

BID SOLICITATION



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

BID OPENING DATE AND TIME:
09/23/2008 2:00 PM
BID NUMBER: B0005498

BUYER: Dickey, Natalie
PHONE #: (423) 643 - 6383 ext.
DELIVERY REQUIRED: 09/23/2008 2:00 PM

M City of Chattanooga
A 101 East 11th Street, Suite G13
I Chattanooga TN 37402
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SEALED BIDS
Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	Requisition No.: R0113245 Ordering Dept.: Bicentennial Library Buyer: Natalie Dickey Phone: 423-643-6383 JANITORIAL SERVICES CONTRACT ***** A Pre- Bid Meeting will be held: 9/16/08 at 9:30 AM Eastgate Branch 900 Building Marlin Road Suite 1500 Chattanooga, TN 37411 ***** Items Being Purchased: This shall be a twelve (12) month Blanket contract to supply Janitorial Services for the four (4) Chattanooga-Hamilton County Bicentennial Library Branches. The contract term may be renewed for two (2) additional twelve (12) month term under the Same Terms and Conditions by Mutual Agreement. The City of Chattanooga and the contractor may Bilaterally Extend the contract by providing Written Confirmation of Agreement by Both Parties at least 30 days prior to the contract's current expiration date into any successive term as provided herein. ***** *** BIDS MUST BE RECIEVED NO LATER THAN*** *** 2:00 PM EST ON <SEPTEMBER 23, 2008> ***** Attachments: -Specifications 5 Pages -Affirmative Action Plan 2 Pages -Requirements for Insurance 2 Pages ***** !!!!!!!!! NOTE TO BIDDER !!!!!!!!! When returning you response to this invitation please include: - 2 copies of Bid -Insurance Certificate -Surety Bond *****				

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS.

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

The City is Exempt from all Federal and State Tax.
Bids will be received at the above mentioned address.

COMPANY: _____

TERMS OF PAYMENT: _____

SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

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	<p>City of Chattanooga (COC) Terms and Conditions posted on Website http://www.chattanooga.gov/finance/66_standardtermsandconditions.htm If you can't download call buyer for a copy. NOTE: ALL BIDS MUST BE SIGNED All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated. ***** Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item. The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city. The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.</p>				

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	<p>***** NOTE ***** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:</p> <p>Company Name _____ Address _____ Phone/Toll-Free No. _____ Fax No. _____ eMail Address _____ Contact Person's Name _____ Employer's ID No. _____ Estimated Delivery _____ Minority-Owned Business ___ Small Business ___ Veteran ___ Minority Woman Owned Business ___ Disabled Veteran ___ Women-Owned Business ___</p>				
1.0	Janitorial service Chattanooga-Hamilton Co Bicentennial Library, Eastgate Branch, 5900 Building, Marlin Rd., Suite 1500 Chattanooga, TN 37411, Per Attached Specifications.	12.00	MO		
2.0	Janitorial Service Chattanooga-Hamilton Co Bicentennial Library, Northgate Branch, 278 Northgate Mall Drive, Chattanooga, TN 37415, per attached specifications.	12.00	EA		
3.0	Janitorial Service Chattanooga-Hamilton Co Bicentennial Library, Ooltewah/Collegedale Branch, 9318 Apison Pike, Ooltewah, TN 37363 Per Attached Specifications.	12.00	EA		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
4.0	Janitorial Service Chattanooga-Hamilton Co Bicentennial Library, South Chattanooga Branch, 925 West 39th Street, Chattanooga, TN 37410 Per Attached Specifications.	12.00	EA		
				TOTAL:	

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COMPANY: _____

TERMS OF PAYMENT: _____

SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the contractor and/or subcontractor shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Company)

(Date)

REQUIREMENTS FOR INSURANCE COVERAGE

The Contractor shall not commence work under these Contract Documents until he has obtained all insurance required herein nor shall the Contractor allow any Subcontractor to commence work on his subcontract until similar insurance required of the Subcontractor has been obtained by the Subcontractor. Insurance shall be placed by the Contractor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed ten (10) days before the expiration date of the policy.

Certificates of insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least fifteen (15) days' written notice has been given to the city. The Contract shall not be binding upon the city until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Contractor at all times. Failure to maintain adequate coverage shall not relieve the Contractor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Contractor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and certificates of insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Contractor shall replace such policies with policies meeting his approval.

The Contractor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

Workmen's Compensation Insurance that shall protect the Contractor against all claims under applicable state workmen's compensation laws shall be maintained. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all states in which work is performed. The Contractor shall require all the Subcontractors to provide similar Workmen's Compensation Insurance for all the Subcontractors' employees on the work unless such employees are covered by the protection afforded by the Contractor. The liability limits shall not be less than that required by statute.

General Public Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims arising from injuries including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or Subcontractors. In addition, this policy shall specifically insure the contractual liability assumed by the successful bidder to defend and indemnify the City of Chattanooga against such claims or suits.

To the extent that the work may require blasting, explosive conditions or underground operation, the comprehensive general public liability and property damage coverage shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damage to underground property.

The comprehensive general public liability and property damage coverage shall also protect the Contractor against all claims resulting from damage to:

1. Private driveways, walks, shrubbery and plantings;
2. Public utility facilities; and
3. U.S. Government monuments.

The liability limits shall not be less than:

Bodily Injury	\$ 500,000 each person \$1,000,000 each occurrence
Property Damage	\$ 250,000 each occurrence \$ 500,000 aggregate

The general public liability and property damage insurance shall carry an endorsement in form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims and damage whatsoever, including patent infringement. General public liability and property damage insurance shall be kept in force at all times during the course of the work until such time as the work covered by these Contract Documents has been completed and accepted by the City.

Comprehensive Motor Vehicle Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The liability limits shall not be less than:

Bodily Injury	\$ 250,000 each person \$ 500,000 each occurrence
Property Damage	\$ 100,000 each occurrence

Vendor: _____

BID: B0005498- R0113245- Janitorial Services- Bicentennial Library

If you are placing a "NO BID" please give us a brief description as to why and Fax back to our office at (423) 757-0949. Mark to the Attention of Natalie Dickey.

Thank you.

CHATTANOOGA-HAMILTON COUNTY BICENTENNIAL LIBRARY

1001 Broad Street
Chattanooga, Tennessee 37402

SPECIFICATIONS FOR JANITORIAL SERVICE

EASTGATE; NORTHGATE; OOLTEWAH/COLLEGEDALE AND SOUTH CHATTANOOGA
BRANCH LIBRARIES

I. QUALIFICATION OF BIDDERS

- A. In order to be considered for award of contract for this work, bidder must have Demonstrated to the CHATTANOOGA-HAMILTON COUNTY BICENTENNIAL LIBRARY'S complete satisfaction, competency and responsibility in cleaning Services, and must be doing business currently in such service.
- B. Chattanooga-Hamilton County Bicentennial Library reserves the right to make any investigations necessary to assure itself that the bidder is properly qualified to execute the contract.
- C. The bidder may execute cleaning service on all branches only.

II. BONDS AND INSURANCE

- A. Company must be bonded and insured as follows:
 - 1. Employee dishonesty bond limits to \$25,000;
 - 2. Property damage and liability insurance written on a comprehensive general liability form including products and completed operations - \$1,000,000 limit per occurrence;
 - 3. Workmen's Compensation.
- B. The bidder must furnish evidence to Chattanooga-Hamilton County Bicentennial Library Of bonding and insurance as specified above.

Chattanooga-Hamilton County Bicentennial Library
1001 Broad Street
Chattanooga, Tennessee 37402

III. FACILITIES TO BE CLEANED AND SITE INSPECTION

A. The branch libraries to be cleaned are:

1. Eastgate Branch Library
5900 Building
5705 Marlin Road, Suite 1500
Chattanooga, Tennessee 37411

Approximately 9,060 Square feet
2. Northgate Branch Library
278 Northgate Mall Drive
Chattanooga, Tennessee 37415

Approximately 7,800 square feet
3. Ooltewah/Collegedale Branch Library
9318 Apison Pike
Ooltewah, Tennessee 37363

Approximately 8,000 square feet
4. South Chattanooga Branch Library
925 West 39th Street
Chattanooga, Tennessee 37410

Approximately 3,000 square feet

IV. LENGTH OF CONTRACT AND INVOICING

- A. Bid awarded shall be for a twelve-month period
- B. Invoicing shall be monthly an issued separately for each branch. The monthly invoices shall total the exact amount of the bid.

V. CANCELLATION OF CONTRACT

- A. A company will be granted a fair amount of time to correct deficiencies in service. If the company fails to comply with, or meet any of the requirements as specified, the Library reserves the right to cancel the contract with thirty (30) days written notice.
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Chattanooga-Hamilton County Bicentennial Library
1001 Broad Street
Chattanooga, Tennessee 37402

VI. CLEANING SCHEDULES AND HOURS

- A. Cleaning is to be on the following schedule:
1. Monday, Tuesday, Wednesday, Thursday, Saturday.
 2. Hours of cleaning **shall not** be between 9:00a.m. – 9:00p.m.
Monday, Tuesday, Wednesday and Thursday;
9:00a.m – 6:00p.m Saturday.

VII. BUILDING ACCESS

- A. A key will be provided the janitorial supervisor who shall personally supervise all cleaning.

VIII. RESPONSIBILITY FOR SUPPLIES AND EQUIPMENT

- A. The successful bidder shall furnish all cleaning equipment, including cleaning supplies.
- B. The Library will furnish the following:
1. Liners for trash cans, wastebaskets and sanitary disposal receptacles.
 2. Toilet tissue.
 3. Paper towels
 4. Hand Soap
 5. Sanitary napkins
- C. Janitorial service will be responsible for distributing items within building on a daily basis and filling dispensers as necessary.

IX. TRASH DISPOSAL

- A. Trash disposal is to be handled as follows:
1. Eastgate Branch – Trash is to be carried off premises nightly by janitorial service.
 2. Northgate Branch – Trash is to be placed in dumpster on lot nightly and door securely closed.
 3. Ooltewah/Collegedale Branch – Trash is to be placed in container provided; placed outside for pick-up as directed.

Chattanooga-Hamilton County Bicentennial Library
1001 Broad Street
Chattanooga, Tennessee 37402

X. SECURITY

- A. Only authorized cleaning personnel shall be on the premises.
- B. Any locked areas shall be unlocked only for purposes of cleaning and shall not be left unattended while unlocked.
- C. Personal items shall not be removed from any area.
- D. All library materials, staff work materials, etc., shall be left intact and not moved from desks, shelves, and/or other work or storage space.
- E. All keys shall be surrendered and accounted for as cleaning personnel changes.

XI. LOSS OR DAMAGE TO OWNER PROPERTY

- A. Breakage and/or damage are to be reported to the director of the branch and restoration made for such damages.

XII. CARE OF MATERIALS AND FURNISHING

- A. Smoking shall not be permitted while cleaning is being undertaken because of the possibility of damage to library materials and furnishings.
- B. Care shall be exercised to prevent damages from vacuum cleaners and other equipment, to all furnishings, walls, baseboards, telephone cords, service desks, shelving bases and end panels.
- C. Use of library electronic equipment including but not limited to computers, printers, typewriters, calculators and fax machines shall not be permitted.

XIII. INSPECTION AND EVALUATION OF SERVICE

- A. Successful bidder must provide for inspection programs on weekly or bi-monthly basis and make provisions for customer rating of service.

XIV. SPECIAL CLEANING INSTRUCTIONS

- A. Library electronic equipment including but not limited to computers, printers, typewriters, calculators, and fax machines shall not be cleaned.
- B. Slate entrances shall be damp mopped only and no wax shall be applied to any slate area.
- C. Slate counter tops and/or other counter tops, tables, desks shall not be cleaned with harsh detergents or abrasive materials.

Chattanooga-Hamilton County Bicentennial Library
1001 Broad Street
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XIV. SPECIAL CLEANING INSTRUCTIONS – (continued)

- D. Anodized water fountains shall not be cleaned with abrasive materials.
- E. Northgate and Ooltewah/Collegedale Branch Libraries – Trash on parking lot, entranceways and surrounding building shall be picked up daily.
- F. Eastgate Branch Library:
 - 1. Trash on sidewalk and entranceway shall be picked up daily.
 - 2. Parking lot trash pick-up is by owner of complex.
 - 3. The door to the alley shall not be used or opened for any reason.
 - 4. Vacuum cleaners shall not be run over telephone cords at reference desks.
 - 5. Mop lounge floor.