

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**REQUEST FOR PROPOSAL**

**RFP 2022-004 Contracted Custodial Services**

**Basic Information** – Hartsville/Trousdale County Government (“HTC”) is a metropolitan government located in northern Middle Tennessee and is the smallest county in the state.

**Purpose** – Hartsville/Trousdale County is soliciting Proposals from interested and qualified Proposers to provide custodial services at six (6) facilities.

**Schedule**

- ITB Release May 12, 2022
- **Mandatory pre-bid meeting and walkthrough** **2:00 p.m., May 23, 2022**
- Deadline for Receipt of Email Questions Only 2:00 p.m., May 26, 2022
- **Deadline for Receipt of Proposals** **2:00 p.m., May 31, 2022**
- Closed Proposal Opening 2:00 p.m. May 31, 2022
- Commission approval June 27, 2022

**Proposer Requirements** - Should HTC elect to proceed with this project, the successful Proposer will be required to enter into an agreement with the County for services offered in the successful Proposer’s submittal in response to this RFP.

**Terms of Agreement** - Any agreement developed as a result of this RFP will commence and take effect on July 1, 2022 ending on June 30, 2024. Furthermore, the contract may be extended upon written agreement of the parties. The contract shall state the total obligation of HTC for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term if renewed.

**Acceptance of Bids** – HTC reserves the right to reject any and all bids.

**Termination of Agreement** - During the contract period, the County or the successful bidder may terminate the agreement if a breach occurs which is not resolved within thirty days (30) after written notice.

**Payment**- Invoices must be submitted by the end of the month, with payment by the County by the 20th of the next month. Payment will be issued within fourteen (14) working days of receipt of invoice. The monthly total should be the total contract price for the period divided by the number of months in the contract period.

**Description of Needs of Service** - To provide janitorial services, supplies and supervision to the following locations:

- Administration building 328 Broadway
- Sheriff' Station 210 Broadway
- Justice Center 303 East Main St.
- UT Agriculture Extension Office 214 Broadway
- Trousdale County Courthouse 200 East Main St.
- Senior Citizens Center 270 Marlene St.

Additionally, qualified proposer will provide the following:

- Provide vehicles to move equipment and supplies from location to location.
- Preferred rates for special conditions and events
- The successful bidder must comply with all statutes of the Equal Opportunity Employer Act and be a Drug-Free Employer in the State of Tennessee. Criminal background checks on all employees must be maintained on file by the successful bidder.

**Specifications for Custodial Services** - See Attachment A for services required for each location.

### **Proposal Delivery Instructions**

Interested parties may respond to this RFP by

1. Email to [contact@trousdalecountyttn.gov](mailto:contact@trousdalecountyttn.gov) with the Subject Line as **RFP 2022-004 Custodial/Janitorial Services**
2. Vendor Registry: Submit bids via Vendor Registry at [trousdalecountyttn.gov/BIDS](http://trousdalecountyttn.gov/BIDS),
3. Mail or Hand Deliver three printed copies to  
HTC Mayor's Office  
RFP 2022-004 – Custodial/Janitorial Services  
328 Broadway, Room 6  
Hartsville, TN 37074.

**DEADLINE FOR SUBMISSIONS:**  
**NO LATER THAN 2PM, TUESDAY, MAY 31, 2022**

Proposals will be received until 2:00 p.m. CDT on May 31, 2022 (*No Proposals will be accepted after this time*). To be accepted, all proposals are to be submitted, in sealed packages marked as instructed above. Non-Electronic Proposals must be sent by U.S. Mail, courier service such as Federal Express or United Parcel Service or hand delivered. **NO** proposals will be accepted via fax transmission regardless of time of delivery.

**Contracts and Obligations** - Contracts and obligations are contingent upon HTC having sufficient local funding. Contracts and obligations will commence July 1, 2022 upon approval by HTC Mayor.

**Data Access** - Any data (Data defined as any information, associated meta data and databases.) provided to vendors is intellectual property of HTC and as such must be provided to HTC upon request.

**Insurance** – Proof of insurance coverage must be provided before a contract for services is signed. After the contract is signed, HTC must be provided proof of coverage upon any change in coverage. Upon request by the Public Works Director or HTC Mayor, Respondent shall provide HTC evidence of coverage.

**Assignment** - Any attempt by supplier to assign or otherwise transfer any interest in this Agreement without prior written consent of HTC will void the contract.

**Attorney’s Fees** - The parties agree that in the event of dispute, each party will bear its own costs of litigation and attorney’s fees.

**Compliance with Law** - The vendor shall comply with all applicable federal, state, and local statutes, regulations, ordinances, or other legal requirements that apply to it or HTC.

**Inconsistencies in Conditions** - In the event there are inconsistencies between the specifications, scope of work and the proposal terms or conditions, contained herein, the proposal terms and conditions will take precedence.

**Indemnity** - Respondent shall indemnify, defend, and hold harmless HTC from and against any claims, losses, suits, charges, demands and expenses, including attorneys’ fees, arising out of or related to

- (i) Respondent providing the services,
- (ii) any breach of any duty, representation, warranty, or covenant, contractual or otherwise, by or attributable to Respondent and
- (iii) any act or omission attributable to Respondent.

**Sequence of Events**

- RFP Release May 12, 2022
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**Proposal Sheet**  
**Contract price for Custodial Services**

**Proposal Deadline is May 31, 2022**

1. Total contract price for custodial services	\$
1 <sup>st</sup> Year: July 1, 2022 through June 30, 2023	_____
2. Total contract price for custodial services	\$
2 <sup>nd</sup> Year: July 1, 2023 through June 30, 2024	_____
 Total Contract Bid	 \$ _____

**VENDOR INFORMATION**

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

Address/City/State/Zip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Company website: \_\_\_\_\_

Authorized Company Representative:

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

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

\_\_\_\_\_  
*Signature of Authorized Representative* *Date*

## ATTACHMENT A

### **ADMINISTRATION BUILDING** 328 Broadway

#### **Entryway**

Vacuum rugs	4 days/wk.
Clean glass doors	4 days/wk
Spot sweep/mop	4 days/wk.
Full sweep/mop	1 day/wk.
Dust surfaces withing normal reach	1 day/wk.
Spot clean walls, light switches, and doors	1 day/wk.
Detail dust high/low areas	monthly
Detail vacuum-corners and edges	as needed

#### **Lobby/Hallways**

Empty trash (first thing in the morning)	4 days/wk.
Spot vacuum	4 days/wk.
Clean glass doors	4 days/wk.
Spot sweep/mop	4 days/wk.
Full Disinfect light switches, and door handles	4 days/wk.
Dust surfaces withing normal reach	2 days/wk.
Full sweep/mop	1 day/wk.
Full vacuum all carpets/rugs	1 day/wk.
Spot clean walls, light switches, and doors	1 day/wk.
Clean baseboards	monthly
Detail dust high/low areas	monthly
Detail vacuum-corners and edges	monthly

#### **Offices**

Empty trash (first thing in the morning)	4 days/wk.
Spot vacuum	4 days/wk.
Clean glass doors	4 days/wk.
Dust surfaces withing normal reach	2 days/wk.
Disinfect light switches, and door handles	2 days/wk.
Full vacuum all carpets/rugs	1 day/wk.
Clean glass windows	1 day/wk.
Full sweep/mop	1 days/wk.
Full vacuum rug	1 days/wk.
Clean & disinfect water fountain	1 day/wk.
Clean countertops	1 day/wk.
Spot clean walls, light switches, and doors	1 day/wk.
Detail dust high/low areas	monthly
Detail vacuum-corners and edges	monthly
Detail vacuum-corners and edges	as needed

#### **Restrooms**

Empty trash (first thing in the morning)	4 days/wk.
Clean and disinfect restroom fixtures	4 days/wk.
Clean and disinfect counters and sinks	4 days/wk.
Clean mirrors	4 days/wk.
Check and replace hand towels as needed	4 days/wk.
Disinfect light switches, and door handles	2 days/wk.
Full sweep/mop	1 day/wk.
Spot clean walls, light switches, and doors	1 day/wk.
Clean mirrors	as needed

**Breakroom**

Empty trash (first thing in the morning)	4 days/wk.
Clean & disinfect counters & sink	4 day/wk.
Clean tables and chairs	4 days/wk.
Clean microwave	4 days/wk.
Clean small appliances	4 days/wk.
Clean outside of refrigerator	4 days/wk.
Clean stove (oven as needed)	4 days/wk.
Spot sweep/mop	4 days/wk.
Full sweep/mop	1 day/wk.
Disinfect light switches, and door handles	1 day/wk.

**SHERIFF'S STATION** (OLD CITY HALL) 210 Broadway

**Lobby/Hallways**

Empty trash	4 days/wk.
Clean glass doors/windows	4 days/wk.
Spot sweep/mop	3 days/wk.
Spot vacuum	3 days/wk.
Dust surfaces withing normal reach	2 days/wk.
Full sweep/mop	1 day/wk.
Full vacuum all carpets/rugs	1 day/wk.
Vacuum furniture	1 day/wk.
Spot clean walls, light switches, and doors	1 day/wk.
Clean baseboards	as needed
Detail dust high/low areas	as needed
Detail vacuum-corners and edges	as needed

**Offices/Holding Rooms/ Conference Rooms/Courtrooms**

Empty trash	4 days/wk.
Clean glass doors/windows	4 days/wk.
Spot sweep/mop	3 days/wk.
Spot vacuum	3 days/wk.
Dust surfaces withing normal reach	2 days/wk.
Full sweep/mop	1 day/wk.
Full vacuum all carpets/rugs	1 day/wk.
Spot clean walls, light switches, and doors	1 day/wk.
Detail dust high/low areas	as needed
Detail vacuum-corners and edges	as needed
Clean baseboards	as needed

**Breakroom**

Empty trash	4 days/wk.
Clean & disinfect counters & sink	4 days/wk.
Clean tables and chairs	4 days/wk.
Clean microwave	4 days/wk.
Clean small appliances	4 days/wk.
Clean outside of refrigerator	4 days/wk.
Spot sweep/mop	3 days/wk.
Full sweep/mop	1 day/wk.
Spot clean walls, light switches, and doors	1 day/wk.
Detail dust high/low areas	as needed
Detail vacuum-corners and edges	as needed
Clean baseboards	as needed

**Restrooms**

Empty trash	4 days/wk.
Clean and disinfect restroom fixtures	4 days/wk.
Clean and disinfect counters and sinks	4 days/wk.
Clean mirrors	4 days/wk.
Check and replace hand towels as needed	4 days/wk.
Disinfect light switches, and door handles	2 days/wk.
Full sweep/mop	1 day/wk.
Spot clean walls, light switches, and doors	1 day/wk.
Clean mirrors	as needed



**JUSTICE CENTER** 303 East Main St.

**Lobby/Hallways**

Empty trash	4 days/wk.
Clean glass doors/windows	4 days/wk.
Spot sweep/mop	3 days/wk.
Spot vacuum	3 days/wk.
Dust surfaces withing normal reach	2 days/wk.
Full sweep/mop	1 day/wk.
Full vacuum all carpets/rugs	1 day/wk.
Spot clean walls, light switches, and doors	1 day/wk.
Clean baseboards	as needed
Detail dust high/low areas	as needed
Detail vacuum-corners and edges	as needed

**Offices/Holding Rooms/ Conference Rooms**

Empty trash	4 days/wk.
Clean glass doors/windows	4 days/wk.
Spot sweep/mop	3 days/wk.
Spot vacuum	3 days/wk.
Dust surfaces withing normal reach	2 days/wk.
Full sweep/mop	1 day/wk.
Full vacuum all carpets/rugs	1 day/wk.
Spot clean walls, light switches, and doors	1 day/wk.
Clean baseboards	as needed
Detail dust high/low areas	as needed
Detail vacuum-corners and edges	as needed

**Breakroom**

Empty trash	4 days/wk.
Clean & disinfect counters & sink	4 day/wk.
Clean tables and chairs	4 days/wk.
Clean microwave	4 days/wk.
Clean small appliances	4 days/wk.
Clean outside of refrigerator	4 days/wk.
Spot sweep/mop	3 days/wk.
Full sweep/mop	1 day/wk.
Spot clean walls, light switches, and doors	1 day/wk.
Detail dust high/low areas	as needed
Detail vacuum-corners and edges	as needed
Clean baseboards	as needed

**Restrooms**

Empty trash	4 days/wk.
Clean and disinfect restroom fixtures	4 days/wk.
Clean and disinfect counters and sinks	4 days/wk.
Clean mirrors	4 days/wk.
Check and replace hand towels as needed	4 days/wk.
Spot sweep/mop	3 days/wk.
Disinfect light switches, and door handles	2 days/wk.
Full sweep/mop	1 day/wk.
Clean mirrors	as needed
Spot clean walls, light switches, and doors	as needed
Detail dust high/low areas	as needed
Detail vacuum-corners and edges	as needed
Clean baseboards	as needed

**AG. EXTENSION | ELECTION COMMISSION** 214 Broadway

**Entryways/Offices**

Empty trash	4 days/wk.
Clean glass doors/windows	4 days/wk.
Spot sweep/mop	3 days/wk.
Spot vacuum	3 days/wk.
Dust/polish surfaces withing normal reach	2 days/wk.
Full sweep/mop	1 day/wk.
Full vacuum all carpets/rugs	1 day/wk.
Spot clean walls, light switches, and doors	1 day/wk.
Clean baseboards	as needed
Detail dust high/low areas	as needed
Detail vacuum-corners and edges	as needed

**Breakroom**

Empty trash	4 days/wk.
Clean & disinfect counters & sink	4 day/wk.
Clean tables and chairs	4 days/wk.
Clean microwave	4 days/wk.
Clean small appliances	4 days/wk.
Clean outside of refrigerator	4 days/wk.
Spot sweep/mop	3 days/wk.
Full sweep/mop	1 day/wk.
Spot clean walls, light switches, and doors	1 day/wk.
Detail dust high/low areas	as needed
Detail vacuum-corners and edges	as needed
Clean baseboards	as needed

**Restrooms**

Empty trash	4 days/wk.
Clean and disinfect restroom fixtures	4 days/wk.
Clean and disinfect counters and sinks	4 days/wk.
Clean mirrors	4 days/wk.
Check and replace hand towels as needed	4 days/wk.
Spot sweep/mop	3 days/wk.
Disinfect light switches, and door handles	2 days/wk.
Full sweep/mop	1 day/wk.
Clean mirrors	as needed
Spot clean walls, light switches, and doors	as needed
Detail dust high/low areas	as needed
Detail vacuum-corners and edges	as needed
Clean baseboards	as needed

**COURTHOUSE** 200 East Main St.

**Lobby/Hallways**

Empty trash	weekly
Clean glass doors/windows	weekly
Spot vacuum	weekly
Dust surfaces withing normal reach	weekly
Full sweep/mop	weekly
Spot clean walls, light switches, and doors	weekly
Full vacuum all carpets/rugs	monthly
Clean baseboards	as needed
Detail dust high/low areas	as needed
Detail vacuum-corners and edges	as needed

**Offices/Conference Rooms/Courtrooms**

Empty trash	weekly
Clean glass doors/windows	weekly
Spot vacuum	weekly
Dust surfaces withing normal reach	weekly
Full sweep/mop	weekly
Spot clean walls, light switches, and doors	weekly
Full vacuum all carpets/rugs	monthly
Clean baseboards	as needed
Detail dust high/low areas	as needed
Detail vacuum-corners and edges	as needed

**Restrooms**

Empty trash	weekly
Clean and disinfect restroom fixtures	weekly
Clean and disinfect counters and sinks	weekly
Clean mirrors	weekly
Check and replace hand towels as needed	weekly
Full sweep/mop	weekly
Spot clean walls, light switches, and doors	as needed
Detail dust high/low areas	as needed
Detail vacuum-corners and edges	as needed
Clean baseboards	as needed

**SENIOR CENTER** 270 Marlene St.

**Entryway**

Vacuum rugs	2 days/wk.
Full Disinfect light switches, and door handles	2 days/wk.
Dust surfaces withing normal reach	1 day/wk.
Detail vacuum-corners and edges	as needed

**Bistro (Center room)**

Full sweep/mop	2 days/wk.
Disinfect light switches, and door handles	2 days/wk.
Dust surfaces within normal reach	1 day/wk.
Detail vacuum-corners and edges	as needed
Empty trash	as needed

**Large Room (back)**

Full sweep/mop	2 days/wk.
Full vacuum rug	2 days/wk.
Disinfect light switches, and door handles	2 days/wk.
Clean & disinfect water fountain	1 day/wk.
Detail vacuum-corners and edges	as needed
Clean mirror	as needed

**Restrooms**

Clean and disinfect restroom fixtures	2 days/wk.
Clean and disinfect counters and sinks	2 days/wk.
Full sweep/mop	2 days/wk.
Disinfect light switches, and door handles	2 days/wk.
Empty trash	1 day/wk.
Clean mirrors	as needed

**Kitchen**

Full sweep/mop	1 day/wk.
Clean & disinfect counters & sink	1 day/wk.
Disinfect light switches, and door handles	1 day/wk.
Empty trash	1 day/wk.

**CONFLICT OF INTEREST STATEMENT**

The affiant states with respect to this Proposal to Hartsville/Trousdale County, Tennessee:

I (we) hereby certify that if the contract is awarded to our firm that no member or members of the governing body, elected official or officials, employee or employees of said County, or any person representing or purporting to represent the County, or any family member including spouse, parents, or children of said group, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit on account of the act of awarding and/or executing a contract.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the RFP and this proposal, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this proposal, including all attachments and exhibits.

I acknowledge that any misrepresentation will result in immediate disqualification from any consideration in the proposal process.

I further recognize that Hartsville/Trousdale County reserves the right to make its award for any reason considered advantageous to the County. The company selected may be without respect to price or other factors.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Phone \_\_\_\_\_

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

Address \_\_\_\_\_

**Notary**

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

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

The foregoing document was acknowledged before me this the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
*Notary Signature*

My Commission Expires: \_\_\_\_\_