



Jayne Burritt, Administrator/CEO

Board of Directors

Heather Anderson, Chair

Ann Marie Tugwell, Vice Chair

Shane Jackson, Treasurer

Adam Cook, Secretary

Solicitation Number: 2024.014

Addendum Date: February 16, 2024

Closing Date: March 27, 2024 @ 11:00 A.M. Eastern Time

Total Page(s): 8

Jon Clark

Scott Davis

Brian Gard

Rob Glass

Chuck Severance

John Wright

Deletions/Additions:

Deletion #1: Section 6.1 Janitorial Rates

Addition #1: Section 6.1 Janitorial Rates (please see attached new location and rate table on pgs. 2-4). This updated section will be required with all submittals.

Addition #2: Tab V on the Supplier’s Checklist (please see attached updated supplier checklist pgs. 5-7)

“NOTE: Tab VI- Company’s Pricing and/or Discounts are to be submitted under a separate cover from other parts of the supplier’s proposal. This tab will be reviewed after the other sections of the supplier’s proposal have been reviewed and scored.”

Addition #3: Please see the attached site visit schedule (pg. 8), copies will also be provided after the pre-proposal meeting before the start of the first site visit.

End of Addendum #1.

Addendum must be acknowledged in Tab III of the submittal.

Brittany Daniels
Procurement Specialist
Public Building Authority

SECTION VI SUPPLIER PRICING FOR REQUEST FOR PROPOSALS NUMBER 2024.014, JANITORIAL SERVICES

SUPPLIER'S NAME: _____

6.1 JANITORIAL RATES: Janitorial rates will include all labor and supplies to provide services for janitorial. Suppliers are to provide firm pricing for each item as listed in the tables below. **The price listed must include all costs associated with the work (e.g.: supplies, insurance, salaries, per diems, overhead, profit, fuel, licenses, and vehicle costs).** Please provide pricing for any property your firm has the capacity to fulfill and provide an N/A for properties your firm is not requesting. PBA-managed properties and schedules are subject to change. **Note:** Any day(s) cancelled, or no staff is available will be prorated from the monthly amount on invoicing. Square footage provided is approximate and is up to the firm to measure accuracy during site visits.

Property Type	ITEM	LOCATION	COST PER MONTH	APPROXIMATE SQUARE FEET
County Clerk Offices	6.1.1	Halls Clerk's Office- 7328 Norris Freeway, 37918	\$	5,000
	6.1.2	East Clerk's Office- 4734 Centerline Dr., 37917	\$	5,600
	6.1.3	South Clerk's Office- 7339 Chapman Plaza, 37920	\$	2,000
	6.1.4	Farragut Clerk's Office- 11408 Municipal Center Dr., 37934	\$	1,200
	6.1.5	West Clerk's Office, West Clinic, and Trustees Office- 1028 Cedar Bluff Rd., 37923	\$	9,774
Convenience Centers		Carter Convenience Center- 8815 Asheville Hwy, 37924		200
		Corryton Convenience Center- 7201 Tazewell Pike, 37721		96
		Dutchtown Convenience Center- 10618 Dutchtown Rd, 37932		240.25
		Halls Convenience Center- 3608 Neal Dr, 37918		225
		John Sevier Convenience Center- 1950 W Governor John Sevier Hwy, 37920		260
		Karns Convenience Center- 6930 Karns Crossing Ln, 37931		351
	6.1.8	Powell Convenience Center- 7311 Morton View Ln, 37849	\$	156
Garages and Lots	6.1.9	Dwight Kessel Garage- 900 State Street, 37902	\$	964 spaces
	6.1.10	Locust Street Garage- 540 Locust Street, 37902	\$	645 spaces
	6.1.11	Main Avenue Garage- 550 Main Street, 37902	\$	475 spaces
	6.1.12	Market Square Parking Garage- 406 Walnut St., 37902	\$	677 spaces
	6.1.13	State Street Parking Garage- 500 State St., 37902	\$	1500 spaces
	6.1.14	Summer Place Parking Garage, Offices, and Tower- 305 Walnut St., 37902	\$	53,526 sq ft and 582 spaces
	6.1.15	Jackson Avenue Lot- 401 West Jackson Ave., 37902	\$	190 spaces
	6.1.16	I-40 Lots East and West- 510 Williams St. and 511 North Gay St.	\$	228 spaces
	6.1.17	Old City North and South Lots- 250 and 350 Jackson Ave., 37902	\$	241 spaces
	6.1.18	Hill Avenue Lot- 200 Hill Ave., 37902	\$	16 spaces
	6.1.19	Riverwalk Garage, Lot, and Crossover- 2011 Kay St., 37920	\$	268,640 sq ft and 736 spaces

**SECTION VI SUPPLIER PRICING FOR REQUEST FOR PROPOSALS NUMBER 2024.014, JANITORIAL SERVICES
- CONTINUED**

SUPPLIER'S NAME: _____

Libraries	6.1.20	Burlington Library- 4614 Asheville Hwy., 37914	\$	12,070
	6.1.21	Carter Library- 9036 Asheville Hwy., 37924	\$	5,315
	6.1.22	Cedar Bluff Library- 9045 Cross Park Dr., 37923	\$	13,046
	6.1.23	Corryton Library- 7733 Corryton Rd., 37721	\$	2,100
	6.1.24	East Tennessee History Center- 601 S. Gay St., 37902	\$	105,000
	6.1.25	Farragut Library- 417 N. Campbell Station Rd., 37922	\$	10,100
	6.1.26	Fountain City Library- 5300 Stanton Dr., 37918	\$	11,500
	6.1.27	Halls Library- 4518 East Emory Rd., 37918	\$	11,586
	6.1.28	Howard Pinkston Library- 7732 Martin Mill Pike, 37938	\$	6,000
	6.1.29	Karns Library- 7516 Oak Ridge Hwy., 37931	\$	8,600
	6.1.30	Lawson McGhee Library- 500 West Church Ave., 37902	\$	170,000
	6.1.31	Mascot Library- 4614 Asheville Hwy., 37914	\$	1,254
	6.1.32	North Knox Library- 2901 Ocoee Trail, 37917	\$	3,421
	6.1.33	Norwood Library- 1110 Merchants Dr., 37912	\$	4,428
	6.1.34	Powell Library- 330 W. Emory Rd., 37919	\$	11,743
	6.1.35	Sequoyah Library- 1140 Southgate Rd., 37919	\$	3,528
	6.1.36	South Knox Library- 4500 Chapman Hwy., 37920	\$	4,889
6.1.37	West Knox Library- 100 Gold Club Rd., 37919	\$	14,000	
Parks		River Walk Green Way- 221 E Blount Ave., 37920		200,000
		Sunsphere- 810 Clinch Ave., 37902		18,000
		World's Fair Park Security Building/Viaduct- 954 World's Fair Park Dr., 37916		5,100
		Volunteer Landing- 500 Neyland Dr., 37902		5 acres
		Amphitheater- 963 World's Fair Park Dr., 37916		7,037
	6.1.38	Fort Kid- 1049 World's Fair Park Dr., 37916	\$	17,000
Other Locations	6.1.39	Gateway Center- 900 Vol Landing Lane, 37915	\$	11,161
	6.1.40	City County Building and Parking Garage- 400 W. Main St, 37902	\$	531,634 sq ft and 842 spaces
	6.1.41	E911- 605 Bernard Street, 37917	\$	25,000
	6.1.42	Election Commission- 109 Lovell Heights Road, 37922	\$	6,300
	6.1.43	Parking Enforcement Office- 535 Clinch Ave., 37902	\$	1,214

**SECTION VI SUPPLIER PRICING FOR REQUEST FOR PROPOSALS NUMBER 2024.014, JANITORIAL SERVICES
- CONTINUED**

SUPPLIER'S NAME: _____

Other Locations- continued	6.1.44	Fairview Technology Center- 11020 Solway School Road, 37931	\$	8,390
	6.1.45	Family Investment Center- 400 Harriet Tubman St, 37915	\$	31,500
	6.1.46	Henley Street Crossover	\$	2,400
	6.1.47	Juvenile Justice Center (Detention and Courts)- 3321 Division Street, 37919	\$	104,209
	6.1.48	Kat Magnolia Facility- 1135 East Magnolia Ave, 37917	\$	24,000
	6.1.49	Regional Forensics Center- 2761 Sullins Street, 37919	\$	19,435
	6.1.50	Knoxville Station Transit Center- 301 East Church Avenue, 37915	\$	103,717
	6.1.51	Regal Cinema- 510 S. Gay Street, 37902	\$	4,000
	6.1.52	Old Courthouse- 300 Main Avenue, 37902	\$	64,098
	6.1.53	Richards Street Maintenance Building- 610 Richards Street, 37921	\$	3,750
	6.1.54	Knox Central- 1000 North Central Ave., 37917	\$	29,171
	6.1.55	Teague Building- 405 Dante Rd., 37918	\$	5,000
	6.1.56	City Public Works Complex- 3131 Morris Ave., 37909	\$	45,560
	6.1.57	County Public Works- 205 W. Baxter Ave.	\$	11,610
	6.1.58	City Transfer Station- 1033 Elm St., 37921	\$	84
	6.1.59	Public Safety Building and Garage- 1650 Huron St., 37917	\$	156,016
		UT Tower- 400 W Summitt Hill Dr., 37902		194,412
	6.1.60	Fritts Lot- 307 S Gay St., 37902	\$	41 spaces
	6.1.61	City Fleet Services, City Crew Building, City Fire Ladder Building, City Heavy Equipment Shop, and City Fuel Station- 1400 Loraine St., 37909	\$	9,284
6.1.62	City Fleet Light Shop- 3409 Vice Mayor Jack Sharp Rd., 37914	\$	1,200	
6.1.63	Knox County Property Management- 1005 Stewart St., 37917	\$	10,000	
Senior Centers	6.1.64	Carter Senior Center- 9040 Asheville Hwy., 37924	\$	6,238
	6.1.65	Corryton Senior Center- 9331 Davis Dr., 37721	\$	7,434
	6.1.66	Halls Senior Center- 4405 Crippen Rd., 37918	\$	9,800
	6.1.67	Karns Senior Center- 8042 Oak Ridge Hwy., 37931	\$	5,202
	6.1.68	South Knox Senior Center- 6729 Martel Lane, 37920	\$	6,600
	6.1.69	West Knox County Senior Center- 239 Jamestowne Blvd., 37934	\$	12,605

SECTION V PROPOSAL FORMAT – REQUEST FOR PROPOSALS NUMBER 2024.014, JANITORIAL SERVICES

SUPPLIER'S NAME: _____

Suppliers are to use the following format for the preparation and submission of their proposals. These instructions are to ensure that submissions contain the information and documents required by PBA and that the submissions received have a degree of uniformity in presentation of the material to facilitate evaluation. Documents must be bound, and the cover must have the name and number of the Request for Proposals, the closing date of the Request for Proposals, and the supplier's company name. Failure to follow this format and/or not submitting a complete response may be just cause for rejection of proposals. Cost of preparation of proposals is the sole responsibility of the supplier.

Solicitations must be in a sealed envelope/box prior to entering the Procurement Office. Procurement Office personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Office is not responsible for providing materials (e.g.: envelopes, boxes, tape) for submittals.

TAB I COVER LETTER

- Include cover letter authorizing the submission of the proposal signed by a representative of the company authorized to contractually bind the company.

TAB II SUPPLIER INFORMATION

- Company name, address and telephone/fax numbers, website address
- Supplier's email address
- Business Tax License (County and City, as applicable)
- Registration to do business in the state of Tennessee
- Employer Identification Number (EIN)
- Contact name(s), telephone number(s), and email address(es)
- Location of the office from which service will be provided, if awarded, including hours of operation.
- Will you allow Cooperative Purchasing as detailed in Section 1.8? Circle Yes or No
- Did you include the correct number of exact copies as detailed in Section 1.9? Circle Yes or No
- Did you register/are you registered as a vendor as outlined in Section 1.14? Circle Yes or No
- Did you provide information noting whether your company is Minority-, Women-, Veteran-Owned, Small business, or a combination thereof as detailed in Section 1.16. Include any third party or other certification supporting the company's designation(s). Circle Yes or No
- Will you accept PBA's credit card as payment as detailed in Section 1.19? Circle Yes or No
- Are you sealing your submittal documents as detailed in Section 1.23? Circle Yes or No
- Will you allow PBA designee(s) to tour and inspect your facility(ies) as detailed in Section 2.22? Circle Yes or No
- Will you offer a discount for payment (e.g.: volume discounts, prompt payment, EFT)? If yes, please list applicable details.
- Can your company meet any schedule and/or deadlines as stated in this RFP? Circle Yes or No

TAB III ACKNOWLEDGEMENT OF ADDENDUM(S)

- Suppliers are to acknowledge receipt of any addendum(s) to this RFP.

SECTION V PROPOSAL FORMAT – REQUEST FOR PROPOSALS NUMBER 2024.014, JANITORIAL SERVICES - CONTINUED

SUPPLIER'S NAME: _____

TAB IV COMPANY'S SERVICE, QUALIFICATIONS, AND CAPABILITIES

Suppliers are to detail the company's experience, capabilities, and resources relating to the services requested in this RFP.

Suppliers are to include:

- Number of years of experience providing the services requested in this RFP.
- Number of years in business
- State the name, business address, office phone number, and cell phone number for each employee working out of your local office that will be available to provide services to PBA, if awarded.
- Statement of knowledge and experience; highlight government experience providing the services detailed in this RFP.
- Provide a list of government services completed in the last twelve months noting the scope, size in dollars, square footage, and client's name, point of contact, phone number, and email address.
- Do you intend to sub-contract any portion of the contract if awarded? Circle Yes or No
 - If so, to who?
- Suppliers must outline their safety and/or security policy(ies) as stated in Section 3.47.
- Suppliers must state how many crews and/or day porters will be provided to PBA.
- Provide the phone number and/or email address to be used for contacting your company for service requests. If there are any special procedures, please include the instructions.
- Suppliers should state the location and size of their local service office.
- Provide a proposed staffing plan, including supervisors, for submitted PBA properties per location along with hours dedicated.
- Does your firm have a street-legal utility vehicle or do you intent to purchase one if awarded? (only required for the park locations and special events)- Circle one: Currently Own or Will Purchase or No

TAB V COMPANY'S PRICING AND/OR DISCOUNTS

- Suppliers are to complete and include Section VI – Pricing

NOTE: Tab VI- Company's Pricing and/or Discounts are to be submitted under a separate cover from other parts of the supplier's proposal. This tab will be reviewed after the other sections of the supplier's proposal have been reviewed and scored.

TAB VI COMPANY'S KEY PERSONNEL

- Provide an organization chart for your company including the names and titles of key personnel.
- Suppliers must state the name, business address, email address, office phone number and cell phone number for the direct contact personnel to be assigned to PBA for all services including supervisors, if awarded. Include a resume outlining their related project accomplishments, tenure with the company, related accomplishments, certifications achieved, and/or training completed related to the intent of this RFP. Include all fill-in personnel or personnel available from other branches, if applicable.

SECTION V PROPOSAL FORMAT – REQUEST FOR PROPOSALS NUMBER 2024.014, JANITORIAL SERVICES - CONTINUED

SUPPLIER'S NAME: _____

TAB VII REFERENCES

- Suppliers must return their references as detailed in Section 3.42. The Public Building Authority of the County of Knox and the City of Knoxville, Tennessee may not be used as a reference.

TAB VIII EXCEPTIONS TO SOLICITATION

- Suppliers must state exceptions, deviation, and/or variations, if any, as detailed in Section 3.18.

TAB IX ATTACHMENTS

- Suppliers must include the fully executed Statement Concerning Conflicts of Interest Affidavit as detailed in Section 1.6.
- Suppliers must include the fully executed Iran Divestment Act Affidavit as detailed in Section 2.16.
- Suppliers must include the fully executed Non-Boycott of Israel Act Affidavit as detailed in Section 2.18.
- Suppliers must include the fully executed Drug-Free Workplace Affidavit as detailed in Section 3.14.
- Suppliers must include the fully executed FTA Affidavits for Lobbying and Suspension/Debarment as detailed in Section 3.19.
- Suppliers must include the Insurance Checklist with their proposal as detailed in Section 3.22.
- Suppliers must include a Sample invoice with their proposal as detailed in Section 3.26.
- Suppliers must include an equipment list with their proposal as detailed in Section 4.3.

TAB X ADDITIONAL INFORMATION

- Suppliers may submit additional information regarding their company and the services they offer, believe are necessary to fully provide the services, or believe would be beneficial to PBA within the context of the services requested in this RFP. NOTE: Please specify and include documentation regarding unique equipment or capabilities. Suppliers may include advertisements, letters of recommendation, awards, et cetera.

Failure to include any of the above information or any other information requested may result in the supplier being disqualified.

RFP 2024.014 Janitorial Services Site Visit Schedule

Date	Location	Address
Thursday 2/22/24	City County Building & Garage	400 W. Main St., 37902
Start Time: 10:30am	Old Courthouse	300 Main Ave., 37902
Approx End Time: 3pm	UT Tower	400 W Summitt Hill Dr., 37902
	Summerplace Tower & Garage	305 Walnut St., 37902
	Volunteer Landing	500 Neyland Dr., 37902
	All WFP Locations	954 World's Fair Park Dr., 37916
Friday 2/23/24	Lawson McGhee Library	500 West Church Ave., 37902
Start Time: 9:00am	East TN Historical Center	601 S. Gay St., 37902
Approx End Time: 3pm	Market Square Garage & Restrooms	406 Walnut St., 37902
	Henley Street Crossover	
	Juvenile Justice Center	3321 Division St., 37919
	City Fleet	1400 Loraine St., 37909
	City Public Works	3131 Morris Ave., 37909
	Forensics Center	2761 Sullins St., 37919
Monday 2/26/24	Knox Central	1000 North Central Ave., 37917
Start Time: 9:00am	KC Public Works	205 W. Baxter Ave., 37917
Approx End Time: 3pm	E-911	605 Bernard St., 37917
	Public Safety Building	1650 Huron St., 37917
	Knoxville Station Transit	301 East Church Ave., 37915
	KAT Magnolia Facility	1135 East Magnolia Ave., 37917
	Family Investment Center	400 Harriet Tubman St., 37915
Tuesday 2/27/24	Karns Senior Center	8042 Oak Ridge Hwy., 37931
Start Time: 9:00am	Fairview Technology	11020 Solway School Rd., 37931
Approx End Time: 1pm	County Clerks Office- Farragut	11408 Municipal Center Dr., 37934
	Richards Street Maintenance Facility	610 Richards St., 37921