



# **CITY OF BELLE MEADE**

## **2018-2020 JANITORIAL SERVICES CONTRACT SPECIFICATIONS**

**JANITORIAL SERVICES CONTRACT - 2018**  
**BELLE MEADE CITY HALL**  
**Nashville, Tennessee**

**INSTRUCTIONS TO BIDDERS**

Copies of the Bid Specifications may be obtained or examined at no cost at Belle Meade City Hall, 4705 Harding Road, Nashville, TN 37205, OR on the City's website by registering at the following link: <https://www.citybellemeade.org/finance/>. There is no fee for obtaining this information. For questions on the bid specifications, please contact City Manager Beth Reardon, 615-297-6041 or email at [breardon@citybellemeade.org](mailto:breardon@citybellemeade.org).

Bids must be received on or before **10:00 a.m. local time on Thursday, August 9, 2018** at the office of the **City of Belle Meade, 4705 Harding Road, Nashville, Tennessee 37205**, telephone 615-297-6041, for the **Belle Meade City Hall 2018 Janitorial Services Contract**. Bids will be publicly opened and read aloud. The Owner reserves the right to reject any one or all bids received. No bidder may withdraw a submitted Bid for a period of sixty (60) days after the date set for the opening of bids.

**Description of Work & Bidder Information:**

The Contract requires the contractor and/or the contractor's employees to provide cleaning services on a daily basis, Monday through Friday, for the Belle Meade City Hall Building, as outlined in the following specifications. The City Hall Building is a one-story 8,450 square-foot building with two distinctive areas – the City Hall side and the Police Wing. Two separate public entrances serve the City Hall/Public Meeting Room and the Police Wing. A non-public entrance serves the city employees and the police department. The City Hall side includes a lobby, multi-purpose/public meeting room, 8 offices, a copy/fax/mail room, a conference room, a kitchen/break room, restrooms, a public waiting area and 2 storage rooms. The Police Wing includes 4 offices, a squad room, dispatch center, testing/holding room, and locker rooms.

Each Bidder is responsible for inspecting the sites and for reading and being thoroughly familiar with the Contract Documents. By signing the Bid, the Bidder certifies that he has investigated the site conditions, fully satisfied himself of the conditions, and based his Bid accordingly. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any Bidder from any obligation in respect to his Bid.

The Owner may make such investigations as he deems necessary to determine the ability of the Bidder to perform the Work, and the Bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the Work contemplated therein.

**Bid Requirements:**

**IN ADDITION TO THE BID FORM, EACH BIDDER MUST SUBMIT PROOF OF COMMERCIAL INSURANCE, A BIDDER QUALIFICATIONS FORM AND THE CONTRACTOR CERTIFICATION – IRAN DIVESTMENT ACT.** The Bidder Qualifications Form and the Contractor Certification Form are included in this Bid Specifications

packet. Bid submittals that have one or more of these items missing may be disqualified, at the discretion of the City.

Indemnity and Insurance Requirements – It is specifically understood and agreed between the parties that the Contractor shall indemnify City, defend and save it harmless against any and all claims, causes of action and/or suits which may be presented or brought, arising out of the conduct of the Contractor or any of its employees, servants or agents or subcontractors, in the performance of this agreement. In furtherance of this agreement for indemnity, but not by way of limitation thereof, Contractor shall obtain and keep in effect during the term hereof, and any extension, at his own expense, policies of insurance, indemnifying itself, and the City against all claims, causes of action and other liabilities or whatsoever kind and nature arising out of, or in any way connected with its activities pursuant to this contract, such insurance to cover:

- Workers Compensation benefits as required under the statutory limits for the State of Tennessee,
- General Liability (except automobile) to include damages for Bodily Injury, Property Damage, and Personal Injury in the amount of one million dollars (\$1,000,000) each occurrence with a two million dollar (\$2,000,000) annual aggregate.

In addition to Insurance Certificates for the above coverages, an ENDORSEMENT NAMING THE CITY OF BELLE MEADE AS AN ADDITIONAL INSURED is required for the Liability coverages.

All of the Contractor's employees shall be bonded. Copies of bond shall be furnished to the City.

The Janitorial Services Contract is a two-year contract, with the City's option to extend for two (2) twelve (12) month periods.

CITY OF BELLE MEADE  
James V. Hunt, Sr., Mayor

## **SPECIFICATIONS**

### GENERAL, ALL AREAS

#### Definitions:

1. “Waxing” in the context of these specifications refers to a systematic procedure to assure optimum floor maintenance. Techniques that include the proper floor care products (i.e., strippers, finishers, sealers, cleaners, and maintaining products) that are chemically compatible. It is a total system of matched floor care products to assure durable, wear resistant, scrubable, and neat appearance for floor surfaces.
2. “Strip” in the context of these specifications is defined as the complete removal of all old wax including the areas under desks and other raised furniture and from around the edge of filing cabinets and baseboards. When the removal is complete, the floor should have a slightly dull, but overall even appearance. Wax or mop water splashings which may have accumulated on baseboards, lower edges of doors, doorjamb, filing cabinets, and desk legs are to be removed. (Care must be taken to prevent damage to furniture surfaces). Proper removal of all old wax or finish will require the shifting of desks and tables, and this furniture shall be replaced in its original position upon completion.
3. “Scrub” in the context of these specifications shall mean the removal of all foreign material from a floor by use of a cleaning solution of water and detergent and resulting in a surface free of all surface and embedded dirt (including heel marks) and residual cleaning solutions and films.
4. “Dust Mops”—all dust mops are to be specially treated before use to aid in the removal of dust and dirt. After dust mopping, floors are to be free of all litter, debris and grit. Treatment which leaves an oil film on the floor is prohibited.
5. “Carpets Steam Cleaned”—rugs and carpet shall be thoroughly cleaned by a commercially rated vacuum machine or rug-dusting machine to remove all embedded foreign matter. The cleaning process shall not cause shrinkage of rugs or carpeting or affect their appearance or durability. When applying the hot water “STEAM” method, rugs and carpeting shall be cleaned with hot water at a temperature of 150 degrees F. or higher at point of origination, i.e. faucet or tank. The cleaning process shall remove all traces of dirt, grime and soil leaving rugs and carpeting free from all residual or foreign matter. The Contractor will be fully responsible for the correction of any damage or faulty workmanship caused by the Contractor’s method of cleaning. The carpet under all furniture is to be cleaned, as well as all exposed carpet. The Contractor shall be responsible for moving furniture. When necessary, rugs and carpeting will be brushed to restore flattened pile.

### MINIMUM REQUIREMENTS

#### A. ALL AREAS

1. The Contractor shall furnish all labor, materials, and supervision to perform the services required at the frequencies specified. All equipment must be maintained in a satisfactory operative condition.
2. The Contractor shall employ at all times, the quantity and quality of supervision necessary for the effective and efficient management of cleaning operations.
3. All supervisors shall have an intimate knowledge of the various cleaning tasks, equipment, and materials so as to be able to both properly train and direct the cleaners in their individual tasks, and to maintain and control an effective inspection and follow-up program.
4. All “nightly” services are to be performed five nights each week, Monday through Thursday and either Friday, Saturday or Sunday, except for the following holidays: New Years Day, President’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.
5. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or other similar items shall be stacked on desks, table or window sills. Upon completion of work, all furniture and equipment must be returned to its original position.
6. After sweeping and dust mopping operations, all floors shall be clean and free of dust streaks. No dirt shall be left in corners, under furniture or behind doors. No dirt shall be left where sweepings were picked up.
7. Wet mopping and scrubbing— All floors shall be properly prepared, thoroughly swept to remove visible dirt and debris and removal of gum, tar, and similar substances from the floor surface. On completion of the mopping and scrubbing, the floor shall be clean and free of dirt, water streaks, mop marks, strings, etc. properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces shall be dry and corners and cracks clean. When scrubbing is designated, it shall be performed by machine or by hand with a brush.
8. Waxing and Buffing—Proper preparation of a floor, prior to re-waxing, is considered the most important procedure in floor maintenance. Therefore, special attention shall be given to the following requirements; apply proper wax removers, stripping agents or synthetic detergents to the floor depending on type. Scrub with a floor-scrubbing machine or agitate with a mop to remove all dead wax, soap film, dirt and stains. Pick up dirty solution with mop, squeegee, or wet vacuum and thoroughly rinse with clean water and dry. Wax shall be applied in a thin even coat and allowed to dry. The number of coats applied will depend on the type and condition of floor. Non-slip wax shall be used. (Minimum of three coats of finish and three of seal).
9. Dusting—Dust shall not be moved from place to place, but removed directly from the areas in which it lies by the most effective means—appropriately treated dust cloths, vacuum tools, etc. When doing high cleaning, dust shall not be allowed to fall from high areas on to furniture and equipment below. The following conditions shall exist after the completion of each dusting task:
  - a. There shall be no dust streaks.

- b. Corners, crevices, molding, baseboards and ledges shall be free of dust.
  - c. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.
  - d. There shall be few or no traces of dust on any surface.
10. Damp Wiping—This task consists of using a clean damp cloth or sponge to remove all dirt, spots, streaks, and smudges from walls, doors and door frames, glass and other specified surfaces and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp wiping in toilet areas, a multi-purpose (disinfectant-deodorizer) cleaner shall be used.
11. Bright Metal Polishing—May be performed by damp wiping and drying with a suitable cloth provided a polished appearance is obtained by this method. However, if a polished appearance cannot be produced, an appropriate metal polish shall be used.
12. Porcelain Ware Cleaning—Porcelain Fixtures (wash basins, urinals, toilets, etc.) shall be clean and bright; there shall be no dust spots, stains, rust, and encrustation or excess moisture. Walls and floors adjacent to fixtures shall be free of spots, drippings, and watermarks.
13. Spot cleaning—Following this operation, smudges, marks and/or spots shall have been removed from the designated areas without causing unsightly discoloration.
14. Rugs and carpets—After each vacuuming, all rugs and carpets shall be clean and free of dust balls, dirt and other debris and the nap shall lie in one direction.
15. Trash shall not be allowed to accumulate in building but shall be disposed of nightly in dumpsters located behind City Hall.

## B. PUBLIC AREAS

All public areas in the context of this specification shall mean all entrances (sidewalks—front, side and back), lobbies, and corridors. Service required shall conform to minimum requirements previously stated in the specifications.

Nightly:

- a. Remove debris from sidewalks and entrance areas.
- b. Empty waste paper receptacles of trash. Replace plastic liners where necessary.
- c. Vacuum all carpeted areas, including all entrance mats. Spot clean carpets, if necessary.
- d. Sweep, wet mop and/or buff hard surface areas.
- e. Clean glass doors, interior, on inside and outside.
- f. Clean glass at police dispatcher's window.
- g. Clean and polish drinking fountains.

Monthly:

- a. Wash door handles and framing around all doors. Clean smudges and spots off all doors and frames.

- b. Spot wash painted wall surfaces around light switches and other heavy traffic.
- c. Dust all framed pictures on walls.
- d. Clean glass door, exterior, on inside and outside

### C. RESTROOMS

Restrooms in the context of this specification shall mean all public restrooms and police locker rooms, both women and men. Services required shall conform to minimum requirements as previously stated in the specifications.

Nightly:

- a. Sweep/mop all floors with disinfectant detergent.
- b. Empty all trash receptacles and replace plastic liners.
- c. Clean mirrors, shelves, and fixtures with glass cleaner.
- d. Wash all sinks and washbasins and wipe free of all watermarks. Do not use scouring powders.
- e. Wash all water closets, seats and urinals inside and outside with a disinfectant detergent. Leave seats in a raised position. No acid bowl cleaners are to be used.
- f. Wash stall dividers, doors and walls with a disinfectant detergent solution.
- g. Restock or refill towel, tissue, and soap dispensers. (These items are furnished by the City.)

### D. OFFICE AREAS

Office Areas in the context of this specification shall mean all enclosed spaces used for work areas off public corridor areas. These areas shall include the conference room and courtroom areas. Services required shall conform to minimum requirements previously stated in the specifications.

**NOTE: Stacks of papers and other desktop equipment are not to be moved. Only cleared desktop areas are to be cleaned and dusted.**

Nightly:

- a. Empty all wastebaskets and replace plastic liner if necessary. Replace in proper position.
- b. Vacuum all carpets. Sweep/vacuum hard surface floors. Replace all chairs into the knee wells of desks. Spot clean carpet as needed.
- c. Dust all office furniture (desks, files, tables, phones, lamps, etc.)

Monthly:

- a. Wash door handles and framing around all doors. Clean smudges and spots off all doors and door frames.
- b. Spot wash painted wall surfaces around light switches and other heavy traffic areas.
- c. Dust all window sills, window shutters and blinds, and all framed pictures on walls.
- d. Damp wipe all glass in doors, partitions, bookcases and pictures.
- e. Disinfect telephones.

E. KITCHEN

Nightly:

- a. Wipe clean with soap and water all sinks, counters, tabletops, and cabinet doors.
- b. Empty waste receptacles of trash. Replace plastic liners where necessary.
- c. Sweep/dry mop vinyl floor.

F. ALL AREAS:

Every 2 months:

- a. Dust all walls up to ceiling.
- b. Clean intake vents.

Annually:

- a. Clean windows – interior and exterior
- b. Carpets shall be steam cleaned as needed and as determined by the City.
- c. Hard Surface Floors - scrub and strip per specifications as needed and determined by the City.

**BID FORM – JANITORIAL SERVICES CONTRACT 2018-2020  
BELLE MEADE CITY HALL**

**(Must be accompanied by Bidder Qualifications Form, Proof of Insurance  
and Contractor Certification – Iran Divestment Act.)**

CONTRACTOR NAME: \_\_\_\_\_

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

CITY: \_\_\_\_\_

BUSINESS LICENSE NUMBER: \_\_\_\_\_

Having carefully examined the Requirements and Specifications entitled Cleaning Services Contract, Belle Meade City Hall, and being familiar with the premises, contract requirements, and conditions affecting the work, the undersigned proposes to furnish all labor, maintenance materials and equipment necessary to provide daily cleaning services for the City Hall for a twenty-four month period for the following amount, in accordance with contract and specifications:

1. Base Bid: (per month) \_\_\_\_\_ dollars (in words)  
(per month) \$ \_\_\_\_\_

2. Unit Prices, Special Services:

a. Carpet Cleaning: The Contractor agrees to furnish labor, equipment, and supplies necessary to accomplish the deep cleaning of carpeted areas by the use of steam process in accordance with Contract and Specifications:

\$ \_\_\_\_\_ (per square foot).

b. Hard Surface Floors: The Contractor agrees to furnish labor, equipment, and supplies necessary to strip and wax all hard surface floors in accordance with the Contract and Specifications:

\$ \_\_\_\_\_ (per square foot.)

c. Windows: Clean all windows, interior and exterior. \$ \_\_\_\_\_ (Lump sum)

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

BY: \_\_\_\_\_ Print Name: \_\_\_\_\_

POSITION: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**JANITORIAL SERVICES CONTRACT 2018-2020  
BELLE MEADE CITY HALL  
Nashville, Tennessee**

**INSURANCE REQUIREMENTS**

The Contractor shall at all time during the Contract maintain in full force and effect, Employer's Liability, Workmen's Compensation, Public Liability and Property Damage Insurance, including Contractual Liability Coverage for the provisions of ARTICLE XIII (Indemnification by Contractor). All insurance shall be by insurers and for policy limits as stated below. Before commencement of work, the Contractor agrees to furnish the City with certificates of insurance or other evidence satisfactory to the City to the effect that such insurance has been procured and is in force. The certificates shall contain the following express obligation:

“This is to certify that the policies of insurance described herein have been issued to the insured for which this certificate is issued and are in force at this time. In the event of cancellation or material change in a policy affecting the certificate holder, thirty (30) days prior written notice will be given the certificate holder”.

**All policies shall name the City of Belle Meade as additional insured.**

For the purpose of the Contract, the Contractor shall carry the following types of insurance in at least the limits specified below:

Workmen's Compensation	Statutory limits for the State of Tennessee
Personal Injury Liability*	\$1,000,000 each occurrence
Bodily Injury Liability* Except Automobile	\$100,000 each occurrence
Property Damage Liability* Except Automobile	\$1,000,000 each occurrence single limit

\*All Liability - \$2,000,000 annual aggregate

**All of the Contractor's employees shall be bonded. Copies of bond shall be furnished to the City.**

**JANITORIAL SERVICES CONTRACT 2018-2020**  
**BELLE MEADE CITY HALL**  
**Nashville, Tennessee**

**BIDDER QUALIFICATIONS**

CONTRACTOR NAME: \_\_\_\_\_

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

BUSINESS LICENSE NUMBER: \_\_\_\_\_

1. Bidder must have minimum of one (1) year experience and proven expertise in contract cleaning services in institutional, educational, or commercial buildings.
2. Bidder must have maintained an established office for at least twelve (12) months prior to the date bids are submitted.
3. Bidder must provide information and references from current and most recent contracts. List below, names and phone numbers of references:

---

---

---

---

---

---

---

---



**CONTRACTOR CERTIFICATION**  
**TCA Title 12, Chapter 12 – IRAN DIVESTMENT ACT**

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

Contractor Name \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_

**Contract Name/description: Belle Meade City Hall Janitorial Services Contract 2018-2020**

---

The City of Belle Meade has executed and hands you herewith an executed counterpart of its contract with you for the performance of the above work. In your performance on this contract, we call to your attention the provisions of Tennessee Code Annotated Title 12, Chapter 12, Iran Divestment Act, which requires that any bidder submitting a bid or proposal, or who contracts with the state or political subdivision of the state, including a contract renewal or assumption, shall certify the following statement as true under the penalties of perjury: "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 TCA Section 12-12-106" (copy attached).

In your performance of this contract, we shall expect full compliance with the requirements of this statute and request your confirmation of this fact upon the line provided below.

THE CITY OF BELLE MEADE

By: \_\_\_\_\_  
Mayor

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

\_\_\_\_\_ (Contractor) certifies that it understands the requirements of the above-referenced statute and agrees that it will comply fully with the same in the performance of the above contract.

By: \_\_\_\_\_  
(Contractor's Representative)

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

\_\_\_\_\_  
Print name of Representative

July 15, 2016

## NOTICE

Tenn. Code Ann. § 12-12-106 requires the chief procurement officer to publish, using credible information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105.

For these purposes, the State intends to use the attached list of “Entities Ineligible to Contract with the State of South Carolina or any Political Subdivision of the State per the Iran Divestment Act of 2014, S.C. Code Ann. §§ 11-57-10, et. seq.”

While inclusion on this list would make 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.

If you feel as though you have been erroneously included on this list please contact the Central Procurement Office at [CPO.Website@tn.gov](mailto:CPO.Website@tn.gov).

List Date: January 16, 2018

1. Abadan Petrochemical Co.
2. Aban Offshore Ltd.
3. Anton Oilfield Services Group
4. Arak Petrochemical
5. Arvandan Oil & Gas
6. Behran Oil Co.
7. Bharat Petroleum Corporation Ltd.
8. BP plc
9. China International United Petroleum & Chemical So., Ltd. (Unipecc)
10. China National Offshore Oil Corp
11. China National Petroleum Corp (CNPC)
12. China National United Oil Corp.
13. China Petroleum & Chemical Corp.
14. Cosmo Energy Holdings Co. Limited
15. Daelim Industrial
16. Daewoo Engineering & Construction
17. Enel Spa
18. Eni Spa
19. Esfahan Oil Refining Co.
20. Essar Oil Ltd.
21. Fanavaran Petrochemical Co.
22. Farabi Petrochemical Co.
23. Formosa Petrochemical Corp.
24. Gazprom OAO
25. Gubre Fabrikalari T.A.S.
26. Hellenic Petroleum S.A.
27. Hindustan Petroleum Corp Ltd.
28. Hyundai Engineering
29. Hyundai Heavy Industries.
30. Idemitsu Kosan Co. Ltd.
31. Indian Oil Corporation Ltd.
32. Inpex Corporation
33. Iran Power Plant Projects Managements Co. (MAPNA)
34. Japan Drilling Co., Ltd.
35. Japan Petroleum Exploration Co., Ltd.
36. JXTG Holdings, Inc.
37. Khark Petrochemical Co
38. Koc Holding A.S.
39. Korea Gas Corporation
40. Linde AG
41. Maire Tecnimont S.p.A.
42. Mangalore Refinery & Petrochemicals Ltd.
43. Marubeni Corporation
44. Mitsubishi Materials Corporation
45. Mitsui & Co. Ltd.
46. Naftiran Intratrade Company
47. National Iranian Oil Co.

48. National Iranian South Oil Co.
49. National Iranian Tanker Co.
50. National Shipping Co. of Saudi Arabia
51. North Drilling
52. Oil & Natural Gas Corporation Ltd.
53. Oil India Ltd.
54. Oil Industry Investment Co.
55. ONGC Videsh Ltd. (OVL)
56. Oriental Energy Co., Ltd.
57. Pardis Petrochemical Co.
58. Pars Oil Co.
59. Parsian Oil and Gas Development Co.
60. Petrochemical Industries Investment Co.
61. Petrochemical Transport Co.
62. PetroChina Co. Ltd.
63. PJSC Lukoil
64. Polskie Gornictwo Naftowe i Gazownictwo SA
65. Royal Dutch Shell Plc.
66. Sadid Pipe & Equipments Co.
67. Saras Raffinerie Sarde SPA
68. Sepehr Energy
69. Shiraz Petrochemical Co.
70. Showa Shell Sekiyu KK
71. Sinopec Group.
72. Sk Holdings Co. Ltd.
73. SK Innovation
74. Tabriz Oil Refining Company
75. Total S.A.
76. Toyo Engineering Corporation
77. Turkiye Petrol Rafinerileri AS
78. Vitol SA
79. Zhuhai Zhenrong Company