



INVITATION TO BIDDERS

The City of Gatlinburg is accepting sealed bids for a twenty-four (24) month janitorial service contract for the Gatlinburg Convention 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., October 22, 2015** at which time they will be publicly opened and read aloud. Please indicate on your quotation "Bid on Janitorial Service for Gatlinburg Convention 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.

Specifications 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

To arrange a physical site inspection, contact Scott Murphy (865) 430-1036 before providing a proposal. Labor suppliers who have not provided services for our facility in the past are strongly encouraged to arrange an on-site visit before offering a proposal.

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.

GENERAL PROVISIONS

Please read ALL of these provisions carefully as not complying with applicable provisions may disqualify bids/proposals from being considered.

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 two (2) additional year after the completion of the first year agreement and to purchase additional units or services under the same terms and conditions for a period of two (2) year if mutually agreeable to City and vendor.

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.

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

DAILY CLEANING

A. Great Hallways (Pre-function Space), Lobbies, Entrances

1. Power vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Thoroughly dust all exposed horizontal surfaces: including all manner of furnishings in above Named Areas.
3. Dust mop hard surface floors with a non-treated dust mop.
4. Damp mop hard surface floors with a neutral disinfectant to remove any spillage or soiled areas.
5. Accomplish all high dusting up to twelve (12) feet, not reached in the above-mentioned cleaning. (Task must be accomplished without use of a ladder.)

B. Restrooms

1. Stock towels, tissue, and hand soap. (To be supplied by CLIENT.)
2. Empty sanitary napkin receptacles and damp wipe with disinfectant.
3. Empty trash receptacles and wipe with disinfectant.
4. Clean and polish mirrors.
5. Wipe towel cabinet covers.
6. Toilets and urinals to be cleaned and disinfected inside and out. Polish bright work.
7. Toilet seats to be cleaned on both sides and disinfected.
8. Scour and disinfect all basins. Polish bright work.
9. Dust partitions, tops of mirrors and frames.
10. Remove splash marks from walls around basins.
11. Wet mop and rinse restroom floors with disinfectant.

WEEKLY CLEANING

- A. Great Hallways (Pre-function Space), Lobbies, Entrances
1. High dust window sills.
 2. Spot clean interior windows.

REQUESTED ADDITIONAL CLEANS

FLOORS

Upon request, the following services can be performed for an additional fee:

- Carpet Shampoo
- Strip, reseal and refinish tile floors
 - Care will be taken to get into corners, along edges and beneath furniture.
 - Care will be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured or damaged during these operations.

WINDOWS

Upon request, the following services can be performed for an additional fee:

- Windows can be washed inside and out up to second floor with the use of a step ladder.

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

RE: Gatlinburg Convention Center Janitorial Service

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:

For daily (seven times per week) service plus other specified services

\$ _____ per month

\$ _____ as needed

Carpet Shampooing

\$ _____ as needed

Strip, reseal and refinish tile floors

\$ _____ as needed

Windows

Any Deviations from the Specifications are listed below:

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

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

JaniKing
609 Reliability Circle
Knoxville, TN 37932
dshelton@jkccs.com

Integrity Cleaning Services
James Jones
1461 Jasmine Trail
Sevierville, TN 37862
Phone: (865) 924-0838
jjones@integritycleaningtn.com

Captain's Cleaning Service
865) 654-6455
Tyneal Thompson Hensley
captaincleaningservice@yahoo.com