



INVITATION TO BIDDERS

The City of Gatlinburg is accepting sealed bids for a twenty-four (24) month Janitorial Service Cleaning Contract for the Gatlinburg City Hall Complex and the City of Gatlinburg Golf Course Building. The City of Gatlinburg reserves the right to extend the contract for an additional twenty-four (24) months.

These bids will be received at 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 quotation "*Bid on Janitorial Service for City Hall Complex & Golf Course Building*", the bid opening time and date.

Specifications and other information may be obtained from Delea Patterson, A/P Purchasing, Gatlinburg City Hall, 1230 Parkway East, Suite 2, Gatlinburg, Tennessee 37738, Telephone (865) 436-1409.

All bidders shall be required to make an appointment with Wayne Large, Building Maintenance Supervisor, Telephone Number (865) 436-1444, to tour and familiarize themselves with the City Hall facility, the present provider being excepted. Will need to make an appointment with Matt Poff (865) 453-3612 to tour Gatlinburg Golf Course facility

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.

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.

GENERAL PROVISIONS

Prices quoted shall not include Federal or State taxes, if any are applicable. The successful bidder shall furnish tax exemption forms, if required, with their invoices.

The prices quoted are that for which the materials or services will be delivered F.O.B. Gatlinburg, Tennessee.

Any additions, deletions, or variations from the following specifications must be noted.

Inspection of the materials or equipment will be made by an agent of the City of Gatlinburg, and if found defective or fails in any way to meet the terms of this agreement, it will be rejected. Rejected materials or equipment will be replaced at the expense of the bidder.

All technical specifications must accompany bid.

The City of Gatlinburg reserves the right to extend this agreement for an additional twenty-four (24) months after the completion of the first agreement.

The City of Gatlinburg reserves the right to defer payment for thirty (30) days after delivery. The City of Gatlinburg also reserves the right to reject any and/or all bids.

The bidder agrees to indemnify the City of Gatlinburg from any and all liability; loss or damage the City may suffer as a result of claims, demands, costs, or judgments against it arising from any and all work under this agreement.

The bidder agrees to notify the City, in writing, within thirty (30) days, by registered mail, at the City's address as stated in this agreement, of any claim against the bidder on the obligations indemnified against.

SPECIFICATIONS FOR THE CITY HALL COMPLEX AND GATLINBURG GOLF COURSE BUILDING JANITORIAL CONTRACT

The portion of the Gatlinburg City Hall Complex and the Gatlinburg Golf Course Building to be considered in this proposal shall be the entire interior of the building, 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 Wayne Large. The work shall take place as follows:

City Hall Complex: Twice per week on Saturday or Sunday, and an additional cleaning Thursday. Please give alternate price for three (3) days per week.

Golf Course Building:

November – March: Three (3) times per week on days prescribed by Golf Course

April – October: Five (5) times per week on days prescribed by Golf Course.
(unless otherwise agreed upon, Golf Course cleaning will take place between the hours of 6:00PM and 6:00AM.)

Bidders will also be required to make occasional adjustments in cleaning schedule according to special called meetings as scheduled. If the above times are not feasible, please state this fact as a deviation.

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. Successful bidder will report in to the building with police department and report out with police department upon departure.

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 City Hall Complex (City Manager's Area, Council Room Area, City Hall Lobby Area, Finance Department Area, Planning Department Area, Building Inspection Services Area, Police Department Area, and other related areas).

Interior of Gatlinburg Golf Course Building (Entrance/Lobby Area, Restrooms, All other related areas)

The City of Gatlinburg will supply the following: hand towels, toilet paper, trash can

liners, light bulbs, hand soap.

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

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 CITY HALL AREA **CLEANING REPORT**

Entrance/Lobby Area

Sweep/Mop Floor
General Dusting
Vacuum Cloth Furniture
Clean Front Entrance Glass Doors
Vacuum Door Mats & Sweep Front Entrance Area
Clean Cigarette Urns
Dust Mop Hard Wood Floor

Finance Reception Area

Clean Entrance Glass Doors
Sweep/Mop Floors
General Dusting
Dust Mop Hard Wood Floor

Finance Offices & Area

General Dusting
Vacuum Carpet

Kitchen

Clean All Surfaces
General Dusting
Sweep and Mop Floor

City Manager's Offices & Area

General Dusting
Vacuum Carpet & Cloth Furniture

Council Room Area

General Dusting
Vacuum Carpet & Cloth Furniture

Restrooms

Clean Floors & Walls
Clean & Disinfect All Fixtures
Clean All Mirrors
Replace All Soap & Paper Products As Needed
Clean Tile (monthly)

All Areas

Empty All Trash Containers, Wash, Disinfect & Replace Can Liners
As Needed
Window Blinds dusted as needed.

GATLINBURG BUILDING & PLANNING AREA CLEANING REPORT

Entrance Stairway & Landing

General Dusting
Clean & Polish Hand-Railing as Needed
Vacuum Carpet

Reception Area

General Dusting
Vacuum Carpet
Brush Off Furniture

Filing Area

General Dusting
Vacuum Carpet

Kitchen

Clean All Surfaces
General Dusting
Sweep and Mop Floor

Planning Offices & Area

General Dusting
Vacuum Carpet

Conference Room

General Dusting
Vacuum Carpet

Restrooms

Clean Floors & Walls
Mop Floor
Clean & Disinfect All Fixtures

Building Inspection Services Offices & Area

General Dusting
Vacuum Carpet

Hallway

General Dusting
Vacuum Carpet

Copy Room

General Dusting
Mop Floor

All Areas

Empty All Trash Containers, Wash, Disinfect & Replace Can Liners
As Needed

GATLINBURG POLICE DEPARTMENT
CLEANING REPORT

Entrance/Lobby Area

Clean Windows
Clean Tile Floors
Mop Floors
Clean Counters
General Dusting
Strip and Wax Floor Once a Month

Restrooms

Clean Floors & Walls
Mop Floors
Clean & Disinfect All Fixtures

Report Writing Area

General Dusting
Vacuum Carpet

Detective Offices & Area

General Dusting
Vacuum Carpet

Kitchen/Lounge

Clean Tile Floor
Clean All Surfaces
General Dusting
Strip and Wax Floor Once a Month

Locker Rooms

Mop Floor
Clean Fixtures
Spot Clean Stalls, Walls, & Lockers

All Areas

Empty All Trash Containers, Wash, Disinfect & Replace Can Liners
As Needed

*For bid please state monthly cost if the above services are performed once per week or twice per week.

GATLINBURG GOLF COURSE BUILDING
CLEANING REPORT

Entrance/Lobby Area

Sweep/Mop Floor
Clean Front Entrance Glass Doors
Vacuum Door Mats & Sweep Front Entrance Area
Clean Cigarette Urns

Restrooms

Clean Floors & Walls
Clean & Disinfect All Fixtures
Clean All Mirrors
Replace All Soap & Paper Products As Needed

Clean Tile (monthly)

Other Misc

Vacuum Men's Lounge

Vacuum Pro Shop and Office

Mop Kitchen Floor

All Areas

Empty All Trash Containers, Wash, Disinfect & Replace Can Liners

As Needed

General Dusting.

Window Blinds dusted as needed.

Delea Patterson
AP Purchasing
City of Gatlinburg
1230 Parkway East, Suite 2
P.O. Box 5
Gatlinburg, Tennessee 37738

RE: Janitorial Cleaning for Gatlinburg City Hall Complex

We have reviewed your invitation and specifications and have familiarized ourselves with the requirements thereof and do hereby propose to provide janitorial services as specified for the monthly fees of:

Monthly cost for cleaning plus other specified services for the **Gatlinburg City Hall Complex** (excluding Fire Hall)

\$ _____ per month (cleaned twice per week)

\$ _____ per month (cleaned three times per week)

Annualized cost per month for cleaning plus other specified services for the **Gatlinburg Golf Course Building** accounting for five (5) times per week for April – October months and three (3) times per week for November - March service

\$ _____ per month

Any Deviations from the Specifications are listed below:
DEVIATIONS __YES__NO

We will not withdraw this bid for thirty (30) days.

Signed/_____

Print Name

Date

Company Name

Telephone Number

Address

Fax Number

City State Zip

Email

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

JaniKing
10133 Sherrill Blvd
Suite S-130
Knoxville, TN 37909
dshelton@jkccs.com

Kirk Williams
System 4
216 Phoenix Court, Suite C
Seymour, TN 37965
info.eastenn@system4usa.com

ServiceMaster Elite Services
Dave Wright
6801 Tom Pat Way
Knoxville, TN 37924
clean@svmelite.com

Jantize Cleaning Nashville
info@jantize.com

Varsity Contractors, Inc.
John Giddings
2700 Braselton Hwy, Ste 10372
Dacula, GA 30019-3207
jgiddings@varsitycontractors.com

Coverall of Eastern TN
109 S. Northshore Dr., Ste 402
Knoxville, TN 37919
865-588-5200 865-588-5295 Fax
mclark@coveralletn.com

Mountain Fresh Hospitality
1721 Pittman Center Rd
Sevierville, TN 37862
865-453-9808
info@mtnfresh.com