



**REQUEST FOR PROPOSAL(S)
FOR THE CITY OF MT. JULIET, TN**

Request for Quote for Janitorial Services

Issued By:

**City of Mt. Juliet, TN
2425 N. Mt. Juliet Rd.
(615) 754-2554**

Date of Issue: February 13, 2013

Proposal Due Date: February 27, 2013 Time 3:00PM CDT

**Proposals must be in sealed envelope
Clearly Marked "Janitorial Services"
Dated "February 27, 2013"**

Delivered to:

**Attn: Finance Director
City of Mt. Juliet
2365 N. Mt. Juliet
Mt. Juliet, TN 37122
NLT 3:00PM CDT 2/27/2013**

City of Mt. Juliet Finance Department
2365 N. Mt. Juliet Rd Mt. Juliet, TN
Phone 615-754-2554 Fax 615-754-7225



Background of the City of Mt. Juliet, TN

The City of Mt. Juliet, TN is located in the Nashville, TN metropolitan area. The city had a population of 24,548 according to the US decennial census of 2010 and is one of the fastest growing cities in the State of Tennessee. The city has 4 elected commissioners and an elected mayor, which comprise the governing body. The governing body hires a professional City Manager as the chief administrative official. The City Manager is responsible for all city personnel. The city currently provides public safety, building inspection and codes enforcement, public works, parks and recreation, and administrative functions.

General Bid Information

Sealed proposals for City Janitorial Services will be received at the office of the City of Mt. Juliet Finance Department at 2365 N. Mt. Juliet Rd, Mt. Juliet, Tennessee 37122, Attention: John Rossmair, on or before 3:00 PM on February 27, 2013, and immediately thereafter all bids will be publicly opened and read aloud. Please contact Sheila Luckett 615-773-6210 should the proposer have any questions regarding specifications or if an inspection of the facilities is desired.

PROPOSAL FORMS

Two paper copies of the proposal are required; one electronic copy of proposal in PDF format is preferred but not required unless the proposal exceeds 15 pages which may be on disk or flash drive. All proposals must have the name of the proposal, and the proposal due date when applicable on the outside of the envelope. Bid must be signed by authorized representative of company/business placing bid at time bid is received by the City of Mt. Juliet.

SUBMISSION

It shall be the responsibility of the bidder to submit a bid response which complies with: the conditions and specifications of the Request for Proposal (Quote); policies and procedures of the City of Mt. Juliet and applicable laws of the State of Tennessee; and any other applicable laws, regulations and requirements. Bidder will show evidence of license, expiration date and classification if required and when applicable.

BID REJECTION

The City reserves the right to reject any or all quotes, combinations of items, or lot(s), and to waive defects or minor informalities. The City is a member of certain coalitions and has access to the pricing provided by state contracts. The published prices by the state or any of the coalitions for RFQ items shall be considered a sealed bid which the City may accept. Any other bid that is not sealed will "NOT" be accepted. Any bid received after time and date indicated will

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be discarded.

Proposers may not restrict the rights of the City or otherwise qualify their proposals. If a Proposer does so, the City may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

The City reserves the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the City. Where the City waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, the City may hold any Proposer to strict compliance with the RFP. In the event of multiple line items or interchangeable items, the city reserves the right to select items from multiple proposers.

Proposers must comply with all of the terms of this RFP and all applicable state laws and regulations. The City may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

PAYMENT FOR CITY PURCHASES

Purchase orders will be issued after the RFP is reviewed and payment will be made by the City of Mt. Juliet 5 days after commodities and/or services have been received, accepted, and properly invoiced as indicated in the contract and/or purchase order. Invoices must bear the purchase order number where applicable.

IDEMNIFICATION

The Contractor/Vendor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor/Vendor under this agreement. The Contractor/Vendor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

COMPLIANCE

In the performance of a contract that results from this RFP, the contractor must comply with all applicable federal, state, and city regulations, codes, and laws; and be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and city taxes.

**SUITABLE MATERIALS, ETC.**

Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture. Unless otherwise specified in the RFP, product brand names or model numbers are examples of the type and of product quality required, and are not statements of preference. If the specifications describing an item conflict with a brand name or model number with a description of the item, the specifications govern. Reference to brand name or number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. For example, if the specifications call for 98 decibel alarm and the product offered has only 95, the city reserves the right to consider the 95 decibel alarm offering as adequate. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.

FIRM OFFER

For the purpose of award, offers made in accordance with this RFP must be good and firm for a period of thirteen months from the date of quote opening or the date of complete delivery of the order placed whichever is later.

BID PREPARATION COSTS

The City is not liable for any costs incurred by the bidder in quote preparation.

CONFLICT OF INTEREST

An officer or employee of the City of Mount Juliet may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the officer or employee is an employee of the administrative unit that supervises the award of this contract; or (2) the officer or employee has the power to take or withhold official action so as to affect the award or execution of the contract. Non-controlling ownership in stock of publicly held companies or ownership of mutual funds shall not be considered as a financial interest.

DEFAULT

In case of default by the contractor/vendor, for any reason whatsoever, the City of Mount Juliet may procure the goods or services from another source and hold the contractor/vendor responsible for any resulting excess cost and may seek other remedies under law or equity.

CONTINUING OBLIGATION OF CONTRACTOR

Notwithstanding the expiration date of a contract resulting from this RFP, the contractor/vendor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.



BILLING INSTRUCTIONS

Invoices must be billed to the Finance department at the address shown on the individual Purchase Order, Contract Award or Delivery Order. Questions concerning payment should be addressed to the Finance Department of the City of Mt. Juliet.

DISCRIMINATION CLAUSE

The City of Mt. Juliet is an equal opportunity entity and does not discriminate on the basis of age, race, sex, national origin, religion or disability in admission to, access to, or operations of its programs, services, activities, or in its awarding of such bids.

GENERAL

General Specifications of Actual Materials: The city reminds all bidders that the general specifications may be satisfied with equivalents or near equivalents which the city deems as acceptable. Bidders should note all exceptions to the specifications otherwise the city has the right to expect services as specified.

This proposal is for services only. The city will specify and reimburse or purchase the material cleaning products and paper products to be used within the city facilities in order to maintain control of the chemicals in use. The city will reimburse or purchase the vacuums, mops and sponges for each facility to prevent cross contamination where necessary or appropriate.

All proposals must specify a schedule of service. The city has no preference to cleaning schedules EXCEPT three days should pass between semi-weekly service and two days between thrice-weekly service. All buildings may be cleaned in a single day or certain buildings may be cleaned on certain days. City Hall will be available for cleaning between 10PM and 7AM on weekdays. City Hall hosts night meetings and may be available earlier than 10PM many weekdays. Remaining buildings will be available for cleaning between 6PM and 7AM on weekdays. Week-ends and holidays, the buildings are usually available anytime.



JANITORIAL SERVICE REQUIREMENTS

City Hall, Finance, Public Works, Animal Control and Planning & Zoning Buildings (Five Buildings)

General Requirements:

1. Animal Control will be cleaned three times a week and trash removed four times a week.
2. City Hall, Finance, Public Works, and Planning & Zoning Buildings are to be cleaned, and trash removed two times per week.
3. Empty all trash containers at all buildings (note Finance and Animal Control do not have dumpsters requiring trash be transported to City Hall dumpster-no vehicle provided).
4. Recycles must be transported to recycle bins.
5. All cleaning products inventory will be stored in the ladies restroom at City Hall. Extra toilet paper may be stored at each building. Open containers / refill containers may be stored in the individual buildings.
6. All products must be logged out when removed from inventory.
7. Inventory receipts must be recorded and added to inventory record.
8. Notify the City Receptionist when additional inventory is required.
9. Complete inspection form at every visit to each building for review.
10. Supply contact to provide correction of any inspection discrepancies within four hours of notice. City must request correction NLT 9 AM daily.
11. Entrance keys may be obtained from Dispatch where necessary.
12. Secure all buildings and gates upon leaving premises and return keys.
13. Allow no casual visitors to secured work areas while performing tasks.
14. Provide Workers' Compensation certificate for city or provide proof of medical insurance coverage.
15. Provide Liability Insurance coverage if considered necessary by the city.

Assignment List-Restroom Cleaning:

Each Cleaning:

1. Sinks cleaned, disinfected, and rinsed.
2. Chrome fixtures shined and cleaned.

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3. Toilet base, rim, inside and outside disinfected.
4. Sanitize vanity tops.
5. Sanitize switch plates.
6. Mop and disinfect bathroom floors
7. Sweep or vacuum and mop remaining floors on the first visit each week with additional cleaning when obvious soiling has taken place.
8. Replace paper products.
9. Clean mirrors.

Assignment List-Public Areas:

Each Cleaning:

1. Clean glass windows/doors at all entrances/exits with special attention to the doors and windows that the public uses– including customer windows in Finance, Building Codes, City Hall, Police Records, Animal Control and Dispatch using the appropriate cleaning chemical (**dispatch window requires a special cleaner to maintain integrity and warranty**).
2. Dust & polish lobby/court room and conference rooms' furniture.
3. Sanitize customer seating areas.
4. Vacuum, sweep and/or mop floors considered to be lobby areas.
5. Water live plants.

Once Weekly:

1. Dust all blinds

Assignment List-Work Space Areas:

Each Cleaning:

1. Sanitize all switch plates.
2. Sanitize entry doors and handles.
3. Mop hard surfaces floors in planning/building codes, City Hall, Animal Control and Public Works buildings with the appropriate cleaning product.
4. Sanitize water fountains.

Once Weekly:

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2. Dust all surfaces– (desks – do not move items)
3. Sweep & mop stairways– (includes spindles and baseboards)
4. Sanitize break room / kitchen counters and range hoods once per week (does not include cleaning of microwaves, coffee pots, sinks, dishes, etc. These are the responsibility of the employees using the break rooms/kitchens and the employees assigned to the buildings that have kitchens/break rooms)
5. Vacuum, sweep and/or mop break room floors.

Once Monthly:

1. Dust top of filing cabinets and TV screens.
2. Clean window sills & baseboards (includes glass wall framing).
3. Dust blinds.

Assignment List-Other:

Once Quarterly

1. Shampoo court room carpet.
2. Clear spots on upholstered furniture.
3. Shampoo all carpeted areas in all facilities.
4. Clean inside windows.
5. Clean outside windows accessible without use of a ladder.

Contractor Qualifications-Other

While the city does not propose to select the people utilized by the contractor (self only or a team), the city requires that each person who enters city property to provide janitorial services submit a TBI background check at their expense and submit to fingerprinting by the city police department prior to providing such service.