

Date: June 11, 2019

Requisition No.: 185153

**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 June 26, 2019*

**Requisition / Bid No.: R185153 / 305555  
Ordering Dept.: Parks Division, Public Works  
Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov**

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**Items Being Purchased: Custodial Services for Tennessee Riverpark  
Facilities**

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**\*\*\*REQUEST FOR BIDS MUST BE RECEIVED\*\*\*  
2:00 P.M., EST on June 26, 2019**

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**\*\*\*PRE-BID CONFERENCE WILL BE CONDUCTED\*\*\*  
10:30 A.M., EST on June 18, 2019**

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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:**  
 26-JUN-19 at 2:00 PM

**BID NUMBER: 305555**

**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.

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition / Bid No.: 185153 / 305555 Ordering Dept.: Parks Division, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236					
Items Being Purchased: Custodial Services for Tennessee River Parks Facilities per Specifications					
ATTACHMENTS: 1. Specifications (6 pages) 2. Appendix B; Frequency and Schedule (3 pages) 3. Affirmative Action Plan (2 pages) 4. Iran Divestment Act Disclosure (1 page) 5. No Contact / No Advocacy Notice (1 page) 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: A Pre-Bid Conference will be held June 18, 2019 at 10:30 AM, at the Walker Pavilion at Coolidge Park, 150 River Street, Chattanooga, TN 37405. Attendance at the Pre-Bid is Preferred.					
This Shall Be A Twelve (12) Month Blanket Contract To Supply Custodial Services for the Tennessee River Parks Facilities at listed locations in the specifications, Spec# 2.					
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.					
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 JUNE 25, 2019 ***					
PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305555) ON OUTSIDE PACKAGING					
PLEASE DO NOT EMAIL BIDS					
**** 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.					
NOTE: ALL BIDS MUST BE SIGNED All bids received are subject to the terms and conditions contained herein and as					

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**  
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**BID NUMBER:** 305555

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>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.</p> <p>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 are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.</p> <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>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.

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

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

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

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

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

## BID SOLICITATION



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

### BID OPENING DATE AND TIME:

26-JUN-19 at 2:00 PM

**BID NUMBER: 305555**

### BUYER:

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

### SEALED BIDS

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	River Parks Custodial Service, Monthly	12	Month	_____	_____
2	Per hour to perform custodial maintenance services not listed	80	Hour	_____	_____
3	Additional Facilities built during term of contract	24000	Square Foot	_____	_____
4	Additional Restrooms built during term of contract	16800	Square Foot	_____	_____

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

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

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

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

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

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

## CUSTODIAL AND FACILITY MAINTENANCE SERVICES AT TN RIVERPARKS DOWNTOWN

### 1. GENERAL

#### 1.1. SCOPE OF WORK

Scope of Work: Schedule and perform cleaning and custodial services for Walker Pavilion, Coolidge Carousel, Renaissance Pavilion, Aquarium Plaza restrooms, and Outdoor Chattanooga facility.

The areas covered by these specifications shall be toured for estimating purposes before bidding. If you have questions concerning a site after your tour contact the Director of Parks at (423) 643-6122 for assistance.

#### 1.2. PRE-BID CONFERENCE

A pre-bid conference will be held at the Walker Pavilion at Coolidge Park, 150 River St. Chattanooga, TN 37405 at the time and date outlined in the advertisement for bid.

#### 1.3. REQUIREMENTS FOR INSURANCE COVERAGE

Insurance Requirements may be found in Standard Terms and Conditions <http://chattanooga.gov/purchasing/standard-terms-and-conditions>

The insurance shall remain in force at all times during the term of this contract.

#### 1.4. LENGTH OF CONTRACT

The length of this contract shall be for a period of 12 months with the City's option to renew the Contract for three (3) additional 12 month terms.

The contract shall begin upon receipt of the purchase order from the City provided the conditions in Section 2 are met.

#### 1.5. BASIS FOR AWARD

Awards shall be made to the responsible and responsive contractor submitting the best bid considering the following.

- Proposed Schedule of Services
- Price
- Ability to Perform

## 1.6. BASIS FOR BIDDING

- Per month cost to provide all services listed below, at the frequency outlined in the proposed schedule of services, to the facilities and areas listed
- Per hour cost to provide additional general maintenance services not outlined in this contract

## 1.7. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

The Contractor shall comply with the requirements of these Specifications and the General Conditions and Instructions to Bidders supplied by the City of Chattanooga Purchasing Department as a part of the Bid package for this work.

The City of Chattanooga reserves the right to reject any or all bids, to waive any information in Bids received, and to accept any Bid which, in its opinion, may be in the best interest of the City.

The Vendor shall comply with rules and conditions found in the City of Chattanooga, Purchasing Department's "General Conditions and Instructions to Bidders" that have been made a part of this solicitation, and are posted on the website <http://chattanooga.gov/purchasing/standard-terms-and-conditions>

## 2. SERVICES

2.1. Restroom Facilities: The contractor shall ensure that all facilities are clean, free of odors, and contain adequate supplies.

2.1.1. Restroom facilities shall be cleaned one to three times daily, 7 days a week including holidays, as noted. Three times daily cleanings will occur from 10 am to 12 pm, 3 pm to 5 pm and from 9 pm to 11 pm. Twice a day cleanings will occur from 10 am to 12 pm and from 9 pm to 11 pm. Once a day cleaning times are specified by location below. The required times for facilities to be clean and open are detailed below. Restroom facilities shall be locked following nightly cleaning.

2.1.2. Inspect, deodorize, clean and disinfect all inside surfaces (toilet bowls & seats, urinals, sinks, counters, floors, partitions, etc). Recently cleaned surfaces shall be dried before use of the facility by the public.

2.1.3. Mop all floors to remove sand, dirt, mud and other typical floor sediment.

2.1.4. Thoroughly clean and polish all mirrors, glass, stainless steel, chrome and other metal surfaces.

2.1.5. Empty and damp wipe all trash containers and remove waste.

2.1.6. Dust all partitions and sills and clean all ceiling exhaust fan grilles.

- 2.1.7. Spot clean to remove all fingerprints, smudges, and dirt from light switches, door casings, trash receptacles, kick and push plates, handles etc.
  - 2.1.8. Spot clean all walls including areas adjacent to sinks, urinals, trash cans, soap dispensers, etc.
  - 2.1.9. All interior areas subject to wet or damp conditions shall be kept free of mold, mildew, fungi or other biological formations.
  - 2.1.10. Furnish and distribute roll toilet tissue, paper towels, and hand soap as needed. These items will be furnished in such manner as to provide a continuous, uninterrupted supply to the public. The contractor is responsible for receiving the items from the on-site storage location and transporting them to all facilities.
  - 2.1.11. Clean and sanitize all drinking fountains.
  - 2.1.12. Remove all insects, insect nests, and webs, from interior and exterior of the facility.
- 2.2. Walker Pavilion (Coolidge Park)
- 2.2.1. Clean men's and women's restrooms according to previously defined schedule in Section 2.1.1
    - 2.2.1.1. 3 times daily; May 1 - September 30; see 2.1.1 for times
    - 2.2.1.2. 2 times daily; October 1 - April 30 (10am-12p & 9pm-11pm)
    - 2.2.1.3. 510 square feet, tile floor
  - 2.2.2. Clean rental space including all hard surfaces, interior and exterior glass surfaces, kitchen and appliances, rental tables, etc for use by 8:30 am daily. City staff are responsible for unlocking public entrances before events begin.
    - 2.2.2.1. 2652 Square feet, tile floor
- 2.3. Coolidge Park Carousel building
- 2.3.1. Clean men's and women's restrooms according to previously defined schedule in Section 2.1.1
    - 2.3.1.1. 3 times daily; May 1 - September 30; see 2.1.1 for times
    - 2.3.1.2. 2 times daily; October 1 - April 30 (10am-12p & 9pm-11pm)
    - 2.3.1.3. 330 Square feet, tile
  - 2.3.2. Clean indoor area around Carousel by sweeping daily and mopping at least weekly and as needed. Clean all interior and exterior glass and painted surfaces within arm's reach weekly and as needed to remove dirt, debris, smudges, etc.
    - 2.3.2.1. 6400 Square feet, tile, concrete, and carousel wood turntable
  - 2.3.3. Clean party room including all hard surfaces, interior and exterior glass surfaces, rental tables and chairs, etc for use by 9:30 am daily. City staff are responsible for unlocking public entrances before events begin.
  - 2.3.4. Dust overhead lights and supports on carousel monthly.



2.4. Renaissance Park Pavilion

2.4.1. Clean men's and women's restrooms according to previously defined schedule in Section 2.1.1

2.4.1.1. 3 times daily; May 1 - September 30; see 2.1.1 for times

2.4.1.2. 2 times daily; October 1 - April 30 (10am-12p & 9pm-11pm)

2.4.1.3. 510 square feet, concrete floor

2.4.2. Clean covered outdoor picnic area by removing all dirt, debris, litter, etc from floors and walls and cleaning all tables daily.

2.4.2.1. 9892 square feet, concrete floor

2.5. TN Aquarium Plaza restrooms

2.5.1. Clean men's and women's restrooms according to previously defined schedule in Section 2.1.1

2.5.1.1. 3 times daily; May 1 - September 30; see 2.1.1 for times

2.5.1.2. 2 times daily; October 1 - April 30 (10am-12p & 9pm-11pm)

2.5.1.3. Approx 1400 sq ft; Epoxy floor type - floorplan in file

2.5.2. Clean covered outdoor area by removing dirt, debris, litter, etc from floors and walls and doors. Clean glass daily

2.5.2.1. Approx 350 sq ft; concrete floor type

2.6. Outdoor Chattanooga Building

2.6.1. Clean men's and women's public restrooms once daily and open by 9 am.

2.6.1.1. Approx 375 sqft; concrete floor type - Floorplan in file

2.6.2. Clean public space including all hard surfaces, interior and exterior glass surfaces, kitchen and appliances, tables, etc daily for use by 9 am.

2.6.2.1. Approx 3400 sqft; concrete floor type - Floorplan in file

3. ITEMS PROVIDED BY CITY/CONTRACTOR FOR RIVERPARK FACILITIES

The City will provide the following items for contractor use:

- Cleaning chemicals and solutions, and basic cleaning tools
- Soaps and paper products for restroom facilities
- Trash can liners
- Parking permit

The Contractor will provide the following items for contractor use:

- Personal Protective Equipment
- Cleaning tools and equipment
- Employee uniforms
- Transportation to and from all facilities

#### 4. ADDITIONAL REQUIREMENTS FOR REQUESTED SERVICES

- 4.1. Schedule of Services: Submit to Parks Division for approval the "Schedule of Services" for cleaning, custodial services and refuse removal indicating as a minimum frequencies, days of the week, and time of the day, prior to commencing work and prior to changing the schedule.
- 4.2. Meet with Parks Division leadership to discuss seasonal changes every March and September.
- 4.3. A daily log must be kept and submitted weekly to Parks Division
- 4.4. All maintenance issues (broken fixtures, leaks, etc.) must be reported to Parks Division immediately. Contact: General Supervisor Call: 423-643-6120 Text:423-400-4292, or Email: ammccormick@chattanooga.gov
- 4.5. All cleaning services must be approved by the Parks Division. If the service is not approved, corrections must be made and completed to meet specifications and approval within forty-eight (48) hours. If approval is not granted within forty-eight (48) hours there will be a \$50.00 per day penalty until satisfactorily completed
- 4.6. A representative of the contractor must be immediately available to handle any complaint. All complaints must be corrected immediately.
- 4.7. Contractor shall be responsible for replacing any and all restroom fixtures, including faucets, lavatories, commodes, urinals, soap holders, etc. resulting from carelessness or harsh cleaning agents which causes permanent staining, corrosion, discoloration, tarnishing, or malfunction of fixture(s). Contractor shall be responsible for repairing/replacing tile grout, tile or other flooring, 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 Parks Division.
- 4.8. All written complaints relating to the janitorial company shall receive written response from the janitorial company owner/manager within ten (10) days of the dated complain specifying what action will be taken to prevent further complains
- 4.9. Any keys that are lost or door locks that are damaged must be replaced at janitorial company's expense. The work shall be performed by the company designated by Parks Division and the type or brand of lock/key will be specified by the Parks Division. In the event of an emergency situation and a locksmith has to be called the authorized locksmith is Ace Lock & Key (423-605-9222).
- 4.10. All employees of the contractor performing services under this contract shall be uniformed with matching logoed shirts, long pants and closed-toe shoes.
- 4.11. All Personal Protective Equipment (PPE: gloves, glasses, masks, etc) necessary to safely perform the requirements of this contract shall be furnished by the contractor and used at all necessary times.

## 5. QUALIFICATIONS FOR PROSPECTIVE BIDDERS

### 5.1. Minimum Qualifications

5.1.1. The following requirements shall be considered the minimum for a Contractor to be considered as qualified to provide services under this contract, and shall be a prerequisite to any award.

- A period of three (3) years experience in the performance of professional custodial/janitorial service as specified.
- Current operation of a field office and/or warehouse within fifty (50) miles of the site to be serviced under this contract.
- Any persons designated to supervise others under this bid must reside within twenty-five (25) miles of the site to be serviced.

5.1.2. The Contractor shall execute all work subject to this bid in a professional and courteous manner at all times and all work shall be performed with a knowledgeable, English-speaking supervisor, and with experienced, well-trained, uniformed staff of enough manpower so as to complete all activities promptly and within the scope of all relevant specifications set forth in this document. The practices and procedures employed will be according to accepted industry standards

5.1.3. Services provided shall be performed by qualified and trained service personnel who are directly employed by the bidding firm. Subcontracting services in these specifications shall be prohibited without prior written consent by the City.

5.1.4. Before any work is initiated under this bid, the Contractor shall be fully licensed to provide maintenance business in the State of Tennessee. Proof of such licensing may be required by the City before a contract award is made.

5.1.5. Maintenance services are performed in public areas. Personnel shall not have any restrictions limiting proximity to children or specific locations like schools, churches, playgrounds, etc.

### 5.2. Required Documentation for Bid Submittals

5.2.1. Each Bidder shall submit with its bid, two (2) current references of commercial clients within 25 miles of Chattanooga that the bidder currently services.

5.2.2. Each Bidder shall submit with its bid, the qualifications and experience of the planned account manager for this contract.

5.2.3. The proposed schedule of services as outlined above.

5.2.4. The standard work log completed by the contractor and submitted to the city

**APPENDIX B  
CUSTODIAL SERVICES  
FREQUENCY AND SCHEDULE  
Riverparks**

WORK TASKS	FREQUENCY OF SERVICE					
	DAY	WEEK	MONTH	3-MONTH	6-MONTH	Annual
<b>Restrooms (May 1 - Sept 30: 10-12, 3-5, 9-11)</b>						
Empty trash receptacles and replace liners	3					
Clean trash receptacles using germicidal disinfectant		3				
Empty feminine waste receptacles and replace liners	3					
Clean and sanitize sinks, urinals, commodes, showers, and fixtures	3					
Polish bright work and sink, urinal, commode, and shower fixtures	3					
Clean mirrors	3					
Spot clean partitions	3					
Clean partitions using germicidal disinfectant		3				
Dust air vents and returns and sink light fixtures			1			
Clean air vents and returns and sink light fixtures				1		
Dust window sills, openings, and ledges		3				
Clean window sills, openings, and ledges			1			
Sweep floors	3					
Damp mop floors using germicidal disinfectant	3					
Spray and buff vinyl tile floors			2			
Strip and wax vinyl tile floors						1
Spray and buff concrete floors			2			
Strip and wax concrete floors						1
Machine scrub restroom floors				1		
Spot clean walls	3					
Clean walls		3				
Spot clean doors, kick plates, glass, hardware, and light switches	3					
Clean doors, kick plates, glass, and hardware		3				
Fill dispensers with paper products and hand soap	3					
Clean and sanitize all drinking fountains	3					
Remove all insects, nests, and webs from interior and exterior of facility	3					
WORK TASKS	FREQUENCY OF SERVICE					
	DAY	WEEK	MONTH	3-MONTH	6-MONTH	Annual
<b>Restrooms (Oct 1 - April 30: 10-12, 5-7)</b>						
Empty trash receptacles and replace liners	2					
Clean trash receptacles using germicidal disinfectant		2				

**APPENDIX B  
CUSTODIAL SERVICES  
FREQUENCY AND SCHEDULE  
Riverparks**

WORK TASKS	FREQUENCY OF SERVICE					
	DAY	WEEK	MONTH	3-MONTH	6-MONTH	Annual
Empty feminine waste receptacles and replace liners	2					
Clean and sanitize sinks, urinals, commodes, showers, and fixtures	2					
Polish bright work and sink, urinal, commode, and shower fixtures	2					
Clean mirrors	2					
Spot clean partitions	2					
Clean partitions using germicidal disinfectant		2				
Dust air vents and returns and sink light fixtures			1			
Clean air vents and returns and sink light fixtures				1		
Dust window sills, openings, and ledges		2				
Clean window sills, openings, and ledges			1			
Sweep floors	2					
Damp mop floors using germicidal disinfectant	2					
Spray and buff vinyl tile floors			2			
Strip and wax vinyl tile floors						1
Spray and buff concrete floors			2			
Strip and wax concrete floors						1
Machine scrub restroom floors				1		
Spot clean walls	2					
Clean walls		2				
Spot clean doors, kick plates, glass, and hardware	2					
Clean doors, kick plates, glass, and hardware		2				
Fill dispensers with paper products and hand soap	2					
Clean and sanitize all drinking fountains	2					
Remove all insects, nests, and webs from interior and exterior of facility	2					
<b>Daily Tasks by Location</b>						
Clean all hard surfaces, interior and exterior glass, kitchen and appliances, sweep and mop floors, clean rental tables				Walker Pavilion		Prior to 8:30 am
Clean party room, including all hard surfaces, rental tables, interior and exterior glass, sweep and mop floors				Carousel Building		Prior to 9:30 am
Clean indoor area around carousel, including interior and exterior glass and painted surfaces within arm's reach, and sweeping floors (mop weekly)				Carousel Building		Prior to 9:30 am
Clean covered outdoor area by removing all dirt, debris, litter from floors and walls and cleaning all tables.				Renaissance Park Pavilion		Vendor discretion
Clean covered outdoor area by removing all dirt, debris, litter from floors and walls and cleaning all glass.				TN Aquarium Plaza Restrooms		Vendor discretion
Clean public space, including all hard surfaces, interior and exterior glass, kitchen and appliances, and tables.				Outdoor Chattanooga Building		Prior to 9:00 am



## 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)

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(Title and Name of Construction Company)

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(Date)



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)

No Contact/No Advocacy

Notice Receipt

City of Chattanooga  
Purchasing Division

**For Submission with Sealed Bid Solicitation Responses:**

\_\_\_\_\_ (Vendor Agent name), states that:

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

\_\_\_\_\_ (Business name), the Submitter of the

attached sealed solicitation response to Solicitation # \_\_\_\_\_, and said

Business has taken notice, and will abide by the following No Contact and No Advocacy clauses:

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

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

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

Submitter Signature:

Printed Name:

\_\_\_\_\_

\_\_\_\_\_

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

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