

# MARSHALL COUNTY

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## INVITATION TO BID

Marshall County Government is soliciting bids for cleaning services for various county buildings. The attached specifications are considered as “minimum specifications” and are not intended to exclude any company from providing bids for the requested materials, supplies and/or work. Materials, supplies and/or work which meet, *or exceed*, the minimum specifications will be considered.

The following listed materials are considered to be an integral part of this “Bid Invitation”:

“Narrative and Instructions to Bidders” 5 pages  
“Bid Form” 3 pages

**NOTE:** The above listed materials will be available after March 15, 2017 by contacting the Budget Office at 931-359-2300.

Bids will be accepted by the Marshall County Budget Office, 2205 Courthouse Annex, Lewisburg, TN 37091 until 2:00 P.M. local prevailing time, Friday, April 7, 2017, at which time and place all received bids will be publicly opened and read aloud. ***Bids must be submitted in a sealed envelope clearly marked “BID – CLEANING SERVICES” in the lower left corner.***

**When bid submittals are sent via U. S. Mail, FedEx, UPS or any other carrier; the sealed bids must be identified as above and then placed inside of the appropriate shipping envelope, and then clearly marked “Sealed Bid Enclosed – Cleaning Services” on the exterior of the shipping envelope.** This is necessary in order to prevent the accidental opening of bids by separating bids from regular package delivery.

There will be a **MANDATORY** Pre-bid meeting held on Wednesday, March 29, 2017 at 10:00 A.M. local prevailing time at 2209 Courthouse Annex, Lewisburg, TN 37091. A tour of the properties included in this bid will be available on that day. Any bids from bidders that did not attend the pre-bid conference will be rejected at the public bid opening.

Bids arriving after the announced opening time or absent of the aforementioned markings will not be accepted.

***Marshall County reserves the right to disregard all nonconforming, non-responsive, or conditional bids; to reject any or all bids; to limit quantities; to waive formalities and informalities; and to evaluate proposals and accept any proposal or any part of any proposal that is judged, in our opinion, to be of the best quality, value and service to Marshall County. It is also understood that the “apparent low bidder” will be announced at the bid opening; however the “successful bidder”, who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the County. The “review period” is normally completed within ten business days following the bid opening; however, under some circumstances, a longer review period may be required.***

The bidder must submit his bid on the "Bid Form" provided. *Bids not submitted on the provided form will be rejected.* The Bid Form is not to be changed in any manner, nor is any unauthorized additions, conditions etc. to be added. All applicable charges, including delivery, fees and surcharges must be included in the original proposal. Product warranties, where applicable, should be noted for each item. Any warranty to be provided on the materials, supplies and/or work are to be explained in detail by attaching a "Warranty Page" to the Bid Form. Blue or black ink must be utilized in the completion of the Bid Form.

The County's evaluation should be completed by 4:00 PM on April 21, 2017. Interested bidders should contact the County to schedule an appointment to inspect the bid file. The bidder inspection period will be for five days following the evaluation". Inspection by bidders will be closed after this time and the records will be moved to "Closed Bid Files", but shall remain opened and accessible to the public during the regular office hours of the County. Inspection of the purchase records shall not disrupt the normal work routine of the office. The individual requesting to inspect the records must first provide a written request describing those records to be inspected, and establish a date and time to inspect the records within the normal office hours of the Budget Office. Any copies made at the interested parties request shall be assessed a charge at the prevailing rate for duplication of County records.

All requested documentation is to be included with the bid submittal. Failure to provide the requested documentation may result in bid rejection. *When requested, complete specifications and product brochures for the items bid are to be provided with the bid submittal.*

Bids must be executed in the Company name and signed by an officer or individual that has authority to bind the Company. No bid may be withdrawn for a period of thirty (30) days after the opening date.

*Title VI of the Civil Rights Act of 1964:* All interested parties, without regard to race, color or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." Marshall County is often the beneficiary of Federal financial assistance in the areas of education, health care and social services, public transportation, and parks and recreation. Marshall County strives to protect individuals' civil rights through active compliance with the requirements of Title VI. Any questions, concerns or complaints related to Title VI should be directed to the Marshall County Budget Director, who will review and forward all materials to the Title VI Coordinator. Please assist us with our compliance efforts by completing the optional statistical information requested on the Bid Form provided.

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 a person included within the list created pursuant to T.C.A. §12 – 12 – 106.

Additional information may be obtained by contacting the Budget Office at 931-359-2300.

Requested by,

Malinda White  
Budget Director



**Marshall County Government**  
**Narrative & Instructions to Bidders**  
**& Minimum Specifications**

**Item: Cleaning Services**  
**Department: County Buildings**

Friday, April 7, 2017

2:00 PM Local Prevailing Time

**NARRATIVE:**

Marshall County Government is currently accepting bids for cleaning services for the county buildings.

All offerings made under this invitation shall meet or exceed the detailed requirements as set forth in the attached minimum specifications, drawings and plans, if any. All values specified in the invitation shall be considered as minimums, unless otherwise specified.

**INSTRUCTIONS to BIDDERS:**

**Bid Submittal:**

The bidder must submit his proposal on the "Bid Forms" provided with the "Invitation to Bid". The bid price must be written in blue or black ink, in numerals, and in words. The words, unless obviously incorrect, will govern. No qualifying letters or statements attached to the bid form will be considered. The bids will be received by Marshall County Government until the day, date and time as set forth in the "Bid Invitation". Local time shall prevail in all openings. The bid due date and time will be strictly observed. It is the responsibility of the bidder to ensure that his bid is delivered via mail, carrier, by hand or other method prior to the scheduled bid opening day, date and time.

Before submitting a bid or proposal each bidder shall carefully examine the specifications (if any) and inform himself fully concerning the existing conditions, and shall make his bid or proposal to provide the items covered at the lowest cost while offering the best service and quality.

**BID WITHDRAWAL:**

Any bid may be withdrawn *prior* to the day, date and time as set forth in the "Bid Invitation". Any bid may be withdrawn as a result of any authorized postponement by the Owner.

**BID OPENING:**

A bid opening will occur at the time and on the date as scheduled in the "Invitation to Bid". At the "Bid Opening"; an "Apparent Low Bidder" will be announced. A "Successful Bidder" will be announced after a review period in which all elements of the bid are taken into consideration to include, but not be limited to, alternate or option bids which the Owner *may* want to include in the Work and which were bid on as alternate or option items in the original bid request, delivery schedules, service factors, and other pertinent data. The "Apparent Low Bidder" *may or may not be* the "Successful Bidder".

Alternate bids and specifications are not acceptable unless specifically asked for and/or authorized in the Invitation to Bid.

Bids submitted will be immediately rejected when:

- The bidder fails to use the provided bid form,
- Bid form is not signed by an authorized representative of the bidding company,
- Conditions are placed upon the bid by the bidder,
- Unauthorized additions to the bid by the bidder,
- Lack of appropriate documents as required or requested in the Invitation to Bid,

A “Bid Tabulation” will be made available to the attendees at the “Bid Opening” showing all bids submitted. Individual bids will not be available for inspection until after the review period has occurred as outlined in “Bid Inspection” below.

**BID INSPECTION:**

A record shall be kept, listing each bidder by name and address and indicating their bid amounts. These records are to be open to public inspection after review and after the award to the successful bidder.

**Evaluation Period:**

- a. The review period is for ten (10) business days following the bid opening, during which time the bids are closed to public inspection.
- b. During the period when evaluation is being made, all bid analysis is confidential, thereby maintaining the integrity of the bidding system.
- c. No County personnel in any office should discuss information pertinent to any bid during this period, other than at scheduled meetings of County personnel specifically intended for review with regard to the bid and/or project.
- d. Violation of the confidentiality of bids pending award seriously compromises the County’s position in establishing contractual agreements.

During the bid review period, certain issues may be discussed with the potential “successful” Bidder. Any failure to come to an agreement on the discussed issues may result in the rejection of that bidder’s bid and force the Owner to move to the next bidder in line, when deemed by the Owner as being in the best interest of the Owner.

**AWARD of BUSINESS:**

A bid shall be considered an offer subject to acceptance by Marshall County. If a bidder fails to state the time within which a bid may be accepted, Marshall County shall have a minimum of sixty (60) days to accept.

Any award of business shall be to the lowest and best bidder, taking into consideration the qualities of the articles or services to be supplied, their conformity with specifications, their suitability to the requirements of the Owner and the delivery terms. Any or all bids may be rejected for good cause.

**QUALITY:**

All items offered under this invitation shall be of the highest quality, shall be in strict accordance with the manufacturer’s published specifications and shall be to the Owner’s satisfaction. The bidder shall ensure that all items offered shall be of superior quality.

## MINIMUM SPECIFICATIONS:

Buildings to be Cleaned	# of Cleanings per Week
Marshall County Courthouse	5
Courthouse Annex	5
Hardison Office Annex	5
Highway Patrol Station	1
Marshall County Health Department	5
Marshall County Memorial Library	5
Marshall County Solid Waste	1
Marshall County Ambulance Station (including ambulance bay)	1

- To be done at each building (only a minimum, can be changed per request of Marshall County):
  - Outside entrance of each building – Sweep daily and mop twice weekly
  - Each bathroom
    - Empty trash daily (change bags)
    - Sweep and mop daily
    - Clean toilets and urinals daily
    - Clean mirrors daily
    - Wipe down and sanitize all surfaces daily
    - Refill soap, paper towels, and toilet paper as needed
  - Common Areas (including stairwells, elevators, kitchens, jury rooms, and commission room)
    - Vacuum or sweep/mop daily
    - Dust daily (window sills, baseboards, door frames, elevator doors, and other areas)
    - Empty trash and recycling daily (change bags)
    - Clean windows daily (glass in doors and interior windows)
    - Wipe down all surfaces daily
    - Spot clean for fingerprints on walls and doors

Miscellaneous Cleaning	Buildings Included
Carpet Cleaning <ul style="list-style-type: none"> <li>• Twice Yearly (October &amp; April)</li> <li>• Spot Treatment as needed</li> <li>• Including offices and rooms</li> </ul>	Courthouse Annex Marshall County Library Courthouse Hardison Annex Highway Patrol Station Health Department
Tile Buffing <ul style="list-style-type: none"> <li>• Monthly</li> </ul>	Main Ambulance Station North Ambulance Station Marshall County Solid Waste Courthouse (2 <sup>nd</sup> Floor)

	Health Department
Tile Power Scrubbing and Buffing	Main Ambulance Station
<ul style="list-style-type: none"> <li>Quarterly (add wax where needed)</li> </ul>	North Ambulance Station Marshall County Solid Waste Courthouse (2 <sup>nd</sup> Floor) Health Department
Stripping and Waxing of Floors	Main Ambulance Station
<ul style="list-style-type: none"> <li>As Needed</li> </ul>	North Ambulance Station Marshall County Solid Waste Courthouse Health Department

- Bidder is responsible for measuring of all carpet and tile areas.
- Bidder will provide entrance rugs that will be cleaned with the defined cleaning schedule, shampooed twice annually, and replaced annually.

Rugs	Rug Size	# of Rugs
Marshall County Courthouse	5' x 3'	5
Marshall County Courthouse	6' x 4'	3
Courthouse Annex	9' x 6'	1
Courthouse Annex	5' x 3'	6
Hardison Office Annex	6' x 4'	7
Health Department	6' x 4'	2
Health Department	5' x 3'	5
Marshall County Memorial Library	10' x 3'	3
Marshall County Memorial Library	6' x 4'	2

All work is to be done after regular working hours at each building, unless otherwise notified by Marshall County. Bidder must work around County meetings and Court scheduled activities, etc. Marshall County can provide bidder with holiday and court schedules.

Bidder must supply all cleaning supplies (including trash bags) and equipment. Marshall County will provide toilet paper, hand towels, liquid hand soap and dispensers (bidder will refill dispensers).

If the bidder is called back to a building between cleanings, call will be free.

**Duration:** 1 year period, contract beginning July 1, 2017 and ending June 30, 2018

**Contract:** The first 60 days of the contract will constitute a trial period for the cleaning company. At the end of 60 days Marshall County may wish to make adjustments and/or modifications which will be negotiated concerning the contract terms.

Marshall County or the cleaning company may cancel the terms of the cleaning contract with no penalty with 30 days written notice.

All contract awards will be subject to background checks (provided by the cleaning company) including personnel hired by the cleaning company. If there is a change in personnel a new background check is required to be turned into the Marshall County

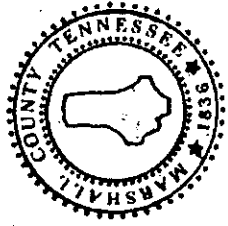
Budget Office immediately. NO UNAUTHORIZED PERSONS WILL BE ADMITTED INTO THE BUILDING AT ANY TIME.

**References:** A detailed, written statement is required of all bidders setting forth commercial cleaning experience, past and present, with a list of at least five references (three of whom currently employ you/your company).

**NOTES:**

- Bidder is responsible for any measurements, if applicable.
- All bidders must attach a copy of current state & local business license.
- All bidders must carry workman's compensation insurance (T.C.A. § 50-6-113) and \$1 million liability insurance coverage. Marshall County must be named as additional insured. Bidders must attach proof.

**Failure to comply with the above *may* be cause for the rejection of the bid.**



**Marshall County Government**  
**Bid Form**

**Item: Cleaning Services**  
**Department: County Buildings**

Friday, April 7, 2017

2:00 PM Local Prevailing Time

1. The undersigned BIDDER proposes and agrees, if this bid is accepted and successful, to enter into an agreement with Marshall County, Tennessee to perform and/or furnish the goods and/or services at the prices indicated below in accordance with the terms and conditions detailed in the Invitation to Bid.

2. This bid is genuine and not made in the interest or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other bidder or over Marshall County, Tennessee.

3. *Title VI of the Civil Rights Act of 1964.* All interested parties, without regard to race, color or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Please assist us with our compliance efforts by completing the optional statistical information requested below.

[List price of each building separately in case of non-performance. Please see bid specs for details of actual cleaning to be done.]

Building	# of Cleanings per Week	Cost per Day	Total Weekly Cost	Comments (if any)
Marshall County Courthouse	5	\$	\$	
Courthouse Annex	5	\$	\$	
Hardison Office Annex	5	\$	\$	
Highway Patrol Station	1	\$	\$	
Health Department	5	\$	\$	
Marshall County Memorial Library	5	\$	\$	
Marshall County Solid Waste	1	\$	\$	
Marshall County Ambulance (including ambulance bay)	1	\$	\$	
Other Charges	\$ per Square Foot	# of Times	Total Annual Cost	Comments (if any)
Carpet Cleaning		2	\$	
Tile Buffing		12	\$	
Tile Power Scrubbing and Buffing		4	\$	
Stripping and Wax		As Needed	\$	



Building	Rug Size	# of Rugs	Total Annual Cost	Comments (if any)
Marshall County Courthouse	5' x 3'	5	\$	
Marshall County Courthouse	6' x 4'	3	\$	
Courthouse Annex	9' x 6'	1	\$	
Courthouse Annex	5' x 3'	6	\$	
Hardison Office Annex	6' x 4'	7	\$	
Health Department	6' x 4'	2	\$	
Health Department	5' x 3'	5	\$	
Marshall County Memorial Library	10' x 3'	3	\$	
Marshall County Memorial Library	6' x 4'	2	\$	

**TOTAL OVERALL ANNUAL BID \$** \_\_\_\_\_

Company Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Submitted On \_\_\_\_\_

Optional Title VI Information for Bidder:			
<b>Sex:</b>	Male _____	Female _____	Other _____
	White Non-Hispanic _____	Hispanic _____	Black Non-Hispanic _____
<b>Race:</b>	Asian _____	American Indian _____	Other _____

Iran Divestment Act

“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 **a person included within the list created pursuant to T.C.A. §12 – 12 – 106.**”

Date \_\_\_\_\_

Company \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_