



INVITATION TO BIDDERS

The City of Gatlinburg is accepting sealed bids for a twenty-four (24) month janitorial service contract for the Gatlinburg Community Center. The City of Gatlinburg reserves the right to extend the contract for an additional twenty-four (24) month period.

These bids will be received at the office of the Delea Patterson, AP/Purchasing, Gatlinburg City Hall, 1230 Parkway East, Suite 2, P.O. Box 5, Gatlinburg, Tennessee until **2:30 p.m., June 2, 2022** at which time they will be publicly opened and read aloud. Please indicate on your sealed envelope "Bid on Janitorial Service for Gatlinburg Community Center", the bid opening time and date.

Bid specifications will also be available on the City of Gatlinburg website at www.gatlinburgtn.gov under "Out for Bids" tab. This bid tab is located under Gatlinburg Government, and then choose Purchasing. Bid results are posted in the same area as shortly after bid opening as possible.

Bid documents may be obtained from Delea Patterson, Gatlinburg City Hall, 1230 Parkway East, Suite 2, P.O. Box 5 Gatlinburg, Tennessee 37738, Telephone Number (423) 436-1409, deleap@gatlinburgtn.gov. They will also be available on the City of Gatlinburg's website at www.gatlinburgtn.gov

All bidders who have not already done so shall be required to make an appointment with Brittany Spencer, Community Center Manager, Telephone Number (865) 436-4990, to tour and get familiar with the facility. Specifications questions may be directed to Brittany Spencer. Brittany's email is BrittanyS@gatlinburgtn.gov.

Each bidder shall be able to provide the City of Gatlinburg with Certificates of Insurance covering property damage and liability in amounts suitable to the City annually as well as proof of workers compensation insurance.

No bidder will be permitted to withdraw their bid for a period of thirty (30) days following the date of the bid opening.

The City of Gatlinburg reserves the right to waive any informalities in or to reject any or all bids and to accept the bid deemed favorable to the interest of the City of Gatlinburg.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, contractor certifies and warrants it will comply with this policy.

SPECIFICATIONS FOR COMMUNITY RECREATION CENTER JANITORIAL SERVICE

The portion of the Gatlinburg Community Recreation Center to be considered in this proposal shall be the entire interior of the building except the Bowling Center and Pool (see attached description), including offices, and related entrances, exits, and waiting rooms, interior only. It is expected that all bidders shall personally inspect all areas to be covered by this contract prior to submission of bids by making an appointment with Brittany Spencer, Community Center Manager. All work on this contract shall take place between the hours of 9:00 P.M. and 6:00 A.M. (except window cleaning), Sunday through Saturday. Bidders will also be required to make occasional adjustments in cleaning schedule according to lock-in rental schedules or special programs. The successful bidder shall provide the City a schedule showing entry and departure times from the building and shall give the City prior notice should there be deviations from this schedule.

Bids shall be based upon daily (seven times per week) service unless otherwise specified. Bidders shall provide all supervision, equipment, supplies, and insurance necessary to complete the work except the City shall provide light tubes, soap, paper towels, and toilet tissue for installation by successful bidder.

AREAS TO BE CLEANED

Interior of Community Center
Outside entrance doors and surrounding windows
Outside trash cans, floor mats, etc.

EXCLUDED AREAS

Bowling Lanes and Pit Area (exception: all other areas are to be cleaned)
Swimming Pool (exception: glass inside pool area)

Gatlinburg will supply the following: hand towels, toilet paper, trashcan liners, hand soap, and sanitizing wipes.

Cleaning service will provide the following: cleaning supplies (floor care products, detergents, disinfectants, etc.), cleaning equipment (mops, mop buckets, vacuums, brooms, buffers, etc.), cleaning towels.

Cleaning service will neatly store all cleaning supplies and equipment in janitorial closet.

Cleaning service shall be responsible for all payroll deductions and workman's compensation insurance for its employees. A certificate of insurance shall be provided to the City of Gatlinburg annually.

The City of Gatlinburg reserves the right to cancel service after a thirty-day written notice submitted to contracted company.

GATLINBURG COMMUNITY CENTER
CLEANING REPORT

Date _____ Report By _____

1. UPSTAIRS OFFICE (by restrooms)

- empty trash/change liner (D)
- dust flat surfaces (W)
- vacuum carpet (W or AN)
- shampoo carpet (M or AN)

2. LOUNGE AREA (level 2)

- clean windows (D or AN)
- dust mop floors (D)
- damp mop floor (W or AN)
- clean & sanitize fountain (D)
- empty trash/change liner (D)
- dust canopy (W)
- clean canopy (M or AN)
- clean tables and chairs (D)

3. VENDING ROOM (level 2)

- dust and wet mop floor (D)
- high speed burnish floor (W)
- strip, finish and re-coat floor (Y)

4. MEETING ROOM

- empty trash/change liners (D)
- vacuum carpet (D)
- clean/mop kitchen counters & sink (D or AN)
- wax/buff kitchen floor (AN)
- clean air vents (M or AN)
- spot clean carpet (D)
- clean carpet (M or AN)

5. PROGRAMMER OFFICE (upstairs)

- dust flat surfaces (M)
- clean windows (D or AN)
- dust floor (D)
- wet mop floor (W or AN)
- high speed burnish floor (AN)
- strip, finish and re-coat floor (Y)
- empty trash/change liners (D)

6. REST ROOMS (level 2)

- empty trash/change liners (D)
- empty sanitary can/change liner (D)
- clean entrance doors (AN)
- clean & disinfect bowls, sinks, & urinals (D)
- flush drains/deodorize (W)
- clean mirrors (D)
- clean & sanitize stall walls & doors (D)
- restock towels/paper/soap (D)
- use air freshener (D)
- sweep floors (D)
- wet mop with disinfectant solution (D)

7. GYM

- dust mop gym floors (D)
- spot mop gym floor (D)
- damp mop gym floors (W)
- clean backboards/glass (Y)
- dust rails & sidewalls (W)

8. TONE ZONE

- clean mirrors (D or AN)
- vacuum floor (D or AN)
- mop floor (W or AN)
- dust mop concrete patio (D)
- damp mop concrete patio (W)

9. LOCKER ROOMS

- empty trash/change liners (D)
- empty sanitary cans/changer liners (D)
- clean & disinfect bowls, sinks, urinals, & showers (D)
- flush drains & deodorize (W)
- clean mirrors (D)
- clean lockers (W)
- clean & sanitize stall walls (D)
- restock towels/paper/soap (D)
- clean entrance doors (AN)
- fill air freshener (D)
- clean & sanitize fountain (D)
- sweep floors (D)
- wet mop floors with disinfectant solution (D)

10. RACQUETBALL COURTS

- dust mop floors (D)
- spot damp mop floors (AN)
- damp mop floor (W)
- clean goody boxes (D)

11. GAME ROOM

- clean windows (D or AN)
- vacuum carpet (D)
- clean carpet (M)
- spot clean carpet (D or AN)
- dust all surfaces (D)

12. COMMUNITY CENTER MANAGER OFFICE (level 1)

- empty trash/change liner (D)
- clean windows (D or AN)
- dust flat surfaces (D)
- clean staircase (W)
- dust and wet mop floor (D)
- high speed burnish floor (AN)
- strip, finish and re-cost floor (Y)

13. ENTRANCES

- dust mop floors (D)
- spot damp mop floor (AN)
- damp mop all hardwood floors (W)
- clean windows (D or AN)
- clean showcase glass (W)
- dust all surfaces (D)
- vacuum floor mats (D)
- empty outside trash cans (D or AN)
- clean window frames (AN)
- clean outside entrance doors (D)
- clean outside entrance windows (AN)
- clean out cigarette butt container (D)

14. REST ROOMS (level 1)

- empty trash/change liner (D)
- empty sanitary cans/change liner (D)
- clean & disinfect bowls, sinks, & urinals (D)
- flush drains/deodorize (W)
- clean mirrors (D)
- clean & sanitize stall walls & doors (D)
- restock towels/paper/soap (D)
- fill air freshener (D)
- wipe entrance doors (AN)
- sweep floors (D)
- wet mop with disinfectant solution (D)

15. BOWLING AREA

(except Pit Area & Alleys)

- clean all doors, glass, window frames (D or AN)
- clean tables & chairs (D)
- wipe vending machines (D)
- empty trash/change liners (D)
- clean air vents (W)
- dust and wet mop floor (D)
- high speed burnish floor (AN)
- strip, finish and re-coat floor (Y)
- dust flat surfaces (D)

16. SIDE ENTRANCES (both levels)

- clean all windows (D or AN)
- dust mop floors (D)
- spot damp mop floors (AN)
- damp mop wood floor (W)
- vacuum floor mats (D)
- clean out cigarette butt container (D)

17. OFFICE #1 (recreation director, level 1)

- empty trash/change liner (D)
- dust all surfaces (D)
- vacuum carpet (D)
- shampoo carpet (M)
- spot clean carpet (AN)

18. OFFICE #2 (secretary, level 1)

- empty trash/change liner (D)
- dust all surfaces (D)
- vacuum carpet (D)
- shampoo carpet (M)
- spot clean carpet (AN)

19. COPY MACHINE ROOM

- empty trash/change liner (D)
- clean floor (D)
- wax/buff floor (AN)

20. POOL AREA

- clean all windows (D or AN)
- clean window frames (AN)

21. RAMPS/STAIRWAYS

- vacuum carpet (D)
- spot clean carpet (AN)
- clean all carpet (M or AN)
- dust rails & sidewalls (W)
- remove obvious marks on walls (D)
- wipe light fixtures (Q)

22. EXTRA CLEANING

- clean all baseboards (M)
- clean all other air vents (Q)
- dust & clean light fixtures (Q)
- clean all chrome areas (AN)
(door plates, elevator)
- straighten & keep neat janitor's room (D)
- notify Community Center Manager of
any problems, needed supplies, etc.

NOTE: Daily vacuuming shall include spot cleaning of excessively soiled carpeted areas.

All carpet throughout the community center is to be thoroughly cleaned. (M or AN)

23. SPECIAL REMARKS

- Pressure wash bathroom & locker room floors (Q)

Legend of Frequency

- D = Daily
- W = Weekly
- M = Monthly
- Q = Quarterly
- AN = As Needed
- Y = Yearly

SERVICE AGREEMENT
GATLINBURG COMMUNITY CENTER
JANITORIAL AND CLEANING

This agreement entered into on this the 1st day of July 1, 2022 by and between _____ hereinafter called Contractor, and THE CITY OF GATLINBURG, hereinafter called Gatlinburg.

As of the date above, Contractor will provide the cleaning service of the entire interior of the Gatlinburg Recreation Center building, outside entrance doors and surrounding windows, outside trash cans, floor mats, etc. Excluded areas: Bowling Center Lanes and Pit Area (exception: all other areas and doors to be cleaned); Swimming Pool (exception: glass inside pool area). Included areas: offices, and related entrances, exits, and waiting rooms, interior only.

Contractor will keep clean and maintain janitorial room in a neat and organized fashion. Contractor will work between the hours of 9:00 P.M. and 6:00 A.M. (except window cleaning) seven days per week and shall provide the City a schedule showing entry and departure times from the building. The Contractor must also work around scheduled lock-ins.

Contractor shall give the City prior notice should there be deviations from this schedule.

Contractor shall be responsible for keeping the building secure at all times its personnel are on the premises.

Cleaning prices will be \$_____ per month for daily service (seven days per week). This may be billed bi-monthly and shall be paid according to normal City of Gatlinburg payment schedule.

Contractor will provide all cleaning supplies (detergents, floor care products, disinfectants, etc.), cleaning equipment (mops, brooms, buffers, etc.), and cleaning towels. Gatlinburg shall supply all unit materials, such as paper towels, trash liners, toilet tissue, light bulbs, hand soap, etc. for installation.

Services to be provided shall include the following:

(See attached sheets)

Services **not** to be provided at the above prices include the following:

Refinishing of wood floors, cleaning of exterior windows (except entrance doors and surrounding windows), pest control and outside grounds work.

During annual maintenance week, the Contractor will be expected to provide complete cleaning of the entire Community Center before re-opening to the public.

Contractor shall provide the City with certificates of insurance covering Damages for Liability, not less than one-hundred thousand dollars (\$100,000.00) per single occurrence, and not less than five-hundred thousand dollars (\$500,000.00), General Aggregate Limit.

EACH BIDDER SHALL SUBMIT THIS STATEMENT OF COMPLIANCE WITH THEIR BID.

For Title VI and IX compliance, we ask for voluntary disclosure of the following information:

Gender: Male _____

Female _____

Race: Caucasian _____

African American _____

Other (please specify) _____

BIDDERS LIST

Varsity Contractors, Inc.
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