

**CITY OF KNOXVILLE  
EVALUATED INVITATION TO BID**

**Janitorial Services – Recreation Centers**

Sealed bids, invited by the City of Knoxville, will be received by the Purchasing Agent of the City of Knoxville, in Room 667-674, City County Building; 400 Main Avenue; Knoxville, Tennessee, **until 11:00:00 a.m. (Eastern Time) on April 30, 2018**, at which time they will be opened and publicly read aloud and a contract awarded as soon thereafter as practicable.

The work shall consist of all functions normally associated with janitorial services for the community recreation centers located within the city limits. Pricing for miscellaneous non-scheduled day of cleaning shall be considered optional and priced as such. The contractor shall perform all work in accordance with the specifications listed below. Contract shall be for one (1) year with two (2) optional one-year renewals.

In making its award, the City will evaluate, in addition to pricing, demonstrated capability, experience, past performance, reference, and workload. **In short, the lowest price quoted may not win the subsequent award**, as these other evaluation criteria are extremely important to the City and the City's evaluated decision shall be final.

**IMPORTANT NOTICE: A pre-bid meeting will be held on Monday, April 16, 2018, at 1:00 p.m. in the Parks & Recreation first floor conference room within the Lakeshore Administration Building, located at Lakeshore Park; 5930 Lyons View Pike; Knoxville, Tennessee. Bidders are strongly encouraged to attend.** Any person with a disability requesting accommodations in order to attend a City of Knoxville meeting should contact ADA Coordinator, Stephanie Brewer Cook at [scCook@knoxvilletn.gov](mailto:scCook@knoxvilletn.gov) or 215-2034, no less than 72 hours prior to the meeting you wish to attend. For an English interpreter, contact Title VI Coordinator, Tatia M. Harris at 215-2831.

**SPECIFICATIONS**

Contractor shall provide all labor, materials, equipment, and supervision to satisfactorily perform the work in a professional workmanlike manner. Contractor shall provide the services during a time period not interfering with the operations and functions of the recreation centers. Contractor shall present the proposed work schedule to the City for review and approval at least one week in advance of the proposed work start date. Bidders shall be aware the recreation center programming and rental schedules vary; however, during the summer months the centers may be utilized with longer hours with greater use (approximately 8:00 a.m. to 5:00 p.m.), and the winter months the centers may be utilized during the afternoon (approximately 1:00 p.m. to 9:00 p.m.). Facility rentals are available seven (7) days a week and usually end by 9:30 p.m. Some centers will be open on the weekends with higher use during basketball season (See APPENDIX). All facility cleanings shall be complete and floors dry by 8:00 a.m.

Additional Information:

The following specifications are separated into two main sections; the recreation centers, and annual cleaning of all locations. Due to various reasons, each section requires a specialized level of service to be performed during certain times of the week, month, or year. Bidder shall read the document in its entirety prior to submitting a bid. Worksheets specifying the location and the required service schedule have been provided in order to assist contractors during the bidding process (refer to Appendix). Bidder shall complete and submit the worksheets along with bid submission.

### **Recreation Centers**

While most of the recreation centers shall require basic, weekly, and monthly service; five (5) of the recreation centers shall require a more limited service schedule. The scope of work, locations, and square footage for the recreation centers are included below.

**The square footage provided reflects the estimated building sizes, but does not necessarily reflect the actual space to be cleaned. Bidders are encouraged to visit sites and take measurements; bidders are responsible for their own measurements.**

Recreation Center Locations and Cleaning Schedule – Basic, Weekly, and Monthly

<b>Name and Location</b>	<b>Square Footage</b>
<b>Adaptive Recreation Center</b> -2235 Dandridge Ave.	8,100
<b>Cal Johnson Recreation Center</b> -507 Hall of Fame Dr.	11,011
<b>Cecil Webb Recreation Center</b> -953 E. Moody Ave.	14,274
<b>Christenberry Recreation Center</b> -931 Oglewood Ave.	8,385
<b>Cumberland Estates Rec. Center</b> -4529 Silver Hill Dr.	10,200
<b>Deane Hill Recreation Center</b> -7400 Deane Hill Dr.	6,500
<b>Inskip/Norwood Recreation Center</b> -301 Inskip Road	4,836
<b>Knoxville Arts &amp; Fine Crafts Center</b> -1127 Broadway	4,000
<b>Larry Cox Recreation Center</b> -3109 Ocoee Trail	2,702
<b>Lonsdale Recreation Center</b> -2700 Stonewall Road	3,028
<b>Milton Roberts Rec. Center</b> -5900 Asheville Highway	5,986
<b>Richard Leake Recreation Center</b> -3511 Alice Bell Road	4,308
<b>South Knoxville Comm. Center</b> -522 Old Maryville Pk.	32,000
<b>West Haven Recreation Center</b> -3622 Sisk Road	2,910
<b>Dr. E.V. Davidson Center</b> -3124 Wilson Ave.	15,700
<b>Adair Park Building</b> -1807 Adair Dr.	489
<b>Happy Homes Community Center</b> -5329 Montwood Dr.	1,000
<b>Oakland Community Center</b> -3816 Oakland Dr.	1,140
<b>South Knoxville Optimist Club Building</b> -6101 Moore Rd.	2,000
<b>Fairview Community Center</b> -1628 Dora Street	475

Cleaning Schedules:

<b>BASIC SCHEDULE – to be performed only on days as specified in the worksheets (refer to Appendix)</b>
Check and initial employee log book for special instructions, requests, or problems; report maintenance problems to supervisor. The City will provide the log book and specify the location at a later date.
Empty & spot clean trash cans, remove trash from premises, change liners, and pickup loose trash. To include trash cans interior and exterior of facilities/property.
Sweep and spot clean the porch, as well as remove any litter near entrance and walkway.
Clean glass, inside and out of entrance ways and offices, including doors and windows.
Clean and sanitize drinking fountains.
Craft areas at Knoxville Art and Fine Craft facility and South Knoxville Community Center are not to be swept due to dust created by the clay projects. Damp mopping is required and requires more cleaning time than other centers.
Sweep and damp mop floors; including hallways, stairwells, bathrooms, foyers, offices, thresholds, porches and activity rooms. Remove all scuff marks, gum, or other items from the floor.
Clean all rugs at entrances and exits to both the building and to the gymnasium.
Spot mop and sweep/dust mop WOOD floor gymnasium with a microfiber dust mop, empty mop often to avoid scratching floor. Any centers with TILE floor gymnasiums shall be swept and damp mopped entirely.
Clean and polish all bathroom fixtures and chrome, including sinks, bowls, and urinals.
Clean and sanitize all toilet seats, flush valves, handles, partitions, dispensers, urinals, and drains.
Spot clean bathroom walls, vanity tops and mirror, doors, and ceilings.
Clean bathroom floors with enzymatic cleaner as needed, remove debris from walls and ceilings.
Check toilet paper, paper towels, and soap dispenser in bathrooms, kitchens, craft rooms, and all other areas and refill and clean dispensers. Both hand soap and dish soap is required in the kitchens.
Vacuum all carpeted areas and spot clean with ZEP (Product #R00701) or City approved equal.
Spot clean all walls, doors, and gym bleachers to remove stains/smudge marks.
Spray restrooms with a deodorizer.
Spot clean shower areas and spray for mildew using ZEP (Product #ZUCSM32) or City approved equal.
Check all exit-doors and secure building and set alarm.

<b>WEEKLY SCHEDULE</b>
<b>Shall be performed on Sunday or the first cleaning day during the week in addition to basic service</b>
<b>Basic cleaning shall still be ongoing during the weekly cleaning.</b>
Dust and clean baseboards throughout the center, including the restrooms.
Dust all surfaces below 72 inches in height.
Damp wash all trash cans and replace liners.
Damp clean kitchen counters, sinks, and the outside of all appliances.
Damp clean chairs, tables, storage cabinets, heating units, and window air conditioning units.
Damp clean all mats in gymnasiums and all weight equipment.
Damp clean and sanitize the bathroom walls around toilets, sinks, and urinals.
Clean restroom floors with an enzymatic cleaner.
Sweep and clean front porch.
Clean and sanitize showers (if applicable).
Clean and vacuum the HVAC return duct grills and window AC units.
Empty any outdoor cigarette ash containers and wipe clean. Replace sand as needed.
Utilizing a microfiber mop, damp mop gym with an approved commercial hardwood floor cleaner.

<b>MONTHLY SCHEDULE</b>
<b>Shall be performed the first Thursday or Friday of each month in addition to basic and weekly service</b>
<b>Basic and weekly cleaning shall still be ongoing during the monthly cleaning.</b>
Clean cobwebs from ceilings and all walls below 10' in height.
Wipe clean basketball backboard and goals utilizing a telescoping cleaning tool.
Damp clean bleachers in gymnasiums and under bleachers, including horizontal and vertical surfaces. Bleachers shall be pushed back and the floors cleaned underneath during this time.
Wash and sanitize toilet partitions in restrooms and treat floor drains to prevent odors. Any stainless steel fixtures and toilet partitions shall be polished with a commercial grade product.
Wash windows and frames in activity rooms and offices.
All VCT floors shall be polished/buffed with a commercial buffing machine, add wax if needed.
All Weight Room rubber floors shall be cleaned utilizing an Auto Scrubber and a commercial Neutral Cleaner
Deep clean all rugs and mats in the building. Inform City staff if any need to be replaced.
Clean cobwebs from gym windows, spot clean windows in the gym.

Occasionally, City staff will sweep debris in gymnasiums or other rooms into a corner. It is the contractor's responsibility to remove this debris. In addition, the contractor will be responsible for clean-up of additional situations such as after a toilet clogs or leftover debris from maintenance work.

**Please note: Adair Park Building, Happy Homes Community Center, Oakland Community Center, South Knoxville Optimist Club Building, and Fairview Community Center require**

**limited service. The following outlines the limited (Monday only) services required for the above-mentioned locations.**

<b>Monday service only – no additional weekly or monthly service required</b>	
	<b>Due to low use, these centers require service on Mondays as follows:</b>
	Empty, clean, and sanitize trash cans.
	Sweep and damp mop floors and thresholds.
	Dust all rooms.
	Scrub and sanitize all urinals, sinks, and toilets in the restrooms.
	Clean and sanitize water fountains.
	Spot clean and remove cobwebs from doors and walls.
	Damp clean appliances and equipment.
	Provide and refill toilet paper, paper towels, and soap for the bathrooms.
	Clean windows and remove debris on walls and ceilings.

### **Annual Cleaning**

In order to meet the City programming constraints, the annual deep cleaning services for all recreation centers shall be performed during the Knox County school system's Fall break. The contractor shall present the proposed work schedule to the City representative for review and approval at least 30 days in advance of the proposed service start date. If conflicts arise with programming or other maintenance work, the contractor shall offer alternative scheduling.

<b>ANNUAL DEEP CLEANING SCHEDULE</b>	
<b>Shall be performed ANNUALLY for all recreation centers</b>	
	All monthly, bi-weekly, and daily duties shall still be ongoing during annual deep cleaning period.
	Pressure wash the exterior of the building near the main entrance and spot clean the remaining exterior area.
	During this annual cleaning each room in the building will be thoroughly deep cleaned from ceiling to floor. Gym ceilings may be spot cleaned, contractor will be responsible for ladders and lift equipment needed to spot clean the ceiling areas.
	Clean all exterior and interior windows, including the trim around the windows
	Pressure wash all exterior walkways within 25 feet of the building entrance.
	Clean the carpets with a commercial carpet cleaning machine and vacuum dry.
	Strip, wax, and buff all vinyl floor tiles or other floors with wax. Apply five coats of sealant Johnson Wax "High Mileage" or City-approved equal. Contractor shall avoid wax "splash up" onto baseboards and walls.
	Strip and apply concrete wax to all waxed concrete areas.
	In addition to all the methods described above, power scrub all concrete restroom floors. All excess water and cleaning detergents shall be immediately vacuumed up.
	Specified cleaning for each location shall take no more than two consecutive days or two consecutive nights from start to finish.

Contractor shall provide a detailed schedule for the annual cleaning and a report verifying each duty completed along with a list of recommended maintenance repairs.

### **Miscellaneous Non-scheduled Cleaning – Option Pricing**

Occasionally, the City of Knoxville Parks and Recreation Department will require a special or additional cleaning of certain facilities, above the cleanings already being performed. This extra cleaning will be comparable to basic cleaning as to the work items performed, and may be specific to cleaning needs. A minimum 48 hour notice will be provided requesting the additional cleaning services, except in extreme emergencies beyond the City's control.

### **Supplies, Material, and Equipment**

Contractor shall furnish all maintenance supplies such as heavy duty trash can liners, cleaning compounds, waxes, sealers, disinfectant, polish materials, and equipment necessary for the performance of the work of this contract. **Paper and soap products and materials such as toilet tissue, paper towels, and hand soap will be furnished by the City for all locations listed within this bid EXCEPT the following locations: Adair Park Building, Happy Homes Community Center, Oakland Community Center, South Knoxville Optimist Club Building, and Fairview Community Center. Contractor shall be responsible for supplying and stocking all supplies including paper products and soap at these five (5) low-use locations. Contractor is advised that these locations utilize smaller, residential type toilet paper rolls; not commercial sized as the other locations within this contract.** For large trash receptacles, trash can liners shall be oversized and heavy duty/low density type. Contractor shall not use dust mop treatments or floor cleaners that contain wax, paraffin, silicone or mineral oil.

Contractor will be responsible for ensuring that all facilities are properly stocked. At minimum, a four (4) day supply of extra trash can liners and other cleaning supplies shall be kept onsite for staff to refill if needed. Additionally, the contractor shall supply and keep available a broom, mop, microfiber dust mop, and a multipurpose surface and floor cleaner in each center for our staff to utilize as needed. Supplies, materials, and equipment shall be of a quality to conform to high standards of housekeeping practices, be kept clean and in good working order. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety standards and not harm surfaces.

The City will provide all paper products and soap for all areas including the kitchen areas, craft room areas, and any other area in the building for fifteen (15) of the facilities listed within this contract. (Note that five locations have been listed above as exceptions to this statement). The Contractor shall be responsibility for using these supplies in the duties of this contract ONLY for the fifteen (15) locations listed. Knoxville Arts and Fine Craft facility and South Knoxville Community Center have arts/craft operations that require large amounts of paper products and soap to support daily operations.

Not less than fifteen (15) days prior to the starting date services will be required, the contractor shall submit to the City a list giving brand name, manufacturer, equipment to be used, and intended use of the materials that the contractor proposes to use in the performance of the work. The City reserves the right to refuse the use of any material or equipment deemed to be substandard or unsuitable. The contractor may be required to apply certain materials to a surface

so that results may be observed prior to approval of materials. Such tests will be conducted at no additional cost to the City.

The contractor shall supply all necessary cleaning equipment including power driven floor-scrubbing machines, waxing and polishing machines, commercial grade vacuum cleaners, pressure washer with portable water tank, ladders, and lifts etc., needed for the performance of the work of this contract. Electrical power and water will be provided by City.

### **Storage Area**

Very limited space will be available to the contractor for the storage of bulk supplies and equipment used in the performance of this contract. Janitor closets will be assigned to the contractor for storing equipment such as mops, brooms, dust cloths, and mop buckets. All equipment, supplies, and materials belonging to the contractor should be clearly marked showing the appropriate ownership. Access to these closets will be required by the City at all times to replenish products used up during the day and on weekends. Janitor closets and equipment are to be maintained in a clean and orderly condition. The City will not be responsible for the loss or damage to contractor's stored supplies, materials, or equipment. Contractor shall maintain an OSHA approved MSDS/SDS book in each janitorial closet for all products stored and used. All ladders and other equipment used by contractor shall follow OSHA guidelines for required inspections and safety regulations. Contractor shall provide a list to the City of all equipment/supplies stored and ensure the updated list is provided as needed.

Contractor's responsibilities do not include securing of park gates or facilities unless their employee opens a park gate or facility after it has been closed and locked by security. If contractor's employee opens a locked gate or facility after hours, it must be re-secured before employee leaves the premises. Failure on behalf of contractor's employee to re-secure the locked gate or facility may result in assessment of liquidated damages.

### **Supervision**

The contractor shall provide adequate supervision of all contract work. Contractor or his supervisors shall be available at all times to check work performance and general condition of the job, as well as, planning for work needed. The contractor shall provide a phone number and an email to the City and be available upon request to receive instructions from City staff. Contractor shall develop a strong supervisory support group to assure that high quality standards are maintained. Contractor shall complete a City-provided monthly quality control report and email this report to the City representative on a monthly basis.

### **Employees**

The contractor shall furnish the City with a list of employees authorized to act for the contractor and a weekly or monthly schedule showing each employee's assigned facility and the dates of cleaning. The contractor shall require his employees to comply with the instructions in this Contract. Specifically, contractor personnel shall not disturb papers on desks, open desk drawers, or use office equipment. The contractor will be held responsible for safeguarding against loss, theft, or damage of all property, materials, equipment, and accessories which might be exposed to the contractor's personnel. Any damage to existing equipment, finishes, and/or materials by the contractor or contractor personnel will be repaired at contractor's expense. All employees of

the contractor shall wear clearly visible, distinctive badges or uniforms. All contractor's employees shall be required to abide by the set of rules, code of conduct, and regulations developed by the contractor and approved by City. Contractor's supervisory staff shall enforce these rules and regulations. The contractor shall provide a list to the City of all employees authorized to perform contracted janitorial services. Contractor shall not employ any of the Park and Recreation department employees for the contracted janitorial services.

### **Scheduling**

The required cleaning schedule is provided for each location on the worksheet. This schedule cannot be changed by the contractor without written permission from the City. The scheduled cleaning days may be modified by Parks and Recreation at any time due to demand or a programing change. Parks and Recreation has an event calendar that is available upon request.

All matters pertaining to cleaning operations and cleaning contracts will be handled and coordinated through the City representative. To facilitate contract administration and inspection by the Parks and Recreation Maintenance Superintendent or Recreation Superintendent, the contractor or representative shall meet with the Department before commencement of services to review all cleaning and operational procedures.

Modification of procedures may be necessitated due to construction, remodeling, upgrading of materials and equipment, a change in the usage of building areas, or other state of the art improvements.

### **Quality Assurance**

Prior to being assigned to work at a designated location, contractor's employee will be adequately trained at contractor's expense. Contractor shall have training records as well as the training manual available upon request. Contractor is responsible for working after hours or overnight to complete all cleanings. Any cleaning required during the hours of 8:00 a.m. and 9:30 p.m. will need to be approved by the City. "Closed for Maintenance" signs shall be provided by the contractor while servicing restrooms during operating hours. Contractor shall provide an active email address and mobile phone number to the City. Contractor shall respond via email to any cleaning supply deficiencies and emergency cleaning requests within 2 hours and have the deficiency remedied within 4 hours at no extra cost to the City. A follow-up email is required to the Parks and Recreation Maintenance Superintendent and Recreation Superintendent stating how the deficiency was resolved/remedied. Contractor is responsible for securing the building and setting the alarm system.

### **References**

All contractor's must supply the names, addresses, phone numbers and contact persons of at least three (3) accounts similar in size and nature to the facilities listed in this bid.

### **Liquidated Damages**

The City and the contractor mutually agree response time compliance and performance compliance are critical and failure to provide service in accordance with this Agreement is a detriment to City services and the public. Therefore, the contractor agrees to credit the City for deficiencies not remedied or for failure to complete work as assigned or designated in the specifications, in accordance with the following schedule of liquidated damages. These sums are



fixed and agreed upon, not as a penalty, but because the parties agree that the actual loss to the City and to the public caused by the omission of work or substandard performance is impractical and extremely difficult to ascertain. Subsequent failures or omissions during any two (2) month period will result in assessment of repeat occurrence liquidated damage charges, as indicated in the table below, to cover the cost increases associated with resolution of repeated problems. Any amount deducted that is greater than the amount billed on any given invoice shall become a credit to the City, applicable to any other amounts due to the contractor.

DEFICIENCY	CHARGE FOR FIRST OCCURRENCE	CHARGE FOR REPEAT OCCURENCES
A. Failure to perform tasks and related activities per specifications and failure to rectify within one (1) business day from the date and time the notice was sent by the City	\$25	\$50
B. Failure to properly lock the building, facility, or park gate	\$50	\$75
C. Lost key replacement	\$10/key	\$15/key
D. Lock Change or re-key required due to contractor's loss of keys	\$25/lock	\$35/lock
E. Use of workers not on the list of approved janitorial employees or bringing unauthorized person(s) into the facility without City approval	\$25	\$50
F. Use of chemical cleaners not subjected to approval. Also, misuse or improper handling, storage, or disposal (including labeling) of these items	\$25	\$50

The City will email a deficiency report to the designated supervisor the day the deficiency is reported. Contractor will be required to email the notice to the Parks and Recreation Department and the City's Contract Manager indicating the deficiency has been rectified. The City will inspect and determine if the deficiency was rectified to the City's satisfaction and in accordance with the Agreement requirements.

### **Keys**

Contractors will be required to sign for each key issued to them. If a contractor loses a key, they will be required to pay \$10.00 for each duplicate for first occurrence, and \$15.00 for each repeat occurrence.

If a breach in security results from the loss of a key by contractor, or his employee, that requires the City to change or re-key a lock or locks, an additional charge of \$25.00 for each lock will be made for the first occurrence and \$35.00 for each repeat occurrence, as outlined under Liquidated Damages.

### **Payments**

The contractor shall submit an invoice to the City at the end of each month. Standard payment term for the City of Knoxville is net 30 days.

## **EVALUATION CRITERIA**

**Bids must include information that responds to all the following criteria:**

### **1. Qualifications of the Firm**

- Number of years in business, location of working office
- Number of personnel employed available to provide service for this bid including supervisory staff. Note if personnel is full-time, part-time, or seasonal employment. Include the use of any subcontractors.
- List of equipment to be used for this service

### **2. Experience, Past Performance, and References**

- Detail a list of what portion of the work, if any, will be subcontracted
- List of a minimum of three (3) references within the past 3 years where similar work and comparable job size was performed. Include phone numbers and/or email addresses of reference.
- Provide any unique strengths, experiences, or qualifications of your firm.

### **3. Cost**

- Enter your cost on the bid form included in this document

### **4. Approach and Current Workload**

- Provide information on current workload and how this project will be accomplished
- Provide information on management of staff and training provided to personnel

## **BID SUBMISSION REQUIREMENTS**

Bidders must furnish the following information in writing with their submission:

1. Bid Form showing bidder's name, address, quoted price, business license number, date of expiration of business license. A copy of the bidder's current business license may be submitted in lieu of providing the license expiration date.
2. Child Crime Affidavit
3. Non-Collusion Affidavit
4. Drug-Free Workplace Affidavit
5. Iran Divestment Act Certification of Noninclusion
6. Diversity Business Enterprise (DBE) Program form
7. **Responses for each of the Evaluation Criteria listed above**

## GENERAL INFORMATION

1. Sealed bids will be received by the Purchasing Agent of the City of Knoxville in Room 667-674, City/County Building, 400 Main Avenue, Knoxville, Tennessee until **Monday, April 30, 2018, at 11:00:00 a.m (Eastern Time)**., at which time they will be publicly opened and read aloud and the contract awarded as soon as practicable. **No bid will be received or accepted after the above-specified time for the opening of bids.** Bids that arrive late due to the fault of U. S. Postal Service, United Parcel Service, DHL, FEDEX, any delivery/courier service, or any other carrier of any sort are still considered late and shall not be accepted by the City. Such bids shall remain unopened and will be returned to the submitting entity upon request.
2. The City of Knoxville reserves the right to waive any informalities or to reject any or all bids, to evaluate bids, and to accept any bid which, in its opinion, may be for the best interest of the City.
3. Prior to submitting their bids, bidders are to be registered with the Purchasing Division through the City of Knoxville's online Vendor Registration system. Instructions for registering on-line are available at [www.knoxvilletn.gov/purchasing](http://www.knoxvilletn.gov/purchasing). **Bid submissions from un-registered bidders may be rejected.**
4. Included in the Invitation to Bid is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this bid or any other bid. The fully executed and notarized affidavit must be submitted with the sealed bid. Also included is the Diversity Business Program contracting packet. Submissions must indicate on the enclosed form whether or not the bidder intends to use subcontractors and/or suppliers from one of the defined groups. Bidders are advised that the City tracks use of such use, but it does not influence or affect evaluation or award.
5. **NO CONTACT POLICY:** After the posting of this solicitation to the Purchasing Division's website, any contact initiated by any proposer with any City of Knoxville representative concerning this proposal is strictly prohibited, unless such contact is made with the Purchasing Division representative listed herein or with said representative's authorization. Any unauthorized contact may cause the disqualification of the proposer from this procurement transaction.
6. **INCLEMENT WEATHER:** During periods of inclement weather, the Purchasing Division will enact the following procedures with regard to solicitations and weather delays:
  - If City offices are closed due to inclement weather on the date that bids/proposals/qualifications/letters of interest are due into the Purchasing Office, all solicitations due that same day will be moved to the next operational business day.
  - The City of Knoxville shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.
7. Each bid must be submitted in a sealed envelope, addressed to the Purchasing Agent;

City of Knoxville; City/County Building; 400 Main Street, Room 667-674; Knoxville, Tennessee, 37902. Each sealed envelope containing a bid must be plainly marked on the outside as: **“Janitorial Services- Recreation Centers.”**

8. All bids must be made on the Bid Form supplied with the contract documents, and no interlineations, excisions, or special conditions shall be made or included in the Bid Evaluation Sheet by the Bidder. **Any bid on which there is an alteration of or departure from the Bid Form may be considered irregular and may be rejected.** All bids must be signed in full by the Bidder or Bidders in their business name or style when submitted and must show his or their complete address.
9. No bidder may withdraw his bid for a period of 60 days after the actual date of the opening thereof.
10. All bidders must be licensed to conduct business in the State of Tennessee.
11. Payment for completed services delivered to and accepted by the City shall be at the contract price.
12. All bids must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
13. Bidders shall verify bids before submission, as bids cannot be withdrawn or corrected after being opened. Bids will be evaluated by unit price.
14. Within 30 days of delivery of the contract to the Contractor, the City must receive either the executed contract or, if execution of the contract is pending agreement of the parties as to contract language, a written request for extension indicating the cause of the delay and an estimated schedule for execution. The City may accept or reject the request for extension, but will afford reasonable opportunity for review. Failure to obtain a certificate of insurance prior to submission of a bid will not be considered a reasonable basis for extension. If neither the executed contract nor a written request for extension has been received by the City within 30 days of delivery, the City may award to the next most responsive, responsible bidder.
15. By execution and delivery of a bid submission, the bidder agrees that any additional terms and conditions, whether submitted to the City purposely or inadvertently, shall have no force or effect.
16. Bidders must provide a fully executed and notarized Drug-Free Workplace Affidavit with their bid submission.
17. The City's performance and obligation to pay under this contract is subject to funding contingent upon an annual appropriation.
18. Bidders must comply with the President's Executive Orders No.11246 and 11375 which

prohibit discrimination in employment regarding race, color, religion, sex or national origin. Bidders must not maintain or provide for their employees any facilities that are segregated on the basis of race, color, religion or national origin. Bidders must also comply with Title VI of the Civil Rights Act of 1964, Copeland Anti-Kick Back Act, the Contract Work Hours and Safety Standard Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974 and Section 503 of the Rehabilitation Act of 1973, all of which are herein incorporated by reference.

19. All bidders must comply with Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. 2000d. The successful bidder must follow Title VI guidelines in all areas including hiring practices, open facilities, insurance, and wages. The City of Knoxville reserves the right to review all compliance records by a contract compliance officer designated by the City.
20. No interpretation of the meaning of the plans, specifications, or other pre-bid documents will be made to any bidder orally. **Each request for such interpretation should be in writing addressed to Julie Smith Maxwell, Procurement Specialist for the City of Knoxville, 400 Main Street, Room 667, Knoxville, TN 37902, or emailed to her at [jmaxwell@knoxvilletn.gov](mailto:jmaxwell@knoxvilletn.gov).** To be given consideration, **such requests/questions must be received by close of business on Monday, April 23, 2018.** Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be posted to the City's website at [www.knoxvilletn.gov/bids](http://www.knoxvilletn.gov/bids). Submitting organizations are strongly encouraged to view this website often to see if addenda are posted. Failure of any bidder to receive such addendum or interpretation shall not relieve such Bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the Contract Documents.
21. Attention of all bidders is directed to the set off provision contained in Article II, Section 24-33, entitled, "Debts owed by persons receiving payments other than salary", and Section 2-1049 entitled "Receipt of benefits from City contracts by council members, employees, and officers of the City" of the Code of the City of Knoxville.
22. The City may terminate this Agreement at any time, with or without cause, by written notice of termination to the Contractor. If the City terminates this Agreement, and such termination is not a result of a default by the Contractor, the Contractor shall be entitled to receive as its sole and exclusive remedy the following amounts from the City, and the City shall have no further or other obligations to the Contractor: (a). The amount due to the Contractor for work executed through the date of termination, not including any future fees, profits, or other compensation or payments which the Contractor would have been entitled to receive if the Project had not been terminated; and (b) the direct out-of-pocket costs incurred by the Contractor for demobilization of the Project following receipt of the notice of termination, not to exceed the amount reasonably and actually required to demobilize the Project.
23. The City may, by written notice of default to the Contractor, terminate the whole or any part of this contract if the Contractor fails to make delivery of the supplies or to perform

the services wherein the time specified herein or any extension thereof; or if the Contractor fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of 10 days (or such longer period as the Purchasing Agent may authorize in writing) after receipt of notice from the Purchasing Agent specifying such failure.

24. If the contract is terminated in whole or in part for default, the City may procure, upon such terms and in such manner as the Purchasing Agent may deem appropriate, supplies of services similar to those so terminated.
25. If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to termination for convenience of the City.
26. The rights and remedies of the City provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.
27. Before a contract will be signed by the City, the submitting entity, if selected, **must** provide the City Purchasing Division with a copy of its valid business license **or** with an affidavit explaining why it is exempt from the business licensure requirements of the city or county in which it is headquartered. If a contract is signed, the contractor's business license shall be kept current throughout the duration of the contract, and the contractor shall inform the City of changes in its business name or location. Any Contract resulting from this Invitation to Bid shall be governed by and construed in accordance with the substantive laws of the State of Tennessee and its conflict of laws provisions. Venue for any action arising between the City and the Vendor from the Agreement shall lie in Knox County, Tennessee.
28. When applicable and prior to the commencement of the contract, contractor must, at its sole expense, obtain and maintain in full force and effect for the duration of the Agreement and any extension hereof at least the following types and amounts of insurance for claims which may arise from or in connection with this Agreement. Contractor shall furnish the City of Knoxville with properly executed certificates of insurance which shall clearly evidence all insurance required by the City. All insurance must be underwritten by insurers with an A.M. Best rating of A-VIII or better. Such insurance shall be at a minimum the following:
  - A. **Commercial General Liability Insurance**; occurrence version commercial general liability insurance, and if necessary umbrella liability insurance, with a limit of not less than two million dollars (\$2,000,000) each occurrence for bodily injury, personal injury, property damage, and products and completed operations. If such insurance contains a general aggregate limit, it shall apply separately to the work/location in this Agreement or be no less than three million dollars

(\$3,000,000).

Such insurance shall:

(a.) Contain or be endorsed to contain a provision that includes the City, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds. Proof of additional insured status up to and including copies of endorsements and/or policy wording will be required.

(b.) For any claims related to this project, Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, officers, employees, and volunteers. Any insurance or self-insurance programs covering the City, its officials, officers, employees, and volunteers shall be excess of Contractor's insurance and shall not contribute with it.

(c.) At the sole discretion of the City, dedicated limits of liability for this specific project may be required.

B. **Automobile Liability Insurance;** including vehicles owned, hired, and non-owned, with a combined single limit of not less than \$1,000,000 each accident. Such insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes the City, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of Contractor.

C. **Workers' Compensation Insurance.** Contractor shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance with limits of not less than \$500,000. Contractor shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by Contractor's workers' compensation insurance coverage. Such insurance shall include a waiver of subrogation in favor of the City. Proof of waiver of subrogation up to and including copies of endorsements and/or policy wording will be required.

D. **Other Insurance Requirements.** Contractor shall:

- Prior to commencement of services, furnish the City with original certificates and amendatory endorsements effecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to the City Attorney of Knoxville;

P.O. Box 1631; Knoxville, Tennessee 37901. Proof of policy provisions regarding notice of cancellation will be required.

- Upon the City's request, provide certified copies of endorsements and policies if requested by the City in lieu of or in addition to certificates of insurance. Copies of policies will only be requested when contracts are deemed to be extremely or uniquely hazardous, include a dollar amount that is significant to the overall budget of the City or a City Department, or the coverage(s) may not follow standard insurance forms. A policy will only be requested after the City's Risk Manager has reviewed the contract and proof of coverage has been provided. Should the certificate of insurance refer to specific coverage wording or endorsements(s), proof of such policy wording or endorsement(s) will be required.
- Replace certificates, policies, and endorsements for any such insurance expiring prior to completion of services.
- Maintain such insurance from the time services commence until services are completed. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of contract.
- If Contractor cannot procure insurance through an insurer having an A.M. Best rating of A-VIII, Contractor may, in the alternative, place such insurance with insurer licensed to do business in Tennessee and having A.M. Best Company ratings of no less than A. Modification of this standard may be considered upon appeal to the City Law Director.
- Require all subcontractors to maintain during the term of the Agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Workers' Compensation/Employer's Liability insurance (unless subcontractor's employees are covered by Contractor's insurance) in the same manner as specified for Contractor. Contractor shall furnish subcontractors' certificates of insurance to the City without expense immediately upon request.
- Any deductibles and/or self-insured retentions greater than \$50,000 must be disclosed to and approved by the City of Knoxville prior to the commencement of services. Use of large deductibles and/or self-insured retentions may require proof of financial ability as determined by the City.
- The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, and employees for losses arising from work performed by Contractor for the City. Proof of waiver of subrogation up to and including copies of endorsements and/or policy wording will be required.
- All general liability policies must be written on an occurrence basis, unless the Risk Manager determines that a claims made basis is reasonable in the specific circumstance. Use of policies written on a claims made basis must be approved by



the Risk Manager and retroactive dates and/or continuation dates must be provided to the City prior to commencement of any work performed. Professional Liability and Environmental Liability (Pollution Coverage) are most commonly written on a claims made basis and are generally acceptable in that form.

29. The successful proposer will be required to sign a contract which contains the following indemnification clause. This indemnification clause will not be altered in any way. Failure to agree with this indemnification clause in the contract may result in the City moving to the next responsible responsive proposer.

Contractor shall defend, indemnify and hold harmless the City, its officers, employees and agents from any and all liabilities which may accrue against the City, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of Contractor in performance of this Agreement or from Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the City, its agents or employees.

Contractor shall save, indemnify and hold the City harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the City alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the City; and Contractor shall assume and take over the defense of the City in any such claim, demand, suit, or cause of action upon written notice and demand for same by the City. Contractor will have the right to defend the City with counsel of its choice that is satisfactory to the City, and the City will provide reasonable cooperation in the defense as Contractor may request. Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the City, such consent not to be unreasonably withheld or delayed. The City shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

Contractor shall save, indemnify and hold City harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against City alleging liability referenced above.

The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.

**CITY OF KNOXVILLE**  
**BID FORM**

TO: Purchasing Agent  
City of Knoxville  
City/County Building  
400 Main Street, Suite 667  
Knoxville, TN 37902

Having carefully examined the specifications entitled “**Janitorial Services- Recreation Centers**” to open on **April 30, 2018, at 11:00:00 a.m.** and the other Contract Documents and addenda, and having familiarized ourselves with the existing conditions of the job, we hereby propose to furnish the supervision, labor, materials, equipment, delivery, and services to do the work as specified for the following amount:

**BID: Total Annual Bid (One Year): \$**\_\_\_\_\_

**Optional Cleaning Prices:** (Cost for extra non-scheduled miscellaneous cleaning day per location listed below)

**Recreation Centers**

<b>Adaptive Recreation Center</b> -2235 Dandridge Ave.	\$ _____
<b>Cal Johnson Recreation Center</b> -507 Hall of Fame Dr.	\$ _____
<b>Cecil Webb Recreation Center</b> -953 E. Moody Ave.	\$ _____
<b>Christenberry Recreation Center</b> -931 Oglewood Ave.	\$ _____
<b>Cumberland Estates Rec. Center</b> -4529 Silver Hill Dr.	\$ _____
<b>Deane Hill Recreation Center</b> -7400 Deane Hill Dr.	\$ _____
<b>Inskip/Norwood Recreation Center</b> -301 Inskip Road	\$ _____
<b>Knoxville Arts &amp; Fine Crafts Center</b> -1127 Broadway	\$ _____
<b>Larry Cox Recreation Center</b> -3109 Ocoee Trail	\$ _____
<b>Lonsdale Recreation Center</b> -2700 Stonewall Road	\$ _____
<b>Milton Roberts Rec. Center</b> -5900 Asheville Highway	\$ _____
<b>Richard Leake Recreation Center</b> -3511 Alice Bell Road	\$ _____
<b>South Knoxville Comm. Center</b> -522 Old Maryville Pk.	\$ _____
<b>West Haven Recreation Center</b> -3622 Sisk Road	\$ _____
<b>Dr. E.V. Davidson Center</b> -3124 Wilson Ave.	\$ _____
<b>Adair Park Building</b> -1807 Adair Dr.	\$ _____
<b>Happy Homes Community Center</b> -5329 Montwood Dr.	\$ _____
<b>Oakland Community Center</b> -3816 Oakland Dr.	\$ _____
<b>South Knoxville Optimist Club Building</b> -6101 Moore Rd.	\$ _____
<b>Fairview Community Center</b> -1628 Dora Street	\$ _____

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

Official Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(By)

\_\_\_\_\_  
(Name Typed)

\_\_\_\_\_  
(Title)

Email \_\_\_\_\_

Phone \_\_\_\_\_

## NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

- (1) He is owner, partner, officer, representative, or agent of \_\_\_\_\_, the Bidder that has submitted the attached Bid;
- (2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bid nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, firm, or person to fix any overhead, profit, or cost element of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Knoxville or any person interested in the proposed Contract; and
- (5) The price or prices quoted in that attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

My commission expires: \_\_\_\_\_

**IRAN DIVESTMENT ACT**  
Certification of Noninclusion

**NOTICE:** Pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106 requires the State of Tennessee Chief Procurement Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105. Inclusion on this list makes a person ineligible to contract with the state of Tennessee; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. A list of entities ineligible to contract in the State of Tennessee Department of General Services or any political subdivision of the State may be found here:

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List\\_of\\_persons\\_pursuant\\_to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 7.7.17.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf)

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 T.C.A. § 12-12-106.

Vendor Name (Printed)	Address
By (Authorized Signature)	Date Executed
Printed Name and Title of Person Signing	

**NOTARY PUBLIC:**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2\_\_\_\_\_.

My commission expires:\_\_\_\_\_

Child Crime Affidavit

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of

\_\_\_\_\_,  
\_\_\_\_\_, the Bidder that has submitted the attached Bid;

(2) The Bidder \_\_\_\_\_ will abide by the following if  
chosen as the successful bidder:

The Bidder \_\_\_\_\_ agrees not to allow any employee  
or volunteer who is awaiting trial or has been convicted of a felony crime involving the  
sexual exploitation of children, sexual offenses involving children or violent crimes to  
participate in this Agreement at sites where children may be present. Failure by the  
Bidder to comply with this requirement is grounds for immediate termination of the  
Agreement.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

My commission expires: \_\_\_\_\_

## DRUG-FREE WORKPLACE AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes, and says that:

- (1) He/She is a principal officer of \_\_\_\_\_, the firm that has submitted the attached Proposal, his or her title being \_\_\_\_\_ of the firm; and
- (2) He/She has personal knowledge of the policies of the above-named firm with respect to the maintenance of a drug-free workplace; and
- (3) He/She certifies that all provisions and requirements of the Tennessee Drug-Free Workplace Program, as established by Tenn. Code Ann. §§ 50-9-101 et. seq., have been met and implemented.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Title \_\_\_\_\_

My Commission expires \_\_\_\_\_

# DIVERSITY BUSINESS ENTERPRISE (DBE) PROGRAM

The City of Knoxville strongly encourages prime contractors to employ diverse businesses in the fulfillment of contracts/projects for the City of Knoxville.

The City of Knoxville's Fiscal Year 2017 goal is to conduct 3.33% of its business with minority-owned businesses, 9.21% of its business with woman-owned businesses, and 45.5% with small businesses.

While the City cannot engage (pursuant to state law) in preferential bidding practices, the City does **strongly encourage** prime contractors to seek out and hire diverse businesses in order to help the City meet its goals as stated above. As such, the City encourages prime contractors to seek out and consider competitive sub-bids and quotations from diverse businesses.

For DBE tracking purposes, the City requests that prime contractors who are bidding, proposing, or submitting statements of qualifications record whether or not they plan to employ DBE's as sub-contractors or consultants. With that in mind, please fill out, sign and submit (with your bid/proposal) the following sub-contractor/ consultant statement.

## CITY OF KNOXVILLE DIVERSITY BUSINESS DEFINITIONS

Diversity Business Enterprise (DBE's) are minority-owned (MOB), women-owned (WOB), service-disabled veteran-owned (SDVO), and small businesses (SB), who are impeded from normal entry into the economic mainstream because of past practices of discrimination based on race or ethnic background. These persons must own at least 51% of the entity and operate or control the business on a daily basis.

Minority: A person who is a citizen or lawful admitted permanent resident of the United States and who is a member of one (1) of the following groups:

- a. African American, persons having origins in any of the Black racial groups of Africa;
- b. Hispanic American, persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race;
- c. Native American, persons who have origin in any of the original peoples of North America ;
- d. Asian American, person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.



Minority-owned business (MOB) is a continuing, independent, for profit business that performs a commercially useful function, and is at least fifty-one percent (51%) owned and controlled by one (1) or more minority individuals.

Woman-owned business (WOB) is a continuing, independent, for profit business that performs a commercially useful function, and is at least fifty-one percent (51%) owned and controlled by one (1) or more women.

Service Disabled Veteran-owned business (SDOV) is a continuing, independent, for profit business that performs a commercially useful function, owned by any person who served honorably on active duty in the armed forces of the United States with at least a twenty percent (20%) disability that is service connected. Meaning such disability was incurred or aggravated in the line of duty in the active military, naval or air service, and is at least fifty-one percent (51%) owned and controlled by one (1) or more service disabled veteran.

Small Business (SB) is a continuing, independent, for profit business which performs a commercially useful function and has total gross receipts of not more than ten million dollars (\$10,000,000) average over a three-year period or employs no more than ninety-nine (99) persons on a full-time basis.

**Subcontractor/Consultant Statement**  
(TO BE SUBMITTED IN THE BID/PROPOSAL ENVELOPE)

We \_\_\_\_\_ do certify that on the  
(Bidder/Proposer Company Name)

\_\_\_\_\_  
(Project Name)  
\$ \_\_\_\_\_  
(Amount of Bid)

**Please select one:**

☐ **Option A: Intent to subcontract using Diverse Businesses**

A Diversity business will be employed as subcontractor(s), vendor(s), supplier(s), or professional service(s). The estimated **dollar value** of the amount that we plan to pay is:

\$ \_\_\_\_\_.  
Estimated Amount of Subcontracted Service

<b>Diversity Business Enterprise Utilization</b>			
Description of Work/Project	Amount	Diverse Classification (MOB, WOB, SB, SDOV)	Name of Diverse Business

☐ **Option B: Intent to perform work “without” using Diverse Businesses**

We hereby certify that it is our intent to perform 100 % of the work required for the contract, work will be completed without subcontracting, or we plan to subcontract with non-Diverse companies.

DATE: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
(Authorized Representative)

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

## APPENDIX:

Recreation Center Worksheet – contractors shall complete and return the worksheets along with bid.

<b>ADAPTIVE RECREATION CENTER - 2235 Dandridge Ave.</b>	
<b>Cleaning Schedule - Sunday, Monday, Tuesday, Thursday</b>	
All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.	
Cleaning time allocation per Day	Hrs/mins
Cost for extra non-scheduled miscellaneous cleaning day	\$ /Day
Annual Deep Cleaning Cost	\$

<b>CAL JOHNSON RECREATION CENTER – 507 Hall of Fame Dr.</b>	
<b>Cleaning Schedule - Sunday, Monday, Tuesday, Thursday</b>	
<b>Add Saturday to schedule starting the 3rd Saturday in December and ending the last Saturday in February.</b>	
All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.	
Cleaning time allocation per day	Hrs/mins
Cost for extra non-scheduled miscellaneous cleaning day	\$ /Day
Annual Deep Cleaning Cost	\$

<b>CECIL WEBB RECREATION CENTER - 953 E. Moody Ave.</b>	
<b>Cleaning Schedule - Sunday, Monday, Tuesday, Thursday</b>	
<b>Add Saturday to schedule starting the 3rd Saturday in December and ending the last Saturday in February.</b>	
All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.	
Cleaning time allocation per day	Hrs/mins
Cost for extra non-scheduled miscellaneous cleaning day	\$ /Day
Annual Deep Cleaning Cost	\$

<b>CHRISTENBERRY RECREATION CENTER - 931 Oglewood Ave.</b>	
<b>Cleaning Schedule - Sunday, Monday, Tuesday, Thursday</b>	
<b>Add Saturday to schedule starting the 3rd Saturday in December and ending the last Saturday in February.</b>	
All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.	
Cleaning time allocation per day	Hrs/mins
Cost for extra non-scheduled miscellaneous cleaning day	\$ /Day
Annual Deep Cleaning Cost	\$

**CUMBERLAND ESTATES RECREATION CENTER - 4529 Silver Hill Dr.****Cleaning Schedule - Sunday, Monday, Tuesday, Thursday**

Add Saturday to schedule starting the 3rd Saturday in December and ending the last Saturday in February.

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.

Cleaning time allocation per day \_\_\_\_\_ Hrs/mins

Cost for extra non-scheduled miscellaneous cleaning day \$ \_\_\_\_\_ /Day

Annual Deep Cleaning Cost \$ \_\_\_\_\_

**DEANE HILL RECREATION CENTER - 7400 Deane Hill Dr.****Cleaning Schedule - Sunday, Monday, Tuesday, Thursday**

Add Saturday to schedule starting the 1st Saturday in December and ending the last Saturday in February.

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.

Cleaning time allocation per day \_\_\_\_\_ Hrs/mins

Cost for extra non-scheduled miscellaneous cleaning day \$ \_\_\_\_\_ /Day

Annual Deep Cleaning Cost \$ \_\_\_\_\_

**INSKIP NORWOOD RECREATION CENTER - 301 Inskip Rd.****Cleaning Schedule - Sunday, Monday, Tuesday, Thursday**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.

Cleaning time allocation per day \_\_\_\_\_ Hrs/mins

Cost for extra non-scheduled miscellaneous cleaning day \$ \_\_\_\_\_ /Day

Annual Deep Cleaning Cost \$ \_\_\_\_\_

**KNOXVILLE ARTS & FINE CRAFTS CENTER - 1127 N Broadway # B****Cleaning Schedule - Sunday, Monday, Tuesday, Thursday**

All-Inclusive firm-fixed price per month to provide all janitorial tasks specified.

Cleaning time allocation per day \_\_\_\_\_ Hrs/mins

Cost for extra non-scheduled miscellaneous cleaning day \$ \_\_\_\_\_ /Day

Annual Deep Cleaning Cost \$ \_\_\_\_\_