

**CITY OF KNOXVILLE  
INVITATION TO BID**

**Janitorial Services- Outdoor Restrooms**

Sealed bids, invited by the City of Knoxville, will be received by the Purchasing Agent of the City of Knoxville, in Room 667-674, City County Building; 400 Main Avenue; Knoxville, Tennessee, until **11:00:00 a.m. (Eastern Time) on September 22, 2017**, at which time they will be opened and publicly read aloud and a contract awarded as soon thereafter as practicable.

The work shall consist of all functions normally associated with janitorial services for the Parks and Recreation park outdoor restrooms located within the city limits. Pricing for miscellaneous non-scheduled day of cleaning shall be considered optional and priced as such. The contractor shall perform all work in accordance with the specifications listed below. Contract shall be for one (1) year with two (2) optional one-year renewals.

**IMPORTANT NOTICE: A pre-bid meeting will be held on Thursday, September 7, 2017, at 10:00 a.m. in the Parks & Recreation first floor conference room within the Lakeshore Administration Building, located at Lakeshore Park; 5930 Lyons View Pike; Knoxville, Tennessee. Bidders are strongly encouraged to attend.**

**SPECIFICATIONS**

Contractor shall provide all labor, materials, equipment, and supervision to satisfactorily perform the work in a professional workmanlike manner. Contractor shall provide the services during a time period not interfering with the operations of the park users.

Additional Information:

The following specifications are separated into two main sections; park outdoor restrooms, and annual cleaning of the park outdoor restrooms. Due to various reasons, each section requires a specialized level of service to be performed during certain times of the week, month, or year. Bidder shall read the document in its entirety prior to submitting a bid. Worksheets specifying the location and the required service schedule have been provided in order to assist contractors during the bidding process (refer to Appendix). Bidder shall complete and submit the worksheets along with bid submission.

**Park Outdoor Restrooms**

The park outdoor restrooms require basic, bi-weekly, and monthly janitorial services performed on the days/months as specified on the worksheets provided in the Appendix. Monthly service schedule shall only be required during the months of March through November.

The following square footage provided reflects the estimated building sizes, but does not necessarily reflect the actual space to be cleaned. Bidders are encouraged to visit sites and take measurements at their leisure; bidders are responsible for their own measurements. Park outdoor restrooms are open to the public from dusk to dawn.

Park Outdoor Restroom Locations and Cleaning Schedule

<b>Name and Location</b>	<b>Square Footage</b>
Victor Ashe Park - Bradshaw Rd.	450
Tyson Park - 2351 Kingston Pike	300
Holston River Park - 3300 Holston Hill Rd.	300
West Hills Park - Winston Rd.	100
Sam Duff Field - 4060 Chapman Highway	250
Caswell Park - 620 Winona Street	400
Malcolm Martin Park - 1737 Reynolds Ave.	30
Adair Park - 1807 Adair Dr.	90
Sequoyah Park - 2278 Cherokee Blvd.	360
Inskip Park - 4204 Bruhin Rd.	96
Lakeshore - #1 6410 S Northshore Dr.	450
Lakeshore - #2 6410 S Northshore Dr.	450
Ashley Nichole – 570 Winona St.	300

Cleaning Schedules:

<b>BASIC SCHEDULE – to be performed per worksheet specification</b>	
	Sweep and damp mop floors with a heavy duty enzymatic floor cleaner.
	Provide and stock all dispensers with soap, toilet tissue, and paper towels.
	Clean and disinfect all toilets, toilet seats, flush valves, urinals, and fixtures.
	Sanitize and clean drinking fountains utilizing a stainless steel cleaner.
	Spot clean all dispensers, doors, walls, and toilet partitions.
	Sweep and spot mop entrance area to restrooms.
	Clean and disinfect baby changing stations, including the outside of each unit.
	Clean mirrors with a commercial window cleaner.
	Remove cob webs and any debris from walls, fixtures, floors, and ceilings.
	Spray restrooms with a deodorizer.

<b>BI-WEEKLY SCHEDULE</b>	
<b>Shall be performed on Thursday or Friday every two weeks per worksheet specification in addition to basic service</b>	
	<b>Basic cleaning shall still be ongoing during the bi-weekly cleaning.</b>
	Damp clean and disinfect baseboards and all fixtures below 80 inches.
	Completely damp clean and disinfect all toilet partitions, and trim.
	Inspect and spot clean restroom walls and ceilings.
	Damp clean trash cans and inspect for damage.

	Clean all windows with a telescoping tool and remove debris/cobwebs.
	Clean all light fixtures.
	Clean air vents and outlets.
	Treat any restroom drains with a commercial drain cleaner.
	Inspect and clean restroom floors with a scrubber.

**MONTHLY SCHEDULE**

**Shall be performed during the months March through November**

	<b>Basic and bi-weekly cleaning shall still be ongoing during the monthly cleaning.</b>
	Clean and disinfect the walls, toilet partitions, and spot clean the ceiling of all park outdoor restrooms by utilizing a brush method with sanitizing solution. Any stainless steel toilet partitions/fixtures shall be polished with a commercial grade product.
	Clean the floors using a power scrubber. During this procedure, excess water or cleaning solution must be vacuumed immediately.
	Send the cleaning report to the City representative upon completion.
	NOTE: Pressure washing is not an acceptable indoor cleaning method due to plywood and/or drywall ceiling construction.

**Annual Cleaning of Park Outdoor Restrooms**

To prepare for the parks’ summer busy season, the annual cleaning procedure shall be performed during the first two weeks of May annually. The contractor shall present the proposed work schedule to the City representative for review and approval at least 30 days in advance of the proposed service start date. If conflicts arise with programming or other maintenance work, the contractor shall offer alternative scheduling.

**ANNUAL DEEP CLEANING SCHEDULE**

**Shall be performed ANNUALLY for all park outdoor restrooms**

	All monthly, bi-weekly, and daily duties shall still be ongoing during the annual deep cleaning.
	Pressure wash the exterior of the building near the main entrance and spot clean the remaining exterior area. Contractor shall supply pressure washer with portable water tank.
	During this annual cleaning all areas of the outdoor restroom will be thoroughly deep cleaned from ceiling to floor. Contractor will be responsible for ladders and lift equipment needed to spot clean the ceiling areas.
	Clean all exterior and interior windows, including the trim around the windows
	Pressure wash all exterior walkways within 25 feet of the building entrance.
	Strip, wax, and buff any vinyl floor tiles or other previously waxed floors. Apply five coats of sealant Johnson Wax “High Mileage” or City approved equal. Contractor shall avoid wax “splash up” onto baseboards and walls.
	Strip and apply concrete wax to all waxed concrete areas.

	In addition to all the methods described above, power scrub all concrete restroom floors. All excess water and cleaning detergents shall be immediately vacuumed.
	Specified cleaning for each location shall take no more than two consecutive days or two consecutive nights from start to finish.

Contractor shall provide a detailed schedule for the annual cleaning and a report verifying each duty completed along with a list of recommended maintenance repairs.

**Miscellaneous Non-scheduled Cleaning – Option Pricing**

Occasionally, the City of Knoxville Parks and Recreation Department will require a special or additional cleaning of certain park outdoor restrooms, above the cleanings already being performed. This extra cleaning will be comparable to basic cleaning as to the work items performed, and may be specific to cleaning needs. A minimum 48 hour notice will be provided requesting the additional cleaning services, except in extreme emergencies beyond the City’s control.

**Supplies, Material, and Equipment**

Contractor shall furnish all maintenance supplies such as trash can liners, cleaning compounds, waxes, sealers, disinfectant, polish materials, and equipment necessary for the performance of the work of this contract. Supplies and materials used in the maintenance of restroom facilities, such as toilet tissue, paper towels, hand soap, trash can liner and similar items will be furnished by the contractor. Supplies, materials and equipment shall be of a quality to conform to high standards of housekeeping practices, be kept clean and in good working order. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety standards and not harm surfaces.

Not less than fifteen (15) days prior to the starting date services will be required, the contractor shall submit to the City a list giving brand name, manufacturer, equipment to be used, and intended use of the materials that the contractor proposes to use in the performance of the work. The City reserves the right to refuse the use of any material or equipment deemed to be substandard or unsuitable. The contractor may be required to apply certain materials to a surface so that results may be observed prior to approval of materials. Such tests will be conducted at no additional cost to the City.

The contractor shall supply all necessary cleaning equipment including power driven floor-scrubbing machines, waxing and polishing machines, commercial grade vacuum cleaners, pressure washer with portable water tank, ladders, and lifts etc., needed for the performance of the work of this contract. Some park outdoor restrooms may not have a water or power source available, in such case, the contractor shall be responsible for providing portable power and water.

**Storage Area**

Limited space will be available to the contractor for the storage of bulk supplies and equipment used in the performance of this contract. Park outdoor restroom locations may or may not have janitor closets. If available, janitor closets will be assigned to the contractor for storing equipment such as mops, brooms, dust cloths, and pails. All equipment, supplies, and materials

belonging to the contractor should be clearly marked showing the appropriate ownership. The City will not be responsible for the loss or damage to contractor's stored supplies, materials, or equipment. Contractor shall maintain an OSHA approved MSDS/SDS book in each janitorial closet for all products stored and used. All ladders and other equipment used by contractor shall follow OSHA guidelines for required inspections and safety regulations. Contractor shall provide a list to the City of all equipment/supplies stored and ensure the updated list is provided as needed.

Contractor's responsibilities do not include securing of park gates or facilities unless their employee opens a park gate or facility after it has been closed and locked by security. If contractor's employee opens a locked gate or restrooms door after hours, it must be re-secured before employee leaves the premises. Failure on behalf of contractor's employee to re-secure the locked gate or facility may result in assessment of liquidated damages.

### **Supervision**

The contractor shall provide adequate supervision of all contract work. Contractor or his supervisors shall be available at all times to check work performance and general condition of the job, as well as, planning for work needed. The contractor shall provide a phone number and an email to the City and be available upon request to receive instructions from City staff. Contractor shall develop a strong supervisory support group to assure that high quality standards are maintained. Contractor shall complete a City-provided monthly quality control report and email this report to the City representative on a monthly basis.

### **Employees**

The contractor shall furnish the City with a list of employees authorized to act for the contractor and a weekly or monthly schedule showing each employee's assigned facility and the dates of cleaning. The contractor shall require his employees to comply with the instructions in this Contract. The contractor will be held responsible for safeguarding against loss, theft, or damage of all property, materials, equipment, and accessories which might be exposed to the contractor's personnel. Any damage to existing equipment, finishes, and/or materials by the contractor or contractor personnel will be repaired at contractor's expense. All employees of the contractor shall wear clearly visible, distinctive badges or uniforms. All contractor's employees shall be required to abide by the set of rules, code of conduct, and regulations developed by the contractor and approved by City. Contractor's supervisory staff shall enforce these rules and regulations. The contractor shall provide a list to the City of all employees authorized to perform contracted janitorial services. Contractor shall not employ any of the Park and Recreation department employees for the contracted janitorial services.

### **Scheduling**

The required cleaning schedule is provided for each location on the worksheet. This schedule cannot be changed by the contractor without written permission from the City. The scheduled cleaning days may be modified by Parks and Recreation at any time due to demand or a programming change. Parks and Recreation has an event calendar that is available upon request.

All matters pertaining to cleaning operations and cleaning contracts will be handled and coordinated through the City representative. To facilitate contract administration and inspection

by the Parks and Recreation Department, the contractor or representative shall meet with the Department before commencement of services to review all cleaning and operational procedures.

Modification of procedures may be necessitated due to construction, remodeling, upgrading of materials and equipment, a change in the usage of building areas, or other state of the art improvements.

**Quality Assurance**

Prior to being assigned to work at a designated location, contractor's employee will be adequately trained at contractor's expense. Contractor shall have training records as well as the training manual available upon request. Contractor is responsible for working after hours or overnight to complete all cleanings. Any cleaning required during the hours of 8:00 a.m. and 9:30 p.m. will need to be approved by the City. "Closed for Maintenance" signs shall be provided by the contractor while servicing restrooms during operating hours. Contractor shall provide an active email address and mobile phone number to the City. Contractor shall respond to any cleaning supply deficiencies and emergency cleaning requests within 2 hours and have the deficiency remedied within 4 hours at no extra cost to the City. A follow-up email is required after the problem has been resolved. Contractor is responsible for securing the building and setting the alarm system.

**References**

All contractor's must supply the names, addresses, phone numbers and contact persons of at least two (2) accounts similar in size and nature to the facilities listed in this bid.

**Liquidated Damages**

The City and the contractor mutually agree response time compliance and performance compliance are critical and failure to provide service in accordance with this Agreement is a detriment to City services and the public. Therefore, the contractor agrees to credit the City for deficiencies not remedied or for failure to complete work as assigned or designated in the specifications, in accordance with the following schedule of liquidated damages. These sums are fixed and agreed upon, not as a penalty, but because the parties agree that the actual loss to the City and to the public caused by the omission of work or substandard performance is impractical and extremely difficult to ascertain. Subsequent failures or omissions during any two (2) month period will result in assessment of repeat occurrence liquidated damage charges, as indicated in the table below, to cover the cost increases associated with resolution of repeated problems. Any amount deducted that is greater than the amount billed on any given invoice shall become a credit to the City, applicable to any other amounts due to the contractor.

DEFICIENCY	CHARGE FOR FIRST OCCURRENCE	CHARGE FOR REPEAT OCCURENCES
A. Failure to perform tasks and related activities per specifications and failure to rectify within one (1) business day from the date and time the notice was sent by the City	\$25	\$50

B. Failure to properly lock the building, facility, or park gate	\$50	\$75
C. Lost key replacement	\$10/key	\$15/key
D. Lock Change or re-key required due to contractor's loss of keys	\$25/lock	\$35/lock
E. Use of workers not on the list of approved janitorial employees or bringing unauthorized person(s) into the facility without City approval	\$25	\$50
F. Use of chemical cleaners not subjected to approval. Also, misuse or improper handling, storage, or disposal (including labeling) of these items	\$25	\$50

The City will email a deficiency report to the designated supervisor the day the deficiency is reported. Contractor will be required to email the notice to the Parks and Recreation Department and the City's Contract Manager indicating the deficiency has been rectified. The City will inspect and determine if the deficiency was rectified to the City's satisfaction and in accordance with the Agreement requirements.

### **Keys**

Contractors will be required to sign for each key issued to them. If a contractor loses a key, they will be required to pay \$10.00 for each duplicate for first occurrence, and \$15.00 for each repeat occurrence.

If a breach in security results from the loss of a key by contractor, or his employee, that requires the City to change or re-key a lock or locks, an additional charge of \$25.00 for each lock will be made for the first occurrence and \$35.00 for each repeat occurrence, as outlined under Liquidated Damages.

### **Payments**

The contractor shall submit an invoice to the City at the end of each month. Standard payment term for the City of Knoxville is net 30 days.

### **BID SUBMISSION REQUIREMENTS**

Bidders must furnish the following information in writing with their submission:

1. Bid Form showing bidder's name, address, quoted price, business license number, date of expiration of business license. A copy of the bidder's current business license may be submitted in lieu of providing the license expiration date.

2. Child Crime Affidavit
3. Non-Collusion Affidavit
4. Drug-Free Workplace Affidavit
5. Iran Divestment Act Certification of Noninclusion
6. Diversity Business Enterprise (DBE) Program form

## GENERAL INFORMATION

1. Sealed bids will be received by the Purchasing Agent of the City of Knoxville in Room 667-674, City/County Building, 400 Main Avenue, Knoxville, Tennessee until **Friday, September 22, 2017, at 11:00:00 a.m.**, at which time they will be publicly opened and read aloud and the contract awarded as soon as practicable. **No bid will be received or accepted after the above-specified time for the opening of bids.** Bids that arrive late due to the fault of U. S. Postal Service, United Parcel Service, DHL, FEDEX, any delivery/courier service, or any other carrier of any sort are still considered late and shall not be accepted by the City. Such bids shall remain unopened and will be returned to the submitting entity upon request.
2. The City of Knoxville reserves the right to waive any informalities or to reject any or all bids, to evaluate bids, and to accept any bid which, in its opinion, may be for the best interest of the City.
3. Prior to submitting their bids, bidders are to be registered with the Purchasing Division by setting up a Vendor Self-Service Account. Instructions for registering on-line are available at [www.knoxvilletn.gov/purchasing](http://www.knoxvilletn.gov/purchasing). **Bid submissions from un-registered bidders may be rejected.**
4. Included in the Invitation to Bid is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this bid or any other bid. The fully executed and notarized affidavit must be submitted with the sealed bid.
5. **NO CONTACT POLICY:** After the posting of this solicitation to the Purchasing Division's website, any contact initiated by any proposer with any City of Knoxville representative concerning this proposal is strictly prohibited, unless such contact is made with the Purchasing Division representative listed herein or with said representative's authorization. Any unauthorized contact may cause the disqualification of the proposer from this procurement transaction.
6. **INCLEMENT WEATHER:** During periods of inclement weather, the Purchasing Division will enact the following procedures with regard to solicitations and weather delays:
  - If City offices are closed due to inclement weather on the date that bids/proposals/qualifications/letters of interest are due into the Purchasing Office, all solicitations due that same day will be moved to the next operational business day.
  - The City of Knoxville shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.

7. Each bid must be submitted in a sealed envelope, addressed to the Purchasing Agent; City of Knoxville; City/County Building; 400 Main Street, Room 667-674; Knoxville, Tennessee, 37902. Each sealed envelope containing a bid must be plainly marked on the outside as: **“Janitorial Services - Outdoor Restrooms.”**
8. All bids must be made on the Bid Form supplied with the contract documents, and no interlineations, excisions, or special conditions shall be made or included in the Bid Evaluation Sheet by the Bidder. **Any bid on which there is an alteration of or departure from the Bid Form may be considered irregular and may be rejected.** All bids must be signed in full by the Bidder or Bidders in their business name or style when submitted and must show his or their complete address.
9. No bidder may withdraw his bid for a period of 60 days after the actual date of the opening thereof.
10. All bidders must be licensed to conduct business in the State of Tennessee. Bidder’s name, address, license number, date of expiration of license, and that part of the license classification applying to the bid must be placed on the sealed envelope containing the bid.
11. Payment for completed services delivered to and accepted by the City shall be at the contract price.
12. All bids must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
13. Bidders shall verify bids before submission, as bids cannot be withdrawn or corrected after being opened.
14. If federal excise tax applies, show amount of same and deduct. Bear in mind that the City is exempt from Tennessee sales tax.
15. Prices are considered FOB Destination unless otherwise stated in the Invitation to Bid.
16. Within 30 days of delivery of the contract to the Contractor, the City must receive either the executed contract or, if execution of the contract is pending agreement of the parties as to contract language, a written request for extension indicating the cause of the delay and an estimated schedule for execution. The City may accept or reject the request for extension, but will afford reasonable opportunity for review. Failure to obtain a certificate of insurance prior to submission of a bid will not be considered a reasonable basis for extension. If neither the executed contract nor a written request for extension has been received by the City within 30 days of delivery, the City may award to the next most responsive, responsible bidder.

17. By execution and delivery of a bid submission, the bidder agrees that any additional terms and conditions, whether submitted to the City purposely or inadvertently, shall have no force or effect.
18. Bidders must provide a fully executed and notarized Drug-Free Workplace Affidavit with their bid submission.
19. Due to the successful bidder's likelihood of working in close proximity to children and adolescents, all bidders are required to submit an affidavit with their bids stating that they agree not to allow any employee or volunteer who is awaiting trial or has been convicted of a felony crime involving the sexual exploitation of children, sexual offenses involving children, or violent crimes to participate in this Agreement. Failure by the bidder to comply with this requirement is grounds for immediate termination of the Agreement. Bidders are required to submit this affidavit with their proposal and failure to do so may be considered grounds for rejection of the bid. Said affidavit is contained within this ITB for bidder's use.
20. Bidders must comply with the President's Executive Orders No. 11246 and 11375 which prohibit discrimination in employment regarding race, color, religion, sex or national origin. Bidders must not maintain or provide for their employees any facilities that are segregated on the basis of race, color, religion or national origin. Bidders must also comply with Title VI of the Civil Rights Act of 1964, Copeland Anti-Kick Back Act, the Contract Work Hours and Safety Standard Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974 and Section 503 of the Rehabilitation Act of 1973, all of which are herein incorporated by reference.
21. All bidders must comply with Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. 2000d. The successful bidder must follow Title VI guidelines in all areas including hiring practices, open facilities, insurance, and wages. The City of Knoxville reserves the right to review all compliance records by a contract compliance officer designated by the City.
22. No interpretation of the meaning of the plans, specifications, or other pre-bid documents will be made to any bidder orally. Each request for such interpretation should be in writing addressed to **Julie Smith Maxwell, Procurement Specialist** for the City of Knoxville, 400 Main Street, Room 667, Knoxville, TN 37902, or emailed to her at [jmaxwell@knoxvilletn.gov](mailto:jmaxwell@knoxvilletn.gov). To be given consideration, such requests/questions must be received by end of business day **September 15, 2017**. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be posted to the City's website at [www.knoxvilletn.gov/purchasing](http://www.knoxvilletn.gov/purchasing). Submitting organizations are strongly encouraged to view this website often to see if addenda are posted. Failure of any bidder to receive such addendum or interpretation shall not relieve such Bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the Contract Documents.

23. Attention of all bidders is directed to the set off provision contained in Article II, Section 24-33, entitled, "Debts owed by persons receiving payments other than salary", and Section 2-1049 entitled "Receipt of benefits from City contracts by council members, employees, and officers of the City" of the Code of the City of Knoxville.
24. Where applicable, the successful Bidder will be required to pay prevailing wages to those whom they employ (to include any sub contractors). Information regarding the prevailing wage rates may be obtained on the following State of Tennessee website: <http://www.tn.gov/workforce/article/prevailing-wage>.
25. The City may terminate this Agreement at any time, with or without cause, by written notice of termination to the Contractor. If the City terminates this Agreement, and such termination is not a result of a default by the Contractor, the Contractor shall be entitled to receive as its sole and exclusive remedy the following amounts from the City, and the City shall have no further or other obligations to the Contractor: (a). The amount due to the Contractor for work executed through the date of termination, not including any future fees, profits, or other compensation or payments which the Contractor would have been entitled to receive if the Project had not been terminated; and (b) the direct out-of-pocket costs incurred by the Contractor for demobilization of the Project following receipt of the notice of termination, not to exceed the amount reasonably and actually required to demobilize the Project.
26. The City may, by written notice of default to the Contractor, terminate the whole or any part of this contract if the Contractor fails to make delivery of the supplies or to perform the services wherein the time specified herein or any extension thereof; or if the Contractor fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of 10 days (or such longer period as the Purchasing Agent may authorize in writing) after receipt of notice from the Purchasing Agent specifying such failure.
27. If the contract is terminated in whole or in part for default, the City may procure, upon such terms and in such manner as the Purchasing Agent may deem appropriate, supplies of services similar to those so terminated.
28. If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to termination for convenience of the City.
29. The rights and remedies of the City provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.
30. Before a contract will be signed by the City, the submitting entity, if selected, **must** provide the City Purchasing Division with a copy of its valid business license **or** with an

affidavit explaining why it is exempt from the business licensure requirements of the city or county in which it is headquartered. If a contract is signed, the contractor's business license shall be kept current throughout the duration of the contract, and the contractor shall inform the City of changes in its business name or location. Any Contract resulting from this Invitation to Bid shall be governed by and construed in accordance with the substantive laws of the State of Tennessee and its conflict of laws provisions. Venue for any action arising between the City and the Vendor from the Agreement shall lie in Knox County, Tennessee.

31. When applicable and prior to the commencement of the contract, contractor must, at its sole expense, obtain and maintain in full force and effect for the duration of the Agreement and any extension hereof at least the following types and amounts of insurance for claims which may arise from or in connection with this Agreement. Contractor shall furnish the City of Knoxville with properly executed certificates of insurance which shall clearly evidence all insurance required by the City. All insurance must be underwritten by insurers with an A.M. Best rating of A-VIII or better. Such insurance shall be at a minimum the following:

A. **Commercial General Liability Insurance;** occurrence version commercial general liability insurance, and if necessary umbrella liability insurance, with a limit of not less than two million dollars (\$2,000,000) each occurrence for bodily injury, personal injury, property damage, and products and completed operations. If such insurance contains a general aggregate limit, it shall apply separately to the work/location in this Agreement or be no less than three million dollars (\$3,000,000).

Such insurance shall:

(a.) Contain or be endorsed to contain a provision that includes the City, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds. Proof of additional insured status up to and including copies of endorsements and/or policy wording will be required.

(b.) For any claims related to this project, Contractor's insurance coverage shall be primary insurance as respects the City, its officials, officers, employees, and volunteers. Any insurance or self-insurance programs covering the City, its officials, officers, employees, and volunteers shall be excess of Contractor's insurance and shall not contribute with it.

(c.) At the sole discretion of the City, dedicated limits of liability for this specific project may be required.

- B. **Automobile Liability Insurance;** including vehicles owned, hired, and non-owned, with a combined single limit of not less than \$1,000,000 each accident. Such insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes the City, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of Contractor.
- C. **Workers' Compensation Insurance.** Contractor shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance with limits of not less than \$500,000. Contractor shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by Contractor's workers' compensation insurance coverage. Such insurance shall include a waiver of subrogation in favor of the City. Proof of waiver of subrogation up to and including copies of endorsements and/or policy wording will be required.
- D. **Other Insurance Requirements.** Contractor shall:
- Prior to commencement of services, furnish the City with original certificates and amendatory endorsements effecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to the City Attorney of Knoxville; P.O. Box 1631; Knoxville, Tennessee 37901. Proof of policy provisions regarding notice of cancellation will be required.
  - Upon the City's request, provide certified copies of endorsements and policies if requested by the City in lieu of or in addition to certificates of insurance. Copies of policies will only be requested when contracts are deemed to be extremely or uniquely hazardous, include a dollar amount that is significant to the overall budget of the City or a City Department, or the coverage(s) may not follow standard insurance forms. A policy will only be requested after the City's Risk Manager has reviewed the contract and proof of coverage has been provided. Should the certificate of insurance refer to specific coverage wording or endorsements(s), proof of such policy wording or endorsement(s) will be required.
  - Replace certificates, policies, and endorsements for any such insurance expiring prior to completion of services.
  - Maintain such insurance from the time services commence until services are completed. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of contract.
  - If Contractor cannot procure insurance through an insurer having an A.M. Best rating of A-VIII, Contractor may, in the alternative, place such insurance with insurer

licensed to do business in Tennessee and having A.M. Best Company ratings of no less than A. Modification of this standard may be considered upon appeal to the City Law Director.

- Require all subcontractors to maintain during the term of the Agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Workers' Compensation/Employer's Liability insurance (unless subcontractor's employees are covered by Contractor's insurance) in the same manner as specified for Contractor. Contractor shall furnish subcontractors' certificates of insurance to the City without expense immediately upon request.
- Any deductibles and/or self-insured retentions greater than \$50,000 must be disclosed to and approved by the City of Knoxville prior to the commencement of services. Use of large deductibles and/or self-insured retentions may require proof of financial ability as determined by the City.
- The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, and employees for losses arising from work performed by Contractor for the City. Proof of waiver of subrogation up to and including copies of endorsements and/or policy wording will be required.
- All general liability policies must be written on an occurrence basis, unless the Risk Manager determines that a claims made basis is reasonable in the specific circumstance. Use of policies written on a claims made basis must be approved by the Risk Manager and retroactive dates and/or continuation dates must be provided to the City prior to commencement of any work performed. Professional Liability and Environmental Liability (Pollution Coverage) are most commonly written on a claims made basis and are generally acceptable in that form.

32. The successful bidder will be required to sign a contract which contains the following indemnification clause. This indemnification clause will not be altered in any way. Failure to agree with this indemnification clause in the contract may result in the City moving to the next responsible responsive proposer.

Contractor shall defend, indemnify and hold harmless the City, its officers, employees and agents from any and all liabilities which may accrue against the City, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of Contractor in performance of this Agreement or from Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the City, its agents or employees.

Contractor shall save, indemnify and hold the City harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the City alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the City;

and Contractor shall assume and take over the defense of the City in any such claim, demand, suit, or cause of action upon written notice and demand for same by the City. Contractor will have the right to defend the City with counsel of its choice that is satisfactory to the City, and the City will provide reasonable cooperation in the defense as Contractor may request. Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the City, such consent not to be unreasonably withheld or delayed. The City shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

Contractor shall save, indemnify and hold City harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against City alleging liability referenced above.

The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.

**CITY OF KNOXVILLE  
BID FORM**

TO: Purchasing Agent  
City of Knoxville  
City/County Building  
400 Main Street, Suite 667  
Knoxville, TN 37902

Having carefully examined the specifications entitled “**Janitorial Services - Outdoor Restrooms**” to open on **September 22, 2017, at 11:00:00 a.m.** and the other Contract Documents and addenda, and having familiarized ourselves with the existing conditions of the job, we hereby propose to furnish the supervision, labor, materials, equipment, delivery, and services to do the work as specified for the following amount:

**Bid:**

Total Annual Cleaning Cost: \$ \_\_\_\_\_

**Option Pricing:** (Cost for extra non-scheduled miscellaneous cleaning day per location listed below)

**Outdoor Restrooms**

<b>Victor Ashe Park</b> -Bradshaw Rd.	\$ _____
<b>Tyson Park</b> -2351 Kingston Pike	\$ _____
<b>Holston River Park</b> - 3300 Holston Hill Rd.	\$ _____
<b>West Hills Park</b> -Winston Rd.	\$ _____
<b>Duff Field</b> -4060 Chapman Highway	\$ _____
<b>Caswell Park</b> -620 Winona Street	\$ _____
<b>Malcolm Martin Park</b> -1737 Reynolds Avenue	\$ _____
<b>Adair Park</b> -1807 Adair Drive	\$ _____
<b>Sequoyah Park</b> -2278 Cherokee Blvd.	\$ _____
<b>Inskip Park</b> -4204 Bruhin Road	\$ _____
<b>Lakeshore #1</b> -6410 S. Northshore Drive	\$ _____
<b>Lakeshore #2</b> -6410 S. Northshore Drive	\$ _____
<b>Ashley Nichole</b> -570 Winona Street	\$ _____

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

Date: \_\_\_\_\_

Official Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(By)

\_\_\_\_\_

(Name Typed)

\_\_\_\_\_

(Title)

Email \_\_\_\_\_

Phone \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT OF PRIME BIDDER**

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

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

\_\_\_\_\_, being first duly sworn, deposes and says that:

- (1) He is owner, partner, officer, representative, or agent of \_\_\_\_\_, the Bidder that has submitted the attached Bid;
- (2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bid nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, firm, or person to fix any overhead, profit, or cost element of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Knoxville or any person interested in the proposed Contract; and
- (5) The price or prices quoted in that attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

Signed: \_\_\_\_\_

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

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

My commission expires: \_\_\_\_\_

# IRAN DIVESTMENT ACT

## Certification of Noninclusion

**NOTICE:** Pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106 requires the State of Tennessee Chief Procurement Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105. Inclusion on this list makes a person ineligible to contract with the state of Tennessee; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. A list of entities ineligible to contract in the State of Tennessee Department of General Services or any political subdivision of the State may be found here:

[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)

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 T.C.A. § 12-12-106.

Vendor Name (Printed)	Address
By (Authorized Signature)	Date Executed
Printed Name and Title of Person Signing	

### NOTARY PUBLIC:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2\_\_\_\_.

My commission expires:\_\_\_\_\_

# DRUG-FREE WORKPLACE AFFIDAVIT

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

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

\_\_\_\_\_, being duly sworn, deposes, and says that:

- (1) He/She is a principal officer of \_\_\_\_\_, the firm that has submitted the attached Proposal, his or her title being \_\_\_\_\_ of the firm; and
- (2) He/She has personal knowledge of the policies of the above-named firm with respect to the maintenance of a drug-free workplace; and
- (3) He/She certifies that all provisions and requirements of the Tennessee Drug-Free Workplace Program, as established by Tenn. Code Ann. §§ 50-9-101 et. seq., have been met and implemented.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Title \_\_\_\_\_

My Commission expires \_\_\_\_\_

Child Crime Affidavit

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

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

\_\_\_\_\_, being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of

\_\_\_\_\_  
\_\_\_\_\_, the Bidder that has submitted the attached Bid;

(2) The Bidder \_\_\_\_\_ will abide by the following if chosen as the successful bidder:

The Bidder \_\_\_\_\_ agrees not to allow any employee or volunteer who is awaiting trial or has been convicted of a felony crime involving the sexual exploitation of children, sexual offenses involving children or violent crimes to participate in this Agreement at sites where children may be present. Failure by the Bidder to comply with this requirement is grounds for immediate termination of the Agreement.

Signed: \_\_\_\_\_

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

My commission expires: \_\_\_\_\_

# DIVERSITY BUSINESS ENTERPRISE (DBE) PROGRAM

The City of Knoxville strongly encourages prime contractors to employ diverse businesses in the fulfillment of contracts/projects for the City of Knoxville.

The City of Knoxville's Fiscal Year 2017 goal is to conduct 3.33% of its business with minority-owned businesses, 9.21% of its business with woman-owned businesses, and 45.5% with small businesses.

While the City cannot engage (pursuant to state law) in preferential bidding practices, the City does **strongly encourage** prime contractors to seek out and hire diverse businesses in order to help the City meet its goals as stated above. As such, the City encourages prime contractors to seek out and consider competitive sub-bids and quotations from diverse businesses.

For DBE tracking purposes, the City requests that prime contractors who are bidding, proposing, or submitting statements of qualifications record whether or not they plan to employ DBE's as sub-contractors or consultants. With that in mind, please fill out, sign and submit (with your bid/proposal) the following sub-contractor/ consultant statement.

## CITY OF KNOXVILLE DIVERSITY BUSINESS DEFINITIONS

Diversity Business Enterprise (DBE's) are minority-owned (MOB), women-owned (WOB), service-disabled veteran-owned (SDVO), and small businesses (SB), who are impeded from normal entry into the economic mainstream because of past practices of discrimination based on race or ethnic background. These persons must own at least 51% of the entity and operate or control the business on a daily basis.

Minority: A person who is a citizen or lawful admitted permanent resident of the United States and who is a member of one (1) of the following groups:

- a. African American, persons having origins in any of the Black racial groups of Africa;
- b. Hispanic American, persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race;
- c. Native American, persons who have origin in any of the original peoples of North America ;
- d. Asian American, person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

Minority-owned business (MOB) is a continuing, independent, for profit business that performs a commercially useful function, and is at least fifty-one percent (51%) owned and controlled by one (1) or more minority individuals.

Woman-owned business (WOB) is a continuing, independent, for profit business that performs a commercially useful function, and is at least fifty-one percent (51%) owned and controlled by one (1) or more women.

Service Disabled Veteran-owned business (SDOV) is a continuing, independent, for profit business that performs a commercially useful function, owned by any person who served honorably on active duty in the armed forces of the United States with at least a twenty percent (20%) disability that is service connected. Meaning such disability was incurred or aggravated in the line of duty in the active military, naval or air service, and is at least fifty-one percent (51%) owned and controlled by one (1) or more service disabled veteran.

Small Business (SB) is a continuing, independent, for profit business which performs a commercially useful function and has total gross receipts of not more than ten million dollars (\$10,000,000) average over a three-year period or employs no more than ninety-nine (99) persons on a full-time basis.

**Subcontractor/Consultant Statement**  
(TO BE SUBMITTED IN THE BID/PROPOSAL ENVELOPE)

We \_\_\_\_\_ do certify that on the  
(Bidder/Proposer Company Name)

\_\_\_\_\_  
(Project Name)  
\$ \_\_\_\_\_  
(Amount of Bid)

**Please select one:**

**Option A: Intent to subcontract using Diverse Businesses**

A Diversity business will be employed as subcontractor(s), vendor(s), supplier(s), or professional service(s). The estimated **dollar value** of the amount that we plan to pay is:

\$ \_\_\_\_\_  
Estimated Amount of Subcontracted Service

<b>Diversity Business Enterprise Utilization</b>			
Description of Work/Project	Amount	Diverse Classification (MOB, WOB, SB, SDOV)	Name of Diverse Business

**Option B: Intent to perform work “without” using Diverse Businesses**

We hereby certify that it is our intent to perform 100 % of the work required for the contract, work will be completed without subcontracting, or we plan to subcontract with non-Diverse companies.

DATE: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
(Authorized Representative)

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

APPENDIX:

Park Outdoor Restroom Facilities Worksheet –  
contractors shall complete and return the  
worksheets along with bid.

**VICTOR ASHE PARK RESTROOMS - Bradshaw Road****(March - Nov.) Cleaning Schedule - Saturday, Sunday, Tuesday, Thursday, Friday****(December - February) Cleaning Schedule - Saturday, Tuesday, Friday**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.

\$ \_\_\_\_\_ /Month

Cleaning time allocation per Day

\_\_\_\_\_ Hrs/mins

Cost for extra non-scheduled miscellaneous cleaning day

\$ \_\_\_\_\_ /Day

Annual Deep Cleaning Cost

\$ \_\_\_\_\_

**TYSON PARK RESTROOMS - 2351 Kingston Pike****(March - Nov.) Cleaning Schedule - Saturday, Sunday, Tuesday, Thursday, Friday****(December - February) Cleaning Schedule - Saturday, Tuesday, Friday**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.

\$ \_\_\_\_\_ /Month

Cleaning time allocation per Day

\_\_\_\_\_ Hrs/mins

Cost for extra non-scheduled miscellaneous cleaning day

\$ \_\_\_\_\_ /Day

Annual Deep Cleaning Cost

\$ \_\_\_\_\_

**SEQUOYAH PARK RESTROOMS - 2278 Cherokee Blvd.****(March - Nov.) Cleaning Schedule - Saturday, Sunday, Tuesday, Thursday, Friday****(December - February) Cleaning Schedule - Saturday, Tuesday, Friday**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.

\$ \_\_\_\_\_ /Month

Cleaning time allocation per Day

\_\_\_\_\_ Hrs/mins

Cost for extra non-scheduled miscellaneous cleaning day

\$ \_\_\_\_\_ /Day

Annual Deep Cleaning Cost

\$ \_\_\_\_\_

**LAKESHORE PARK #1 K.Y.S. RESTROOMS - 6410 S Northshore Drive****(March - Nov.) Cleaning Schedule - Saturday, Sunday, Tuesday, Thursday, Friday****(December - February) Cleaning Schedule - Saturday, Tuesday, Friday**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.

\$ \_\_\_\_\_ /Month

Cleaning time allocation per Day

\_\_\_\_\_ Hrs/mins

Cost for extra non-scheduled miscellaneous cleaning day

\$ \_\_\_\_\_ /Day

Annual Deep Cleaning Cost

\$ \_\_\_\_\_

**LAKESHORE PARK #2 - 6410 S Northshore Drive****(March - Nov.) Cleaning Schedule - Saturday, Sunday, Tuesday, Thursday, Friday****(December - February) Cleaning Schedule - Saturday, Tuesday, Friday**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.

\$ \_\_\_\_\_ /Month

Cleaning time allocation per Day

\_\_\_\_\_ Hrs/mins

Cost for extra non-scheduled miscellaneous cleaning day

\$ \_\_\_\_\_ /Day

Annual Deep Cleaning Cost

\$ \_\_\_\_\_

**MALCOM MARTIN PARK RESTROOM - 1737 Reynolds Ave.**

**(March - Nov.) Cleaning Schedule - Sunday, Friday**

**(December - February) Cleaning Schedule - Friday**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.

\$ \_\_\_\_\_ /Month

Cleaning time allocation per Day

\_\_\_\_\_ Hrs/mins

Cost for extra non-scheduled miscellaneous cleaning day

\$ \_\_\_\_\_ /Day

Annual Deep Cleaning Cost

\$ \_\_\_\_\_

**HOLSTON RIVER PARK RESTROOMS - 3300 Holston Hills Rd.**

**(March - Nov.) Cleaning Schedule - Saturday, Sunday, Tuesday, Thursday, Friday**

**(December - February) Cleaning Schedule - Thursday, Saturday**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.

\$ \_\_\_\_\_ /Month

Cleaning time allocation per Day

\_\_\_\_\_ Hrs/mins

Cost for extra non-scheduled miscellaneous cleaning day

\$ \_\_\_\_\_ /Day

Annual Deep Cleaning Cost

\$ \_\_\_\_\_

**WEST HILLS PARK RESTROOMS - Winston Rd.**

**(March - Nov.) Cleaning Schedule - Saturday, Sunday, Tuesday, Thursday, Friday**

**(December - February) Cleaning Schedule - Thursday, Saturday**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.

\$ \_\_\_\_\_ /Month

Cleaning time allocation per Day

\_\_\_\_\_ Hrs/mins

Cost for extra non-scheduled miscellaneous cleaning day

\$ \_\_\_\_\_ /Day

Annual Deep Cleaning Cost

\$ \_\_\_\_\_

**ADAIR PARK RESTROOMS - Adair Dr.**

**(March - Nov.) Cleaning Schedule - Saturday, Sunday, Tuesday, Thursday, Friday**

**(December - February) Cleaning Schedule - Friday**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.

\$ \_\_\_\_\_ /Month

Cleaning time allocation per Day

\_\_\_\_\_ Hrs/mins

Cost for extra non-scheduled miscellaneous cleaning day

\$ \_\_\_\_\_ /Day

Annual Deep Cleaning Cost

\$ \_\_\_\_\_

**INSKIP PARK RESTROOMS - 4204 Bruhin Rd.**

**(\*March-May 31) (\*Sept - Nov.) Cleaning Schedule – Tuesday, Friday, Saturday**

**\*(Do not clean May 31<sup>st</sup> through Labor Day)**

**(December - February) Cleaning Schedule – Monday, Friday**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.

\$ \_\_\_\_\_ /Month

Cleaning time allocation per Day

\_\_\_\_\_ Hrs/mins

Cost for extra non-scheduled miscellaneous cleaning day \$ \_\_\_\_\_ /Day  
Annual Deep Cleaning Cost \$ \_\_\_\_\_

**SAM DUFF MEMORIAL PARK RESTROOMS - 4060 Chapman Hwy.**  
**(March - Nov.) Cleaning Schedule - Saturday, Sunday, Tuesday, Thursday, Friday**  
**(December - February) Closed**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified. \$ \_\_\_\_\_ /Month  
Cleaning time allocation per Day \_\_\_\_\_ Hrs/mins  
Cost for extra non-scheduled miscellaneous cleaning day \$ \_\_\_\_\_ /Day  
Annual Deep Cleaning Cost \$ \_\_\_\_\_

**CASWELL PARK RESTROOMS - 620 Winona Street**  
**(March - Nov.) Cleaning Schedule - Friday, Saturday, Sunday**  
**(December - February) Closed**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified. \$ \_\_\_\_\_ /Month  
Cleaning time allocation per Day \_\_\_\_\_ Hrs/mins  
Cost for extra non-scheduled miscellaneous cleaning day \$ \_\_\_\_\_ /Day  
Annual Deep Cleaning Cost \$ \_\_\_\_\_

**ASHLEY NICOLE RESTROOMS**  
**(March - Nov.) Cleaning Schedule - Wednesday, Friday, Saturday, Sunday**  
**(December - February) Friday**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified. \$ \_\_\_\_\_ /Month  
Cleaning time allocation per Day \_\_\_\_\_ Hrs/mins  
Cost for extra non-scheduled miscellaneous cleaning day \$ \_\_\_\_\_ /Day  
Annual Deep Cleaning Cost \$ \_\_\_\_\_