

BID SOLICITATION



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

BID OPENING DATE AND TIME:

09-JUN-16 at 2:00 PM

BID NUMBER: 304268

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.

BUYER:

PHONE #: (423) 643-7230

DELIVERY REQUIRED:

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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>Requisition No. 133531 Ordering Dept.: Public Works Buyer: William Tucker Telephone: 423-643-7238 Fax: 423-643-7244 Email: wtucker@chattanooga.gov *****</p> <p>Items Being Purchased: Custodial Services for Riverwalk Extension *****</p> <p>ATTACHMENTS: Specifications (6 pages) Affirmative Action Plan (2 pages) Instructions to Bidders (1 page) *****</p> <p>*** BIDS MUST BE RECEIVED NO LATER THAN *** *** 02:00 PM EST on JUNE 9, 2016 *** *****</p> <p>SEALED BIDS: All Bids must be delivered to the Purchasing Office in a sealed envelope on or before the time and date specified above. DO NOT email or fax your bid; such bids cannot be considered. *****</p> <p>PRE-BID CONFERENCE: A non-mandatory pre-bid conference will be held at 10:00 AM on June 1, 2016, in Conference Room 2D-14, Development Resource Center, 1250 Market Street, Chattanooga, TN. *****</p> <p>This shall be a twelve (12) month blanket contract to supply Custodial Services for the Riverwalk Extension as needed by agencies of the City of Chattanooga. The contract term 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 providing written confirmation of agreement by both parties at least 30 days prior to the Contract's current expiration date. *****</p> <p>City of Chattanooga Terms and Conditions are incorporated herein by Reference, and are posted on the City's Website at http://www.chattanooga.gov/general-services/purchasing/standard-terms-and-conditions. If you cannot download, call buyer for a copy. *****</p> <p>NOTE: ALL BIDS MUST BE SIGNED 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. *****</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>					

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

Item	Class-Item	Quantity	Unit	Unit Price	Total

Vendor Contact Information:					
Vendor Name _____					
Contact Person _____					
Tel. _____					
Fax _____					
Email _____					
Street Address or PO Box _____					
City, State, Zip _____					

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: _____

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PHONE #: (423) 643-7230

DELIVERY REQUIRED:

VENDOR

RFQ

MAIL TO

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Contracted custodial, litter and refuse services at Riverwalk extension. David Johnson is contact. Spec list to be sent to Mr. Tucker.	1	Each	_____	_____

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

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COMPANY: _____

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NAME AND TITLE: _____

CLEANING, CUSTODIAL SERVICES, AND REFUSE REMOVAL TN RIVERWALK EXTENSION

1. GENERAL

1.1. SCOPE OF WORK

Scope of Work: Schedule and perform cleaning, custodial services and refuse removal for new TN Riverwalk Extension (see attached site map)

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) 643-5961 for assistance.

1.2. PRE-BID CONFERENCE

A pre-bid conference will be held at the Public Works Administration offices in the Development Resource Center at 1250 Market Street, Chattanooga, TN 37402 at the time and date outlined in the advertisement for bid.

1.3. REQUIREMENTS FOR INSURANCE COVERAGE

1.3.1. Workman's Compensation Insurance

Where applicable the Contractor shall provide Workman's Compensation Insurance to protect the Contractor against all claims under applicable State Workmen's Compensation Laws. The Contractor shall be protected against claims for injury, disease, or death of employees that, for any reason, may not fall within the provisions of the Workman's Law. Worker's Compensation Insurance and Employer's Liability Insurance, in accordance with statutory requirements, with a limit of \$1,000,000 for each accident.

1.3.2. General Public Liability and Property Damage Insurance

The Contractor shall provide general public liability and property damage insurance written in comprehensive form. The insurance shall protect the Contractor against all claims arising from injuries, including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his employees, agents, or subcontractors.

The liability limits of this insurance shall be a minimum of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.

The insurance shall carry an endorsement in a form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims or damage whatsoever.

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 two (2) 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 (25%)
- Conformity to Specifications (25%)
- Price (25%)
- Ability to Perform (25%)

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.

2. SERVICES

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

2.1.1. Restroom Facilities shall be addressed at least twice daily, 7 days a week including holidays (6am-8am) & (4pm-6pm)

- 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. Thoroughly clean and dry polish all mirrors and glass, stainless steel, and chrome
 - 2.1.4. Empty and damp wipe all trash containers and remove waste
 - 2.1.5. Dust all partitions and sills and clean all ceiling exhaust fan grilles
 - 2.1.6. Spot clean to remove all fingerprints, smudges, and dirt from light switches, door casings, trash receptacles, kick and push plates, handles, and etc.
 - 2.1.7. Spot clean all walls including areas adjacent to sinks, urinals, trash cans, soap dispensers, etc
 - 2.1.8. All interior areas subject to wet or damp conditions shall be kept free of mold, mildew, fungi or other biological formations.
 - 2.1.9. 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.
 - 2.1.10. Clean and sanitize all drinking fountains
 - 2.1.11. Remove all insects, insect nests, and webs, from interior and exterior of the facility.
 - 2.1.12. In conjunction with cleaning of the building, all outside grounds and facilities associated with the building shall be cleaned. Remove any graffiti that can be removed with commercially available cleaners or repaint if necessary.
- 2.2. Picnic Sites & Shelters: Daily. Clean tables, including seats, tops, and concrete base slabs. Clean all adjacent grounds and facilities of all litter. Rake, level and replenish screenings in picnic areas as necessary. Remove all vegetation, living and dead, from inside the picnic area.
- 2.3. Picnic Shelters: Daily. Clean all structures. All outside grounds and facilities associated with the shelter shall be cleaned. The contractor will be notified when shelters are reserved by the public and shall ensure that the shelter and adjacent areas are adequately cleaned prior to the scheduled arrival of the reservation holder.
- 2.4. Grills: Weekly. Remove charcoal, ashes and other burnt material and debris from the grills and from within 20 feet of the grill and dispose of off-site. Hot ashes shall be contained in an OSHA approved safety can to prevent spillage and fire. Clean grill cooking surface as needed between 1 Apr and 1 Nov.
- 2.5. Waste Receptacles: Daily. Remove the contents of garbage cans. Cans shall be cleaned by pressure washing and scrubbing to prevent unpleasant odors. Approved insecticides shall be applied for insect control in, on, and around garbage cans. Can liners are to be

used. Advise the Parks Division promptly when any household or other off-project generated garbage or debris is found at project areas.

- 2.6. Removal of Litter From Riverwalk path and adjacent grounds and landscaped areas: TN Riverwalk areas will be kept free of litter and debris, including but not limited to glass, paper, plastic, cans, bottles, pop tops, cigarette butts, rocks, sticks and limbs. Remove litter and trash at least twice daily. Blow off path as needed. Inspect and clean all facilities daily or as directed by the Parks Division.

- 2.7. Park Maintenance & Public Space Building: Provide cleaning services as necessary. Keep buildings clean, in proper working order, and free of objectionable odors. All inside and outside surfaces shall be cleaned. Trash cans shall be emptied, cleaned and disinfected. This facility includes approximately 6,000 square feet of floor space with concrete and tile floors which requires sweeping and mopping and periodic stain removal. Any exhibits in the Community Room portion of the building also require cleaning. Perform cleaning services at a time and in such a manner to minimize the impact on the staff and visitors. Special uses or requirements or unusually heavy use may require additional cleaning. The cleaning schedule shall be adequate to maintain an acceptable professional appearance in and around the complex. The proposed schedule shall be submitted for Parks Division approval prior to beginning work and before changing to another schedule. The services shall include, but not be limited to the following guide:

2.7.1. Frequent Requirements:

- Empty and clean trash receptacles
- Dust furniture and machines, wax if needed
- Sweep, mop or vacuum floors (includes patio and entrance areas)
- Inspect area (inside and out) for insect nests and webs and remove
- Police around building
- Clean and maintain staff restroom, replace toilet tissue, soap and paper towels
- Public restrooms, follow same requirements detailed in Section 1
- Clean and sanitize all drinking fountains

2.7.2. Less Frequent Requirements:

- Wax tile floors and clean carpet
- Clean windows and blinds
- Clean light fixtures and replace inoperable bulbs

3. Additional Requirements

- 3.1. 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, time of the day, and number of times a day, prior to commencing work and prior to changing the schedule.

- 3.2. A daily log must be kept and submitted weekly to Parks Division
- 3.3. All cleaning services must be approved by 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
- 3.4. A representative of the contractor must be immediately available to handle any complaint. All complaints must be corrected the day of notification.
- 3.5. 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 occurs the repairs/replacements shall be to the satisfaction of Parks Division.
- 3.6. 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 complaint specifying what action will be taken to prevent further complaints
- 3.7. Keys/Door Locks: If any keys are lost/misplaced and door locks and/or keys have to be replaced at janitorial company's expense, the work shall be performed by the company designated by Parks Division. In the event of an emergency situation and a locksmith has to be called the authorized locksmith is AAA Lock and Key Company (892-5069). If any locks/keys have to be replaced, the same type/brand lock/key shall be purchased.

4. ITEMS PROVIDED BY CITY

The City will provide the following items for contractor use:

- Cleaning chemicals and solutions
- Soaps and paper products for restroom facilities
- Trash can liners
- Access to a small utility vehicle for Riverwalk use

4. QUALIFICATIONS FOR PROSPECTIVE BIDDERS

4.1. Minimum Qualifications

- 4.1.1. 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.

4.1.2. The Contractor shall execute all work subject to this bid in a professional and courteous manner at all times and shall staff all work 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

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

4.1.4. 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.

4.1.5. 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.

4.2. Required Documentation for Bid Submittals

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

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

4.2.3. The proposed schedule of services as outlined above

4.2.4. The standard work log completed by the Contractor and submitted to the city

Affirmative Action Plan

For

(Invitation or RFP No.)

(Name of Contractor)

The above named Contractor is an equal opportunity employer and during the performance of this contract, the Contractor agrees to abide by the Affirmative Action Plan 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, or 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. During the term of this contract 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 Construction Company)

(Date)

Instructions to Bidders

(1) Bid documents can be downloaded from the City's website, at www.chattanooga.gov. At the left side of that page is a link labeled "Bid Solicitations." Click that link, and a page will open with search results related to Bid Solicitations. One of the top results will be a link that will display a page listing the current Bid Solicitations, with links that will display a PDF version of the bid documents suitable for printing.

(2) Any Addenda will be published in the list of Bid Solicitations mentioned above. Bidders should check this list before submitting their bids, to see whether any Addendum has been issued.

(3) Drawings showing the site and the public buildings, entitled "Riverwalk Extension Custodial Drawings", are available on the City's website. To view, download, or print the files, use a web browser and enter the following address into the address bar:

<ftp2.chattanooga.gov/Ground Maintenance Services-Parks>

To access the files, enter the following:

Username: pwksftp

Password: chattpwks

(Note: This method will not work with Internet Explorer. Use Windows Explorer, or a different web browser, instead.)

(4) Bid documents should be submitted to the Purchasing Office at the following address:

Purchasing Office, Suite G13
City Hall
101 East 11th Street
Chattanooga, TN 37401

(4) Sealed Bids should be submitted in a sealed envelope. No particular envelope is required, but the Bid Solicitation number should be noted on the outside of the envelope. This is a six-digit number starting with a "3".

(5) Any questions regarding the specifications or bidding process should be directed to the Buyer, **preferably by email** to the following address:

wtucker@chattanooga.gov.

The Buyer will, if possible, find answers to the submitted questions and will issue an Addendum, so that all potential bidders will have access to the answers.