6. Hand marks, smudges, spillages, etc. will be removed from around wall switches, elevator buttons, doorknobs, etc.
7. Thoroughly clean countertops, tables, and exterior of stove, refrigerator and oven in the kitchens on the second floor and keep towels in the towel dispensers.

8. Dust and damp mop the exterior and interior doors of the elevator. Vacuum thoroughly.
9. Thoroughly wet mop tile floors in the Identification Dark Room with heavy-duty detergent.
10. Dust ledges and kickboards on all stairwells.
11. Keep all baseboards, machines, doors, door kick plates and furniture bases clean and free of wax build-up.
12. Hand scrub ceramic tile in men's locker room, shower area and steam room to keep free of all mold and mildew. Then hose down and **wipe dry. All shower rooms and steam room floors and walls are to be cleaned with a non-- acid lime and soap dissolver (non-acid to assure the tile grout is not damaged).**
13. Thoroughly wash, wipe down and sanitize all walls, floors, and benches in the steam, sauna, shower, locker and restrooms. (The steam room is on/operational from 8:00 a.m. until 4:00 p.m.)
14. Monday through Friday and maybe cleaned during the night or weekends/holidays when the boiler is turned off.)
15. Sweep the outside rear stairs and the concrete pad underneath the stairwell and dispose of the resulting trash by putting it into the dumpsters. Do not sweep trash onto the grass, walkway or parking lot!
16. Sweep all outside steps and entrances and dispose of resulting trash by putting it into the dumpsters. Do not sweep trash onto the grass, walkway or parking lots.
17. All other composition floors will be cleaned and machine polished. Floor finish will be applied where needed. Care shall be exercised during this operation to eliminate damage to office furniture, walls, baseboards, cove base, etc. Heavy accumulation of wax will not be allowed to build up in corners, underneath furniture, on edges or any other areas.

#### WEEKLY: (Periodical Services)

1. Dust all Venetian blinds and return them to their original position.
2. Dust all central heat and air vents located in both the ceilings and floors.
3. Thoroughly clean all display cases and large pictures in all areas, using glass cleaner.
4. Dust and clean all overhead light fixtures throughout both buildings.
5. Dust all baseboards and clean with a damp sponge.
6. Thoroughly wash and wipe down all vending machines.

7. Thoroughly clean interior of elevator with stainless steel polish.
8. Machine scrub tile floor in the Identification Dark room with heavy-duty detergent and buffing pad.
9. Damp wipe ledges and kickboards of stairways.
10. Wash all wall-tex and walls with a mild cleaning solution.

#### EVERY TWO (2) WEEKS

1. Machine scrub floor in locker room area using buffer and special anti- bacterial cleaning agent.
2. Damp wipe all overhead air vents.
3. In all restrooms, strip all floors of old wax and apply new, high quality, high luster and durable floor finish in all other tile areas. We will need to approve all materials being used.

#### QUARTERLY

1. Thoroughly clean all baseboards.
2. Strip all floors of old wax and apply new, high quality, high luster and durable floor finish in all other tile areas. We will need to approve all materials being used.
3. Clean tops, fronts and sides of all lockers in men /women's locker rooms with liquid (non-abrasive) cleaner.

#### EVERY SIX (6) MONTHS

1. To professionally clean all exterior windows and debris around the window area every 6 months at the Police Station. The window cleaning schedule will be approved by the Facilities Superintendent or designee.

**BUILDING 5:** Police Firing Range

300 Moccasin Bend Road

DAILY: One (1) days per week (Monday through Friday- including holidays. Time is to be determined by Range Master.

#### A. FLOORS:

1. Floors will be swept and/or dust mopped with dust control treated dust mops and left clean and free of dust.

## B. RESTROOMS:

1. Clean and disinfect all vitreous fixtures including toilet bowls, urinals and hand basins.
2. Thoroughly clean all flush rings, drain and overflow outlets.
3. Clean and disinfect toilet seats.
4. Thoroughly clean and dry polish all mirrors and glass.
5. Empty and damp wipe all trash containers and remove waste to the nearest disposal area.
6. Thoroughly wet mop all restroom floors with germicidal disinfectant.
7. Dust all partitions and sills and clean all ceiling exhaust fan grilles.
8. Clean all urinals and commode partitions and walls around urinals and commodes.
9. Dry polish all stainless steel and chrome fittings.
10. Spot clean to remove all fingerprints smudges and dirt from light switches, door casings, trash receptacle, kick and push plates, handles, etc.
11. Spot clean all walls including areas adjacent to sinks, urinals, trashcans, soap dispensers, etc.
12. Dust all other surfaces to hand height such as ledges, moldings, etc.

## C. RECEPTACLES:

1. Waste receptacles (inside and outside the facility) will be emptied and resulting debris will be placed in designated areas.
2. Unless marked "Trash" or placed in waste receptacles, boxes and other materials will not be thrown away.
3. Exterior of waste receptacles will be damp wiped in order to maintain a neat appearance.

## C. OFFICE/CLASSROOM AREAS:

1. Dust all furniture and furnishings such as desks, tables, chairs, credenzas, etc. with chemically treated dust cloth. These items will be damp wiped where spillage has occurred. All letter files, phone and other items shall be moved, dusted there under and replaced in their original location.
2. Papers on desks, files, etc. will not be disturbed.
3. Dust all telephones, calculators, office equipment, etc., damp wipe to remove fingerprints, smudges, spillages, etc. Disinfect weekly the mouthpiece of all phones.
4. Dust and damp wipe all counter areas.
5. Windowsills, ledges, above doors (door casings), picture frames, display cases, etc. are to be dusted with dust controlled dust cloths.
6. Dust all partitions and spot clean where there has been spillage, fingerprints, etc.
7. Maintain floors as set out previously in "A" on specifications.
8. Spot clean all walls to remove fingerprints, dirt, spillage, etc. Spot clean with damp sponge all door casings, light switches, ledges, sills, etc.
9. Empty and remove trash as set out previously under "C" of these specifications.

#### D. MISCELLANEOUS

1. Spot clean all vending machines where spillage has occurred. Damp wipe all tables.
2. Dust ledges and kickboards on all stairwells.
3. Keep all baseboards, machines, doors, door kick plates and furniture bases clean and free of wax build up.

#### ADDITIONAL REQUIREMENTS

1. All cleaning services must be approved by the Facilities Manager. If the service is not approved, corrections must be made and completed to meet specifications and approval within forty-eight (48) hours. If approval is not granted within forty-eight (48) hours there will be a \$50.00 per day penalty until satisfactorily completed.
2. A representative of the contractor must be immediately available to handle any complaint. All complaints must be corrected the day of notification.
  
3. Awards shall be made to the responsible and responsive contractor submitting the best bid considering the following:
  - a. Conformity to Specifications
  - b. Price
  - c. Ability to Perform
  
4. Said contractor shall be responsible for replacing any and all restroom fixtures including faucets, lavatories, commodes, urinals, soap holders, etc. resulting from carelessness or harsh cleaning agents which causes permanent staining, corrosion, discoloration, tarnishing or malfunction of fixture(s). Said contractor shall be responsible for repairing/replacing tile grout, tile, terrazzo, carpet, hardwood floors, furniture, permanent or temporary fixtures of any kind should the contractor cause permanent damage or bad appearance to any of the above whether or not it was done purposely or accidentally. Should the above occur the repairs/replacements shall be to the satisfaction of the police department supervisor in charge of building maintenance.

5 .All written complaints relating to the janitorial company shall receive a written response from the janitorial company owner/supervisor within ten (10) days of the dated complaint specifying what action will be taken to prevent further complaints.

6. KEYS/DOOR LOCKS: IF ANY KEYS ARE LOST/MISPLACED AND DOOR LOCKS AND/OR KEYS HAVE TO BE REPLACED AT JANITORIAL COMPANY'S EXPENSE, THE WORK SHALL BE PERFORMED BY THE COMPANY DESIGNATED BY THE FACILITIES MANAGER. IN THE EVENT OF AN EMERGENCY SITUATION AND A LOCKSMITH HAS TO BE CALLED THE AUTHORIZED LOCKSMITH IS AAA LOCK AND KEY COMPANY (892-5069 DAY OR NIGHT). IF ANY LOCKS/KEYS HAVE TO BE REPLACED, THE SAME TYPE/BRAND OF LOCK/KEY SHALL BE PURCHASED.

Please note the requirements for Janitorial Contractors to service our Police Buildings. will need to get our Facility Code from the Facilities Office prior to the TBI online Registration. Please call if you have questions. Thanks

**The janitorial company who is awarded this contract MUST have a representative of the company who speaks, reads and understands fluent American English and he/she must be the contact, by telephone and/or in person, who communicates with each of the City of Chattanooga building supervisors, throughout the entire period of this contract.**

Janitorial contractor shall furnish all necessary equipment needed to do all the cleaning, including all cleaning supplies. The city of Chattanooga shall furnish the following: trash barrel and wastebasket liners, toilet tissue, paper towels, and hand soap. These supplies will be kept

In a storage area accessible by the contractor. The janitorial contractor is responsible for disbursing and replacing these items throughout all buildings daily. The contractor shall empty all trash into the dumpsters located on the rear parking lots and assure that the dumpster lids are closed. Custodial contractors shall keep their stock/storage rooms clean, orderly, and trash free. Dirty mop water shall be emptied nightly. Anytime any floor maintenance is being performed in any facility, the contractor shall be responsible for posting warning signs - "WET FLOOR" and closing off the area until the floor is safe to walk on.

The vendor will need to give a basic square footage-cleaning price for the possibility of additional Police Buildings and/or the possibility of relocating our outside operations from one facility to another facility within the city limits.

The city of Chattanooga reserves the right to cancel this contract with a TWENTY-FOUR (24) HOUR notice if the contractor fails to comply with these specifications.

**Cleaning Contract to begin on and continue through all bids submitted shall cover one (1) year. The City of Chattanooga reserves the privilege of offering two one (1) year renewal options, providing there is no cost increase. The City of Chattanooga shall be invoiced on a monthly basis to total the exact amount bid and approved on a monthly basis to total the exact amount bid. Invoices are due after service has been rendered with the first invoice due on the first (1st) day of each month thereafter through. The monthly invoice shall be sent to Budget & Finance, Chattanooga Police Department, 3410 Amnicola Highway, Chattanooga, TN 37406 during the last week of each and every month for the preceding month's service.**

## Instructions To Bidders

- (1) Bid documents can be downloaded from the City of Chattanooga's website at: [www.chattanooga.gov](http://www.chattanooga.gov). At the left side of that page is a link labeled "Bid Solicitations." One of the top results will be a link that will display a page listing the current Bid Solicitations, with links that will display a PDF version of the bid documents suitable for printing.
- (2) Any Addenda will be published in the list of Bid Solicitations mentioned above. Bidders should check this list before submitting their bids, to see whether any Addendum has been issued.
- (3) Bid documents should be submitted to the Purchasing Office at the following address:

Purchasing Department  
City Of Chattanooga  
101 East 11<sup>th</sup> Street, Suite G 13  
Chattanooga, TN 37402

- (4) Sealed Bids should be submitted in a sealed envelope. No particular envelope is required, but the Solicitation number should be noted on the outside of the envelop. This is a six-digit number starting with a 3, along with the bid opening date.
- (5) Any questions regarding the specifications or bidding process should be directed to the Buyer, Dedra Partridge at the following email address:

[dpartridge@chattanooga.gov](mailto:dpartridge@chattanooga.gov)

The Buyer will, if possible, find answers to the submitted questions and will issue an Addendum, so that all potential bidders will have access to the answers.

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.

Vendor Disclosure and Acknowledgement

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

(SIGNED) \_\_\_\_\_

(PRINTED NAME) \_\_\_\_\_

(BUSINESS NAME) \_\_\_\_\_

(DATE) \_\_\_\_\_

For more information, please contact the State of Tennessee, Central Procurement Office  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

## Request for Taxpayer Identification Number and Certification

Give form to the  
 requester. Do not  
 send to the IRS.

Print or type  
 See Specific Instructions on page 2

Name (as shown on your income tax return)	
Business name (if different from above)	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification ID—disregarded entity, C=corporation, P=partnership ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here**

Signature of  
 U.S. person ▶

Date ▶

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on "foreign partners' share of effectively connected income."

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity



## City of Chattanooga Supplier Information Form

Business Name: \_\_\_\_\_

PO Address: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

If your business Tax Filing Status is Individual/Sole Proprietor or a Partnership and you provide a service to the City of Chattanooga, you will be issued a 1099 Form for the preceding Tax year. Please indicate which address you wish your document sent to if applicable:

1099 Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Primary Fax Number: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Are you Providing: (Check All That Apply)

Service	<input type="checkbox"/>	Construction	<input type="checkbox"/>
Goods	<input type="checkbox"/>		
Both	<input type="checkbox"/>		

Vendor Type (Must be Marked-Check All That Apply)

MBE-Minority Business Enterprise	<input type="checkbox"/>
WBE-Woman Business Enterprise	<input type="checkbox"/>
SDVBE-Service Disabled Vet Business Enterprise	<input type="checkbox"/>
LGBTE-LGBT Business Enterprise	<input type="checkbox"/>
None of the Above	<input type="checkbox"/>

Preferred Payment Method

Check	<input type="checkbox"/>
ACH	<input type="checkbox"/>

ACH-Please provide remittance notice email and complete Separate City ACH Authorization Form:

\_\_\_\_\_

Authorized Representative Signature

Print Name

Date

All Suppliers are required to include IRS Form W9

**No Contact/No Advocacy Statement**

City of Chattanooga  
Purchasing Division

**For Submission with Sealed RFP, RFQ, Sealed Bid Responses:**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ (agent name), being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of \_\_\_\_\_  
\_\_\_\_\_ (business name), the Submitter of the attached sealed solicitation  
response to Solicitation # \_\_\_\_\_;

(2) \_\_\_\_\_ (agent name) swears or affirms that the Submitter  
has taken notice, and will abide by the following No Contact and No Advocacy clauses:

**NO CONTACT POLICY:** After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

**NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

**Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.**

Submitter Signature:

Printed Name:

\_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

## Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
  - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."
  - b. Seek and maintain contracts with minority groups and human relations organizations as available.

- c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities
  - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

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(Signature of Contractor)

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(Title and Name of Company)

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(Date)