

BID SOLICITATION



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

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.

V
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RFQ

BID OPENING DATE AND TIME:

20-FEB-18 at 2:00 PM

BID NUMBER: 305008

BUYER:

PHONE #: (423) 643-7230

DELIVERY REQUIRED:

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition No.: 165183 Ordering Dept.: Chattanooga Public Library Buyer: Geoffrey Hipp 423-643-7233 *****					
DESCRIPTION: This shall be a twelve (12) month blanket contract for Janitorial Services at three branch locations of the Chattanooga Public Library. The contract may be renewed for two (2) additional 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 Written Confirmation by both parties at least 30 days prior to the contract's current expiration date into any successive term as provided herein. *****					
ATTACHMENTS: - Specifications - Iran Divestment Act - Affirmative Action Plan - Standard Terms and Conditions: (http://www.chattanooga.gov/purchasing/standard-terms-and-conditions) *****					
*** BIDS MUST BE RECEIVED NO LATER THAN *** ***** 2:00 PM ON FEBRUARY 20, 2018 ***** *****					
PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305008) ON OUTSIDE PACKAGING *****					
NOTE: All bids received are subject to the terms and conditions contained herein and as 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. 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. 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. *****					
PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION: Company Name _____ Address _____ Phone/Toll-Free No. _____ Fax No. _____ E-Mail Address _____ Contact Person's Name _____ Estimated Delivery _____ Minority-Owned Business ___ Small Business ___ Veteran ___ Minority Woman Owned Business ___ Disabled Veteran ___ Women-Owned Business ___					

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.

TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Janitorial Services as specified - Eastgate Branch Library	1	Month	_____	_____
2	Janitorial Services as specified - Northgate Branch Library	1	Month	_____	_____
3	Janitorial Services as specified - South Chattanooga Branch Library	1	Month	_____	_____

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.

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TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

Chattanooga Public Library
1001 Broad Street
Chattanooga, Tennessee 37402

CHATTANOOGA PUBLIC LIBRARY

1001 Broad Street
Chattanooga, Tennessee 37402

SPECIFICATIONS FOR JANITORIAL SERVICE

**EASTGATE; NORTHGATE AND SOUTH CHATTANOOGA
BRANCH LIBRARIES**

I. QUALIFICATION OF BIDDERS

- A. In order to be considered for award of contract for this work, bidder must demonstrate to the CHATTANOOGA PUBLIC LIBRARY'S complete satisfaction, competency and responsibility in cleaning services, and must be doing business currently in such service.
- B. Chattanooga Public Library reserves the right to make any investigations necessary to assure itself that the bidder is properly qualified to execute the contract.
- C. The bidder may execute cleaning service on all branches only.

II. BONDS AND INSURANCE

- A. Company must be bonded and insured as follows:
 - 1. Employee dishonesty bond limits to \$25,000;
 - 2. Property damage and liability insurance written on a comprehensive general liability form including products and completed operations - \$1,000,000 limit per occurrence;
 - 3. Workmen's Compensation.
- B. The bidder must furnish evidence to Chattanooga Public Library of bonding and insurance as specified above.

III. FACILITIES TO BE CLEANED AND SITE INSPECTION

- A. The branch libraries to be cleaned are:

- I. Eastgate Branch Library
5900 Building
5705 Marlin Road, Suite 1500
Chattanooga, Tennessee 37411

Approximately 9,060 Square feet

Chattanooga Public Library
1001 Broad Street
Chattanooga, Tennessee 37402

2. Northgate Branch Library
278 Northgate Mall Drive
Chattanooga, Tennessee 37415

Approximately 7,800 square feet

3. South Chattanooga Branch Library
925 West 39th Street
Chattanooga, Tennessee 37410

Approximately 3,000 square feet

IV. LENGTH OF CONTRACT AND INVOICING

- A. Bid awarded shall be for a twelve-month period with the option to extend two additional twelve-month periods.
- B. Invoicing shall be monthly and issued separately for each branch. The monthly invoices shall total the exact amount of the bid. Invoicing shall be sent to the Library Business Office.

V. CANCELLATION OF CONTRACT

- A. A company will be granted 48 hours to correct deficiencies in service. If the company fails to comply with, or meet any of the requirements as specified, the Library reserves the right to cancel the contract with thirty (30) days written notice.

VI. CLEANING SCHEDULES AND HOURS

- A. Cleaning is to be on the following schedule:

1. Eastgate: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday.
2. Northgate: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday.
3. South Chattanooga: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday.
4. Hours of cleaning **shall not** be between regularly scheduled library hours:

Eastgate and Northgate regularly scheduled hours are:

Monday	9:00am – 8:00pm
Tuesday	9:00am – 6:00pm
Wednesday	9:00am – 6:00pm
Thursday	9:00am – 8:00pm
Friday	9:00am – 6:00pm
Saturday	9:00am – 6:00pm
Sunday	1:00pm – 5:00pm

South Chattanooga regularly scheduled hours are:

Monday	9:00am – 6:00pm
Tuesday	11:00am – 8:00pm

Chattanooga Public Library
1001 Broad Street
Chattanooga, Tennessee 37402

Wednesday	11:00am – 8:00pm
Thursday	9:00am – 6:00pm
Friday	9:00am – 6:00pm
Saturday	9:00am – 6:00pm

VII. BUILDING ACCESS

- A. A key will be provided the janitorial supervisor who shall personally supervise all cleaning.

VIII. RESPONSIBILITY FOR SUPPLIES AND EQUIPMENT

- A. The successful bidder shall furnish all cleaning equipment, including cleaning supplies.
- B. The Library will furnish the following:
1. Liners for trash cans, wastebaskets and sanitary disposal receptacles.
 2. Toilet tissue
 3. Paper towels
 4. Hand soap
- C. Janitorial service will be responsible for distributing items within building on a daily basis and filling dispensers as necessary. Janitorial service will notify the Branch Manager when inventory of supplies listed in "B" above fall to a 1-week supply.

IX. TRASH DISPOSAL

- A. Trash disposal is to be handled as follows:
1. Eastgate Branch – Trash is to be carried off premises nightly by janitorial service.
 2. Northgate Branch – Trash is to be placed in dumpster on lot nightly and door securely closed.
 3. South Chattanooga Branch – Trash is to be placed in large trash can on premises.

X. SECURITY

- A. Only authorized cleaning personnel shall be on the premises.
- B. Any locked areas shall be unlocked only for purposes of cleaning and shall not be left unattended while unlocked.
- C. Personal items shall not be removed from any area.
- D. All library materials, staff work materials, etc., shall be left intact and not moved from desks, shelves, and/or other work or storage space.
- E. All keys shall be surrendered and accounted for as cleaning personnel changes.

XI. LOSS OR DAMAGE TO OWNER PROPERTY

- A. Breakage and/or damage are to be reported to the Branch Manager and restoration made for such damages, to the satisfaction of Chattanooga Public Library management.

XII. CARE OF MATERIALS AND FURNISHING

- A. Smoking shall not be permitted in the library building or on library property.
- B. Care shall be exercised to prevent damage from vacuum cleaners and other equipment to all furnishings, walls, baseboards, telephone cords, service desks, shelving bases and end panels; and any other library property.
- C. Use of library electronic equipment including but not limited to computers, printers, typewriters, calculators and fax machines shall not be permitted.

XIII. INSPECTION AND EVALUATION OF SERVICE

- A. Janitorial Supervisor or designee and Library Maintenance General Supervisor or designee will conduct joint inspections of the building and fixtures covered by these specifications at any time during the duration of the contract.
 - a. The purpose of these inspections will be to evaluate the quality and quantity of services, address any problems or potential problems including changes in scheduling and changes in scope of work. Date and time of inspection will be mutually agreeable to both parties.
- B. The Janitorial Service Contractor will correct deficiencies in the quality or quantity of work within 48 hours. See section V (A)

XIV. SERVICE AND COMMUNICATION INSTRUCTIONS

- A. The Janitorial Service Contractor will complete, sign and date the Library Branch Daily Log (Appendix A) on a daily basis.
- B. Cleaning services will be furnished at varying frequencies depending on the service. The services and frequency of service are summarized in Appendix B. Appendix B is not intended to be an exhaustive listing of tasks. Any task not listed shall be performed as needed. Service/tasks may be requested by Library management through various methods including the Library Branch Daily Log.

XV. SPECIAL CLEANING INSTRUCTIONS

- A. Library electronic equipment including but not limited to computers, printers, typewriters, calculators, and fax machines shall not be cleaned.
- B. Slate entrances shall be damp mopped only and no wax shall be applied to any slate area.
- C. Slate counter tops and/or other counter tops, tables, desks shall not be cleaned with harsh detergents or abrasive materials.
- D. Anodized water fountains shall not be cleaned with abrasive materials.

Chattanooga Public Library
1001 Broad Street
Chattanooga, Tennessee 37402

E. **Eastgate Branch Library:**

1. The door to the alley shall not be used or opened for any reason.
2. Vacuum cleaners shall not be run over telephone cords at reference desks.
3. Mop lounge floor daily.

Task	Day	Week	Month	3-Month
<u>Restrooms</u>				
Empty trash receptacles and replace liners	1			
Empty feminine waste receptacles and replace liners	1			
Clean and sanitize sinks, urinals, commodes, and fixtures	1			
Polish metal on sink, urinal, commode, and fixtures	1			
Clean mirrors	1			
Spot clean partitions	1			
Sweep Floors	1			
Damp mop with germicidal disinfectant	1			
Spot clean walls	1			
Spot clean doors, all surfaces	1			
Fill dispensers with paper products and hand soap, as appropriate	1			
Clean trash receptacles using germicidal disinfectant		1		
Clean door, all sides		1		
Dust blinds		1		
Clean walls		1		
Clean blinds			1	
Clean air vents and returns and light fixtures				1
<u>Storage Areas</u>				
Empty trash receptacles and replace liners	1			
Sweep Floors	1			
Damp mop with germicidal disinfectant	1			
Clean walls		1		
<u>All Areas</u>				
Turn off all lights	1			
Secure all doors	1			
Complete Library Branch Daily Log	1			
<u>Non-bathroom areas</u>				
Empty trash receptacles and replace liners	1			
Spot clean doors, all surfaces	1			
Spot clean walls	1			
Dust window sills, openings, ledges, and ceiling	1			
Vacuum carpeted floors (and as needed)		1		
Damp mop vinyl and ceramic tile, concrete, other floors	1			
Damp wipe tables and counter tops using germicidal disinfectant	1			
Damp wipe chairs as appropriate	1			
Spot clean cabinet exteriors	1			
Clean and sanitize sinks and fixtures	1			
Clean glass entrance doors		1		
Clean door, all sides		1		
Dust air vents and returns and light fixtures		1		
Spot clean carpeted floors (to remove spots shampoo/scrub)		1		
Dust blinds		1		
Dust building entrance canopy			1	
Clean walls			1	
Clean cabinet and appliance exteriors			1	
Clean all building entrance canopies				1
Clean air vents and returns and light fixtures				1

1

March, 2018

Thursday

Janitorial Contractor Sign that
service has been provided. Library
staff sign the log has been reviewed
and advance page

Supplies to Order

March 2018

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Notes to Janitorial Contractor from Library Management



Cleaning Requests

Notes to Library Management from Janitorial Contractor

Date

Print Name Library Staff

Date

Sign Name Library Staff

Date

Print Name Contractor

Date

Sign Name Contractor

2

March, 2018

Friday

Janitorial Contractor Sign that
service has been provided. Library
staff sign the log has been reviewed
and advance page

Supplies to Order

March 2018

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Notes to Janitorial Contractor from Library Management



Cleaning Requests

Notes to Library Management from Janitorial Contractor

Date

Print Name Library Staff

Date

Sign Name Library Staff

Date

Print Name Contractor

Date

Sign Name Contractor

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/entitles/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106,_Iran_Divestment_Act-July.pdf

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 that 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 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. During the term of all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
 - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer".
 - b. Seek and maintain contracts with minority groups and human relations organizations as available.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities.
 - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.

5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Contractor)

(Title and Name of Company)

(Date)