

Date: February 14, 2018

Requisition No.: 165109

**PURCHASING DEPARTMENT  
101 EAST 11<sup>TH</sup> STREET  
CITY HALL  
SUITE G13  
CHATTANOOGA, TENNESSEE  
37402**

**Request for Bid (RFB) for the City of Chattanooga, Tennessee**

*Proposals will be received at 101 East 11<sup>th</sup> Street, Suite G13,  
Chattanooga, TN 37402 until 2:00 P.M., EST. on February 28, 2018*

**Requisition / Bid No.: R165109 / 305024**

**Ordering Dept.: Facilities Management Division, Public Works**

**Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov**

\*\*\*\*\*

**Items Being Purchased: Janitorial Services – Family Justice Center**

\*\*\*\*\*

**\*\*\*REQUEST FOR BIDS MUST BE RECEIVED\*\*\***

**2:00 P.M., EST on February 28, 2018**

\*\*\*\*\*

**\*\*\*NON-MANDATORY PRE-BID CONFERENCE WILL BE CONDUCTED\*\*\***

**10:00 A.M. EST on February 21, 2018 at**

**Family Justice Center**

**5705 Uptain Road**

**Chattanooga, TN 37411**

\*\*\*\*\*

**The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informality in the proposals received, and to accept any proposal 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.**

**The City's Standard Terms and Conditions may be found on website:**

**<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>**

**Note: ALL BIDS MUST BE SIGNED**

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City & Zip Code:** \_\_\_\_\_

**Phone/Toll Free No.:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Company Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

28-FEB-18 at 2:00 PM

**BID NUMBER: 305024**

**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.

**BUYER:**

**PHONE #:** (423) 643-7230

**DELIVERY REQUIRED:**

**V  
E  
N  
D  
O  
R**

RFQ

**M  
A  
I  
L  
T  
O**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition / Bid No.: 165109 / 305024 Ordering Dept.: Facilities Management Division, Public Works & Chattanooga Police Department Buyer: Mark McKeel Phone No.: 423-643-7236 . Items Being Purchased: Custodial and Related Services at the Family Justice Center . ATTACHMENTS: Specifications & Title Page (13 pages) ** please read carefully, especially the CJIS Security Policy ** Affirmative Action Plan (2 pages) Insurance Requirements (2 pages) Iran Divestment Act Disclosure (1 page) . This Shall Be A Twelve (12) Month Blanket Contract To Supply Custodial and Related Services at the Family Justice Center. . The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Month Terms 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. . **** Vendor Shall Hold Prices Firm for First (1st) Year of Contract **** . Price Escalation Clause: If as a result of a general change in prices or discounts, the Contractor has changed prices to all of its customers, the price 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 FEBRUARY 28, 2018 *** . 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. . 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.					

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**  
 28-FEB-18 at 2:00 PM

**BID NUMBER: 305024**

**BUYER:**  
**PHONE #:** (423) 643-7230  
**DELIVERY REQUIRED:**

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.

V  
E  
N  
D  
O  
R

RFQ

M  
A  
I  
L  
T  
O

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>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.</p> <p>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.</p> <p>**** NOTE ****                      PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:</p> <p>Company Name _____</p> <p>Address _____</p> <p>_____</p> <p>Phone/Toll-Free No. _____</p> <p>Fax No. _____</p> <p>eMail Address _____</p> <p>Contact Person's Name _____</p> <p>Estimated Delivery _____</p> <p>Minority-Owned Business _____ Small Business _____ Veteran _____</p> <p>Minority Woman-Owned Business _____ Disabled Veteran _____</p> <p>Woman-Owned Business _____</p> <p>**** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****</p>					

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

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

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

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

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

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

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

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

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**  
 28-FEB-18 at 2:00 PM

**BID NUMBER:** 305024

**BUYER:**  
**PHONE #:** (423) 643-7230  
**DELIVERY REQUIRED:**

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.

V  
E  
N  
D  
O  
R

RFQ

M  
A  
I  
L  
T  
O

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
2	Janitorial Services for the Family Justice Center per COC Specifications; See Attachment B - Bid Submission Form for Bidding	1	Each	_____	_____

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

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

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

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

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

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

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

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

# **INVITATION TO BID**

CONTRACT SERVICES  
FOR  
CONTRACT TO PROVIDE

## **CUSTODIAL AND RELATED SERVICES**

AT THE

FAMILY JUSTICE CENTER  
5705 UPTAIN ROAD  
CHATTANOOGA, TN 37411

February 14, 2018

## OVERVIEW

The City is seeking a contractor to provide custodial and related services with a performance-based quality of standards for the **Family Justice Center, 5705 Uptain Road, Chattanooga TN** on an annual contract basis. The awarded Contractor will be responsible for the professional quality, technical accuracy, and the coordination of all services provided.

Any Blanket Contract for services described herein shall be for a period of one (1) year, with two (2) additional optional one (1) year renewal periods, upon agreement of both parties. Services will be provided only at the above mentioned location.

The City intends to contract with one Contractor.

The awarded Contractor shall comply with all the applicable provisions of the Local, State, and Federal laws including any required Professional Certifications.

## GENERAL INSTRUCTIONS TO PROPOSERS

**Sealed Bids must be submitted in hard copy format to the Purchasing Division, City of Chattanooga, by no later than 2:00 p.m., EDT, on February 28, 2018 to the attention of:**

City of Chattanooga Purchasing Division  
Attn: Mark McKeel  
101 East 11<sup>th</sup> Street  
Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7236  
Fax: (423) 643-7244

Late or misdirected bids shall be rejected and returned unopened without exception. Postmarks are not accepted.

### Pre-Bid Meeting

An Optional Pre-Bid Meeting will be held on February 21, 2018 at 10:00 AM EST at City of Chattanooga Purchasing Division, 101 East 11th Street, Chattanooga, TN 37402. The scope of this meeting will be to review the content of the Bid document. Questions must be submitted in writing, to allow for formal response.

It is the responsibility of each proposer to visit the Family Justice Center to determine the nature of the custodial and related services which may be required as a part of this contract, the associated work areas and conditions, the safety requirements, and any other circumstances associated with the provision of these custodial and related services.

#### Quantity and Format

Proposer shall submit five (5) complete copies of their bid; one (1) original, three (3) copies and one (1) electronic copy in PDF format on a **flash drive**. All bids shall be submitted in a sealed non-transparent envelope or box marked **"Bid No. 305024 - CONTRACT TO PROVIDE CUSTODIAL AND RELATED SERVICES AT THE FAMILY JUSTICE CENTER LOCATED AT 5705 UPTAIN ROAD, CHATTANOOGA 37411"**.

#### Detailed Technical Bids

Complete technical submittals shall be submitted with the Bid. These technical submittals shall describe in detail how the Proposer complies with each specification requirement of the ITB. Any deviations from the specifications shall be noted.

#### Implied Requirements

All products and services not specifically mentioned in this ITB, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Bid.

#### Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless otherwise requested at the time of submission. **Any firm submitting a bid should assume the information included in the bid is subject to Open Records / Freedom of Information Act.**

#### Incurring Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its bid.

#### Economy of Preparation

Bids shall be prepared simply and economically. Bids shall provide a straightforward and concise bid description. Emphasis shall be placed on clarity and content.

#### Bid Withdrawal Procedure

A Bid may be withdrawn at any time until the date and time set above for opening of bids. Any bid not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the bid, until the successful bid(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

#### General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

#### General Terms

Any contract resulting from this Bid will be subject to the City of Chattanooga's Standard Terms and Conditions.

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Any exceptions to said Terms and Conditions must be submitted with Bid response.

Proposers shall state any exceptions to or deviations from the terms of this Bid and the Standard Terms and Conditions. Where proposer wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not except in its bid.

City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. City reserves the right to reject accepted or conditional bids at its sole discretion.

Any resulting contract shall NOT be open to other Tennessee governmental agencies (including school districts) as a "piggyback contract".

#### **ADDITIONAL BID INFORMATION**

All questions, and requests for information or clarification (including those developed during the Pre-Bid meeting) must be submitted in writing, and will be accepted until 2:00 PM EST on February 28, 2018, and shall be sent to:

City of Chattanooga Purchasing Division  
Attn: Mark McKeel, Buyer  
101 East 11<sup>th</sup> Street  
Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7236  
Fax: (423) 643-7244  
mmckeel@chattanooga.gov

The City specifically requests that any communication concerning this ITB be made exclusively with the Purchasing Division Buyer until selection has been completed. Failure to honor this request will be negatively viewed in the selection process.

## **BID SCOPE OF WORK**

This scope of services included in these Specifications is for custodial and related services with a performance-based quality of standards for the **Family Justice Center, 5705 Uptain Road, Chattanooga, Tennessee**. As a performance-based contract, the required services are stated in terms of desired results and quality standards with specifications in accordance with all federal, state, county and city laws, codes and ordinances. The Contractor shall also follow standard industry practices as set forth by the Occupational Safety and Health Act (OSHA).

The Contractor's bid is to include personnel, labor, equipment, material, tools, supplies, supervision, management, and services, except as may be expressly set forth as furnished by the City of Chattanooga. Training and personal protective equipment (PPE) are the sole responsibility of the Contractor.

All contractors submitting bids shall have the following bonds and insurance in the types and minimum amounts listed below and, if awarded a contract, shall maintain such bonds and insurance throughout the contract period. (Bond and Insurance Documents must accompany all bids).

- A. Employee Dishonesty Bond - limits to twenty five thousand dollars (\$25,000)
- B. Property Damage and Liability Insurance - limits to one million dollars (\$1,000,000)
- C. Workmen's Compensation - a one hundred percent (100%) performance bond with five percent (5%) bid bond
- D. Certificate of Insurance
- E. Minimum of two (2) years (recommended) janitorial experience with commercial type institutions and produce a list of recent relevant references.

Failure to produce the above listed documents with the submitted bid will result in the disqualification of the bid.

Successful Contractor shall be liable for any and all damages caused by their employees, agents or subcontractors, including but not limited to replacing door locks, rekeying lock cylinders, key cutting charges and replacement access control cards resulting from the loss or misplacement of assigned keys or access cards to the facility. Contractor damage to the Family Justice Center property is to be repaired or replaced strictly at the Facilities Manager's sole discretion.

## SECURITY REQUIREMENTS & FEDERAL/STATE FEE

The successful Contractor must complete the following requirements.

### 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).
2. 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.
2. A Contractor employee found to have a criminal record consisting of felony conviction(s) shall be disqualified.

*There will be a TBI Cogent fee of approximately \$42.00 per person for owners, partners, managing agents, supervisors, employees and their subcontractors entering the Premises is to be electronically sent by Identogo fingerprint site located at 6231 Perimeter Drive Ste. 177 Chattanooga, TN 37421.*

All owners, partners, or managing agents of the Contractor must be able to pass a Level 3 background check and Contractor, including their owners, employees, agents or subcontractors who enter the facility may be asked to sign N.C.I.C. and local criminal history and record authorization forms and must be approved by a Facilities Management supervisor before entering the premises.

After the clearance of the prospective employee, an I.D. card will be issued and must be worn so that it is clearly visible at all times when the Contractor's employees are on the premises. Upon termination of the Contract for any reason, the Contractor shall return all ID cards and keys to the Facilities Manager. Lost ID cards or ID cards not returned at the end of the Contract will be subject to no less than a ten dollar (\$10) replacement fee which will be withheld from the Contractor's final invoice. IF ANY KEYS ARE LOST/MISPLACED AND DOOR LOCKS AND/OR KEYS HAVE TO BE REPLACED AT CONTRACTORS EXPENSE, THE WORK SHALL BE PERFORMED BY A LOCKSMITH TO BE DESIGNATED BY THE FACILITY MANAGER. IN THE EVENT OF AN EMERGENCY SITUATION AND A LOCKSMITH HAS TO BE CALLED AND ANY LOCKS/KEYS HAVE TO BE REPLACED, THE SAME TYPE/BRAND OF LOCK/KEY SHALL BE PURCHASED.

Contractor shall be liable for any and all keys issued to their employees for office access within the premises. These keys shall be kept in a designated area at all times except while employees are cleaning. No office shall be left unlocked while unattended. The Contractor's employees shall not unnecessarily disturb nor remove personal items from any area. All offices and designated areas must be locked after cleaning. All services performed under this contract shall be performed while under the direct supervision of the Contractor's janitorial supervisor.

Contract shall include any areas within the premises which may be enclosed or constructed during the term of this contract, provided that they do not increase the total square footage of floor space of the premises or substantially alter the quantity and type of surface to be maintained.

Contractor shall ensure that they have an able bodied employee on the premises, at all times, who is capable of regular and routine lifting of heavy objects up to 50 pounds, emptying trash, moving furniture, etc. and any other strenuous activities reasonably encountered during the performance of the work under this contract.

The Contractor shall designate representative who is responsible for written and oral communication with the Facility Manager and the City of Chattanooga and this representative shall be capable of clear communications and making binding decisions on behalf of the Contractor and shall be the primary source of communication between the Facility Manager and Contractor.

Contractor shall furnish all necessary daily consumed supplies. These supplies include but limited to: paper towels, toilet tissue, liquid hand soap and plastic trash can liners. Contractor shall provide all chemicals, cleaning equipment, cleaning products, mops, brooms, buckets and other items necessary to accomplish cleaning in a professional and acceptable manner. The City of Chattanooga reserves the right to request a change in chemicals should any staff member, client, or affiliate become sensitive or allergic to any product used. The Contractor certifies that all products contained in this bid meets all ANSI, NFPA and all other Federal, State and local requirements. The Contractor will provide to the Facility Manager within ten (10) business days following the contract start date, a binder including the Safety Data Sheets (SDS) for all products and materials that will be used, consumed or stored on the Premises. An exact duplicate copy of this SDS binder shall be maintained on the Premises at all times. The Contractor is responsible for submitting new SDS to the Facility Manager upon use of a new products and shall update the SDS binder at the time any new material is brought onto the Premises. Should a product cease to be utilized, the Contractor must communicate such to the Facility Manager and update the SDS accordingly so that the SDS binder is up to date at all times. The Contractor shall maintain adequate inventory of materials and supplies in the areas designated by the Facility Manager and shall disbursing and replacing these items throughout the building on a daily basis. Maintaining small stock of items in restrooms, utility closets and other areas throughout the Premises not designated as storage will not be permitted. The Contractor shall empty all trash into the dumpsters located on the rear parking lot and assure that the dumpster lids are closed. Contractor 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, Contractor shall be responsible for posting warning signs – “WET FLOOR” and closing off the area until the floor is safe to walk on.

Occasionally, in the course of cleaning the Family Justice Center, the Contractor and/or their staff may come into contact with bio-hazardous waste. It will be the responsibility of the Contractor to provide training and ensure that their staff receives proper handling instructions for such occurrences.

## TERM OF CONTRACT

Contract for Custodial and Related Services shall begin on effective date of the award of the contract. Contract will be for a period of one (1) year with the option to renew for two (2) additional twelve (12) month periods.

The Contractor shall submit to the City of Chattanooga invoices for services provided in even monthly installments such that the sum of all monthly invoices total the exact contract amount. Invoices are due after service has been rendered with the first invoice due on first (1<sup>st</sup>) day of the month after service has begun and on the first (1<sup>st</sup>) day of each month thereafter throughout the remainder of the contract and any contract extensions. The monthly invoice shall be sent to: City of Chattanooga (Accounts Payable Division) 101 East 11<sup>th</sup> Street, Suite 101 Chattanooga, TN 37402 during the last week of each and every month for the preceding month's service.

Services are to include the Premises owned by the City of Chattanooga and otherwise known as: the Family Justice Center, a single building consisting of approximately 32,000 square feet which is located a 5705 Uptain Road, Chattanooga Tennessee.

Attachment A  
SPECIFICATIONS AND SCOPE OF WORK

The cleaning service shall be performed between the hours of 5:00 p.m. and 10:00 p.m., Monday through Friday, five (5) days per week, excluding published City of Chattanooga holidays. Facilities Manager reserves the right to change the above days or hours for the benefit of the City. A two (2) weeks' notice will be given for any changes to the regular schedule.

ADDITIONAL REQUIREMENTS

- 1) Any needed service that is outside the scope of this contract 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 verbal complaint. Verbal complaints must be corrected within 24 hours of the 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) Contractor shall be responsible for replacing any 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). Contractor shall be responsible for repairing/replacing tile grout, tile, carpet, hardwood floors, furniture, permanent or temporary fixtures of any kind should 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 Facilities Manager.
- 5) The Contractors shall respond promptly and within ten (10) business days to any written complaints by or through the Facility Manager regarding their employees or services provided and shall specify what action will be taken to prevent further complaints.

The Contractor shall provide the tasks and services under the contract for custodial services according to the scope of work and scheduled frequencies below:

**DAILY: (Five (5) days per week – Monday through Friday)**

- 1) BARE FLOOR CARE:
  - a) Bare floors, base moldings, and grout shall be clean and free of debris including but not limited to dirt, water streaks, mop marks, string, gum, tar, and other foreign matter. The floors shall maintain their natural luster and not have a dull appearance.
  - b) Bare floors shall be swept and/or dust mopped with dust control treated mops.

- c) Wet mopping of bare floors shall be cleaned using disinfectant cleaner(s). Surfaces, baseboards, and corners shall be clean and dry.
- d) Walls, baseboards, and other surfaces shall be free of splashing and markings from the equipment. There shall be no visible buildup of finish in corners or crevices.
- e) Mops and cleaning rags shall be cleaned and sanitized before and after each day of use. Mops and cleaning rags used in restrooms (including diapering areas in restrooms and Child Care areas) shall not be used to clean any other areas.
- f) Spot mop all tile floors and remove all spots caused by spillages.
- g) Main lobby floors shall be spray buffed as needed followed by dust mopping with dust control treated mop.

2) CARPETS AND RUGS:

- a) Vacuuming: Carpet surfaces are to be free of dirt, dust, and other debris. Vacuuming shall be done at a frequency that will protect the integrity of the carpet and prolong wear. HEPA filtration vacuums are required.
- b) Carpet edges and baseboards shall be swept or vacuumed with a wand attachment to remove particles from edges.
- c) Spot Cleaning: Carpet surfaces shall be free of removable spots, soiled traffic patterns, dirt, dust, debris, gum, and crusted materials.

3) RESTROOMS:

- a) All floors shall be thoroughly swept and wet mopped with anti-bacterial detergent and rinsed thoroughly.
- b) All fixtures, including commodes, stainless steel fixtures, urinals, lavatories, etc. shall be cleaned with anti-bacterial agents to keep them free of accumulation of stains, etc.
- c) All stalls, partitions and surrounding walls around urinals and commodes are to be thoroughly cleaned and kept free of smudges, dirt, etc. Dust the tops and sides of all stall partitions.
- d) Empty all waste receptacles and clean the interior and exterior with anti-bacterial cleaner and rinse.
- e) Sanitary napkin and waste receptacles shall be emptied, cleaned, sanitized and refilled with new wax bags. Careful removal of this waste shall be treated the same as Blood Borne Pathogens.
- f) Towels, tissue, and hand soap dispensers are to be damp wiped and refilled from the supplied stock.
- g) All overhead light fixtures are to be dusted and damp wiped quarterly.
- h) All mirrors and ceiling exhaust fan grilles shall be cleaned thoroughly.
- i) Fittings and supply pipes will be kept clean.

4) WASTE RECEPTACLES:

- a) Waste receptacles (including those on the outside of the facilities and parking areas) will be emptied and resulting debris will be placed in designated area.
- b) Unless marked "Trash" or placed in waste receptacles, boxes and other materials will not be thrown away.
- c) Exterior of waste receptacles will be damp wiped so that they reflect a clean and neat appearance.
- d) Take all trash to the dumpster enclosure and ensure doors are closed after use.
- e) Recycle material is to be placed in the proper recycle carts so that they can be retrieved by City Wide Services.

- 5) OFFICE AREAS AND RECREATION FACILITIES IN SERVICE CENTER:
- a) 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.
  - b) 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 needed.
  - c) Dust and damp wipe all counter areas.
  - d) Dust all cubicles in these areas and spot clean where there have been spillages, fingerprints, etc.
  - e) Thoroughly clean all glass partitions, both inside and out, using glass cleaner.
  - f) Spot clean walls to prevent accumulation of handprints, dirt spillages, etc. Spot clean with damp sponge all door casings, light switches, ledges, etc.
- 6) MISCELLANEOUS:
- a) Clean and sanitize all drinking fountains.
  - b) Decorative private offices and reception areas shall be given special attention in keeping with various special furnishings.
  - c) Thoroughly clean all entranceway door glass, both inside and out, using glass cleaner.
  - d) Damp wipe all tables.
  - e) Hand marks, smudges, spillages, etc. will be removed from around wall switches, door knobs, etc.
  - f) Thoroughly clean countertops, tables, and exterior of stove, refrigerator and oven in the kitchens and keep the towel dispensers stocked.
  - g) Keep all baseboards, doors, door kick-plates and furniture bases clean.
  - h) Sweep all outside entrances.
  - i) Clean and organize janitor's closet.
  - j) Shut off all interior lights.
  - k) Close and lock all designated interior doors.
  - l) Ensure that all exterior doors are properly closed and locked,
  - m) Notify police of any incidents or suspicious activities.

**MONTHLY: (Periodic Services)**

1. Dust all window blinds and return them to their original and orderly position.
2. Dust all heating and air conditioning (HVAC) diffusers and grilles located in the ceilings, floors and walls.
3. Dust and clean all lamps and overhead light fixtures.
4. Dust all rubber and tile base and clean with damp sponge.

**QUARTERLY:**

1. To professionally clean all exterior windows and debris around the window area. The window cleaning schedule will be approved by the Facilities Manager or designee.
2. Spray buff/polish all vinyl tile floors with a high speed buffing machine (1500 rpm's).
3. Clean overhead light fixtures. Vacuum any collected debris and damp wipe with mild cleaner.

**ANNUALLY:**

1. Machine scrub, rinse with clear water and re-coat with floor finish all vinyl tile flooring. The floor finish must have three (3) coats of finish containing 25% solids or four (4) coats containing 21% solids and two (2) coats of sealer. When dry, the re-coated flooring must be buffed with a high speed buffing machine of at least 1500 RPM's.
2. Deep clean all carpets with an extractor machine.

Attachment B  
BID SUBMITTAL FORM

Initial Cleaning	\$ _____
Daily Cleaning	\$ _____
Monthly Cleaning	\$ _____
Quarterly Cleaning	\$ _____
Annual Floor Stripping and Waxing	\$ _____
Annual Carpet Cleaning	\$ _____
Product and Cleaning Supply Purchases	\$ _____

Bidder:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
Phone Number

## 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. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the Contractor and/or Subcontractor shall be a breach of this contract.

---

(Signature of Contractor)

---

(Title and Name of Construction Company)

---

(Date)

## REQUIREMENTS FOR INSURANCE COVERAGE

The Contractor shall not commence work under these Contract Documents until he has obtained all insurance required herein nor shall the Contractor allow any Subcontractor to commence work on his subcontract until similar insurance required of the Subcontractor has been obtained by the Subcontractor. Insurance shall be placed by the Contractor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed ten (10) days before the expiration date of the policy.

Certificates of Insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least fifteen (15) days' written notice has been given to the City. The Contract shall not be binding upon the City until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Contractor at all times. Failure to maintain adequate coverage shall not relieve the Contractor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Contractor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and Certificates of Insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Contractor shall replace such policies with policies meeting his approval.

The Contractor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

Workmen's Compensation Insurance that shall protect the Contractor against all claims under applicable state workmen's compensation laws shall be maintained. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all States in which work is performed. The Contractor shall require all the Subcontractors to provide similar Workmen's Compensation Insurance for all the Subcontractors' employees on the work unless such employees are covered by the protection afforded by the Contractor. The liability limits shall not be less than that required by statute.

General Public Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims arising from injuries including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or Subcontractors. In addition, this policy shall specifically insure the contractual liability assumed by the successful bidder to defend and indemnify the City of Chattanooga against such claims or suits.

To the extent that the work may require blasting, explosive conditions or underground operation, the comprehensive general public liability and property damage coverage shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damage to underground property.

The comprehensive general public liability and property damage coverage shall also protect the Contractor against all claims from damage to:

1. Private driveways, walks, shrubbery and plantings;
2. Public utility facilities; and
3. U.S Government monuments.

The liability limits shall not be less than:

Bodily Injury	\$ 500,000 each person \$1,000,000 each occurrence
Property Damage	\$ 250,000 each occurrence \$ 500,000 aggregate

The general public liability and property damage insurance shall carry an endorsement in form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims and damages whatsoever, including patent infringement. General public liability and property damage insurance shall be kept in force at all times during the course of the work until such time as the work covered by these Contract Documents has been completed and accepted by the City.

Comprehensive Motor Vehicle Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The liability limits shall not be less than:

Bodily Injury	\$ 250,000 each person \$ 500,000 each occurrence
Property Damage	\$ 100,000 each occurrence

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 further information, please see website:

[https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_Ann.\\_12-12-106,\\_Iran\\_Divestment\\_Act-July.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106,_Iran_Divestment_Act-July.pdf)