

CITY OF CROSSVILLE
REQUEST FOR QUOTATION

IMPORTANT: Read Instructions Carefully

THIS IS NOT AN ORDER
RETURN QUOTATION TO:

City Clerk
City of Crossville
392 North Main Street
Crossville, TN 38555

	Date Issued
CRO # 1381	04/11/16
For more information call:	To be opened date/hour:
Leah Crockett 931-456-5681	05/17/16 2:00 p.m. (CST)

NOTICE TO BIDDER

THIS IS NOT AN ORDER. Please enter unit prices, extensions, and amount for the items listed herein specified. Be sure the specifications are followed. If you are unable to supply any of the items, please quote on the nearest substitute either on this form, or attach a letter containing such description and it will be considered as part of your quotation. Prices quoted must include all delivery charges to points of delivery indicated hereon. **We reserve the right to accept or reject** any or all bids.

Bidder's Name _____
Bidder's Address _____

Please submit a bid for cleaning services per the attached specifications for City buildings. This service will be for fiscal year July 1, 2016 to June 30, 2017.

For further information contact Leah Crockett, 931-456-5681.

Police Department (99 Municipal Avenue)	\$ _____ per week
Public Works (376 Sparta Highway)	\$ _____ per week
Recreation Offices (837 Industrial Blvd.)	\$ _____ per week
Catoosa Department (5581 Plateau Road)	\$ _____ per week
City Hall (392 North Main Street)	\$ _____ per week
 Total	 \$ _____ per week

PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS

IMPORTANT INSTRUCTIONS TO BIDDERS

1. Each quotation should be in a **SEPARATE ENVELOPE** and have typed on the envelope the **CRO NUMBER, OPENING DATE AND TIME.**
2. Specifications used in this request for quotation are intended to be open and non-restrictive. Reference to brand names, catalogs, etc., is to establish minimum standards of quality and does not preclude BUYER'S consideration of bids on comparable quality. All bidders state brand name and catalog number of product bid.
3. All prices quoted should be on a delivered prepaid basis F.O.B. destination shown in the shipping instructions in this request for quotation.
4. Insert time discount terms, if any, in space provided. Discounts is computed from date of delivery at destination or date of receipt of properly executed vendor's invoice at agency indicated above, whichever is later.
5. **TENNESSEE SALES AND/OR USE TAX:** ALL QUOTATIONS MUST BE ON A NET UNIT PRICE BASIS. DO NOT ADD OR INCLUDE TAX, THE AGENCY WILL ADD TAX WHERE APPLICABLE ON THE ORDER.
6. Quotations should be submitted on this form indicating unit price, total extension of each item, and grand total of quotation. In case of error in the extension prices, the unit price will govern.

TIME DISCOUNT ALL ITEMS _____
DELIVERY: We submit the prices and agree to make
delivery within _____ days after the receipt of order.
This offer is for _____ calendar days from the date this
bid is opened.

NOTICE: BID WILL BE REJECTED
UNLESS SIGNED IN INK.

SIGNED BY: _____
Print name _____
FIRM: _____
ADDRESS: _____
City _____ State _____ Zip _____
Date: _____ Telephone _____

In submitting this bid, it is expressly agreed that upon proper acceptance by the City of Crossville of any or all items bid, a contract shall thereby be created with respect to the items accepted.

**INVITATION TO BID
CLEANING SERVICES FOR THE FOLLOWING LOCATIONS:**

Police Department, 99 Municipal Ave.
Public Works Offices, 376 Sparta Hwy.
Recreation Offices, 837 Industrial Blvd.
Catoosa Utility Department, 5581 Plateau Rd.
City Hall, 392 N. Main Street

The City of Crossville is now accepting sealed bids for cleaning services for the above listed buildings. **Please submit a bid which includes services and cleaning supplies included. The City of Crossville will furnish all paper and plastic products. Winning bidder will have to show proof of general liability insurance and worker's compensation insurance. All employees must be bonded. Appointments to view the buildings are available between 8:00 a.m. and 4:00 p.m. (Monday-Thursday). Call Leah Crockett at (931)456-5681 to schedule an appointment.**

General cleaning guidelines for all City buildings:

- Sanitize all the door handles and telephones
- Vacuum, including the mats in buildings
- Sweep and mop hard surface floorings
- Dust picture frames and wall hangings
- Dust all furniture, filing cabinets, and tv's
- Clean TV glass, as needed, with appropriate cleaning fluid. Spray cleanser on cloth, not directly on screens.
- Only clean desks if work is stacked neatly
- Remove and take out trash and replace bags
- Remove paper recycling from each desk area and place in recycle bins
- Clean chair frames and desk floor mats, as needed
- Dust louvered doors, as needed
- Dust blinds, as needed
- Clean glass of entry doors

Kitchens:

- Clean and sanitize counter top, table top, stove top and sinks
(Dishes are the responsibility of the employees)
- Wipe cabinet doors as needed
- Clean and sanitize refrigerator and microwave, as needed
- Sanitize all door handles and telephones
- Take out trash and replace bag
- Sweep and mop floors

Restrooms:

- Clean and sanitize toilets and sinks
- Clean mirrors
- Wipe surfaces of paper towel and tissue holders (we will replace when empty)
- Sanitize door handles
- Sweep
- Mop at least 2 times per week and more often, if needed
- Take out trash and replace bag

Police Department-99 Municipal Avenue

- Sweep entry ways and porches every night
- Deep cleaning every six (6) months, baseboards etc.
- Clean outside windows every three (3) months and inside windows one (1) time per year.
- Clean glass in foyer and front doors daily
- Clean kitchen area every night
- Sweep and mop halls, rest rooms, and kitchen 5 days a week after closing. Clean offices on Tuesdays and Thursdays before 4:00 p.m. Offices are locked after 4:00.
- Chief's office, Assistant Chief's office, Data Entry Clerk, and City Court Clerk's offices are to be cleaned, swept/vacuumed 3 times a week and receptionist's office area is to be vacuumed/swept daily
- Dust and clean window ledges and blinds weekly. Dust computer screens on a daily basis.
- Clean desks only when they are cleared off and items stacked neatly in center of desk
- 3,834 square feet of carpeted area. Courtroom vacuumed 3 times a week, days to be determined by Chief
- 4,900 square feet of tiled area to be swept/vacuumed/mopped daily
- **THERE WILL BE NO ENTRY ALLOWED ON WEEKENDS**

Recreation Department

- Clean offices and kitchen on Sunday and Wednesday after 4:30PM

Public Works

- Clean offices, desks, front lobby area, conference room, kitchen and restrooms on Friday, Saturday or Sunday while office is closed.
- Clean front door glass and windows in front of lobby area

Catoosa Utility Department

- To be cleaned every Thursday after 5:00 p.m.
- Use proper cleaning fluids on hardwood floors, preferably Swiffer brand cleaner and pads. Hardwood floors are to be cleaned weekly.

City Hall

- Sanitize all door handles and telephones
- Vacuum and mop, including the tiled entrance and mats in buildings
- Dust picture frames, furniture, shelving, televisions, wall hangings and computer monitors
- Take out trash and replace bags
- Remove recycling from each station and place in recycling bins
- Clean chair frames and desk floor mats as needed
- Sweep common areas, entry ways and porches every night; mop hard surface entry ways every night if required
- Sweep stairwells once a month
- Deep cleaning of City Hall every six (6) months
- Clean outside windows every three (3) months (excluding atrium) and inside windows one (1) time per year
- Clean offices on Tuesdays & Thursdays after 4:30
- Clean glass surfaces in Water Department and Drive-thru area every Tuesday and Thursday, more if needed
- Dust and clean window ledges and blinds weekly
- Clean desks only when they are cleared off and items stacked neatly in center of desk
- Conference chambers to be cleaned and vacuumed prior to the 2nd Thursday of each month

PUBLIC NOTICE

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

The City of Crossville provides benefits and services such as police protection, fire protection, water service, sewer service, sanitation service, infrastructure needs, and other related municipal services. The City also provides funds to certain non-profit organizations.

Anyone who believes that an agency or local government receiving the federal funding mentioned above has discriminated against someone on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination.

Sally Oglesby, City Clerk
Title VI Coordinator

Please sign and return to the City of Crossville verifying that your company is in compliance with the above Title VI, 1964 Civil Rights Act.

Authorized Signature

Company

Print Name

Please return to: City of Crossville
392 N. Main Street
Crossville, TN 38555