

## Invitation to Bid

### 030316 ANNUAL CLEANING CONTRACT – MILLERSVILLE PUBLIC LIBRARY

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 030316 ANNUAL CLEANING CONTRACT – MILLERSVILLE PUBLIC LIBRARY until 10:00 a.m. CDT March 3, 2016. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Ginger Graves at [mpl.librarymanager@gmail.com](mailto:mpl.librarymanager@gmail.com). All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at [www.sumnerschools.org](http://www.sumnerschools.org) and [www.sumnertn.org](http://www.sumnertn.org)

## NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **10:00 A.M. Local Time MARCH 3, 2016** for **030316 ANNUAL CLEANING CONTRACT – MILLERSVILLE PUBLIC LIBRARY**, at which time the responses will be opened, taken under advisement and evaluated. **BIDS WILL BE POSTED ON [www.sumnerschools.org](http://www.sumnerschools.org) and [www.sumnertn.org](http://www.sumnertn.org)**

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### GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education/Sumner County Government reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education/Sumner County Government may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **030316 ANNUAL CLEANING CONTRACT – MILLERSVILLE PUBLIC LIBRARY** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education/Sumner County Government.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:  
**RESPONSE: 030316 ANNUAL CLEANING CONTRACT – MILLERSVILLE PUBLIC LIBRARY**  
**DEADLINE: MARCH 3, 2016 @ 10:00 A.M.**
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **030316 ANNUAL CLEANING CONTRACT – MILLERSVILLE PUBLIC LIBRARY** are in the possession of the Sumner County Board of Education – Purchasing Supervisor.
10. No purchase or contract is authorized or valid until the issuance of a Purchase Order in accordance with Sumner County Government Policy. No Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost is in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.

# PROPOSAL REQUEST

NUMBER: 030316

TITLE: ANNUAL CLEANING CONTRACT  
MILLERSVILLE PUBLIC LIBRARY



## SUMNER COUNTY BOARD OF EDUCATION SUMNER COUNTY, TENNESSEE

**Purchasing Staff Contact:**  
Vicky Currey – Purchasing Supervisor  
(615) 451-6560  
[vicky.currey@sumnerschools.org](mailto:vicky.currey@sumnerschools.org)

**Millersville Public Library Contact:**  
Ginger Graves  
[mpl.librarymanager@gmail.com](mailto:mpl.librarymanager@gmail.com)

This proposal solicitation document is available in an Adobe Acrobat (pdf) format. Any alterations to this document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Sumner County Board of Education.

## **Introduction**

Sumner County Government, Sumner County, Tennessee, is hereby requesting a proposal for the annual cleaning/janitorial services contract for the **Millersville Public Library of Sumner County**, 1174 Louisville Hwy, Goodlettsville, Tennessee 37072.

## **General Information**

### **I. Proposal Package**

All sealed proposal packages must include all of the following, when applicable. Any sealed proposals shall be rejected as a non-conforming bid if any applicable item is missing.

- Three (3) complete copies of proposal
- Evidence of a valid State of Tennessee Business License and/or Sumner County Business License
- Evidence of compliance with the Sumner County Government's Insurance Requirements, if work is performed on Sumner County Property
- Signed and completed **Statement of Non-Collusion** (**Attachment 1**)
- **Properly completed Internal Revenue Service Form W-9**
- Evidence of a company's safety program and, if supported, a drug testing program **Drug-Free Workplace Affidavit** (**Attachment 2**)
- If the bid is in excess of \$25,000, a certification of non-debarment must be completed (**Attachment 3**) **Certification Regarding Debarment, Suspension, and Other Responsibility Matters**
- Certification By Contractor (**Attachment 4**)
- If the bid amount exceeds \$50,000.00, a bid bond is required.

### **II. Responses**

- Proposal must include point-by-point responses to the RFP.
- Proposal must include a list of any exceptions to the requirements.
- Proposal must include the legal name of the vendor and must be signed by a person or persons legally authorized to bind the vendor to a contract.
- If applicable, proposal must include a copy of the contract(s) the vendor will submit to be signed.
- Any and all proposal requirements must be met prior to submission.
- The bidder understands and accepts the non-appropriation of funds provision of the Sumner County Government.
- If noted in the section "proposal requirements" or later requested, the contractor will be required to provide a reference list of clients that have a current contract for services with their company.

### **III. Clarification and Interpretation of RFP**

The words "must" and "shall" in this Request for Proposal indicate mandatory requirements. Taking exception to any mandatory requirement shall be grounds for rejection of the proposal. There are other requirements that Sumner County Government considers important but not mandatory. It is important to respond in a concise manner to each section of this document and submit an itemized list of all exceptions.

In the event that any interested vendor finds any part of the listed specifications, terms, or conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify the Purchasing Supervisor – Vicky Currey, via email at [vicky.currey@sumnerschools.org](mailto:vicky.currey@sumnerschools.org), of such matters immediately upon receipt of this Request for Proposal. All questions must be received a minimum of five days before proposal's "deadline".

**IV. Proposal Guarantee**

Vendors must guarantee that all information included in their proposal will remain valid for a period of **90 days** from the date of proposal opening to allow for evaluation of all proposals.

**V. Related Costs**

Sumner County Government is not responsible for any costs incurred by any vendor pursuant to the Request for Proposal. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

**VI. Insurance Requirements and Liability**

Prior to the award of the bid/contract, each bidder or respondent to the RFP who may have employees, contractors, or agents working on Sumner County properties shall provide copies of current certificates for general and professional liability insurance and for workers' compensation of a minimum of \$250,000. The owner or principal of each respondent must also be insured by workers' compensation if they perform any of the services on Sumner County properties. There will be no exceptions to the insurance requirement.

**VII. Payment Terms**

Payment terms shall be specified in the bid response, including any discounts for early payment. All payments, unless agreed upon differently, will be after receipt of service or product and Sumner County's approval of conformance with specifications. The Sumner County Finance Department does not allow the practice of picking up checks in person.

**VIII. Deadline**

Sealed proposals will be accepted until **March 3, 2016 @ 10:00 a.m.** Proposals received after that time will be deemed invalid and returned unopened to the vendor. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions. Proposals will be opened at an unspecified time after the deadline.

**IX. Withdrawal or Modification of Proposal**

A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it fully conforms to the same general terms and requirements.

**X. Package**

The package containing the proposal must be sealed and clearly marked "**PROPOSAL FOR ANNUAL CONTRACT FOR CLEANING SERVICES AT THE MILLERSVILLE PUBLIC LIBRARY**", and "**DO NOT OPEN**" on the outside of the package.

**Responses may be hand delivered or mailed to the following address:**

**Sumner County Board of Education  
1500 Airport Road  
Gallatin, TN 37066**

**XI. Right to Seek a New Proposal**

**Sumner County reserves the right to accept or reject any and all proposals for any reason.** Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Sumner County.

**XII. Procedures for Evaluating Proposals and Awarding Contract**

In comparing the responses to this RFP and making awards, Sumner County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

- Proposals will be examined for compliance with all requirements set forth herein.
- Proposals that do not comply shall be rejected without further evaluation.
- Proposals will be subjected to a technical analysis and evaluation.
- Oral presentations and written questions for further clarifications may be required of some or all vendors.

**XIII. Discussions**

Discussions may be conducted with the vendors which have submitted proposals determined to be reasonably likely of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Based upon those discussions, revisions may be permitted after the submission date and prior to the award for the purpose of obtaining the best offers.

**XIV. Open Records**

After the bid is awarded, all proposals will be subject to the Tennessee Open Records Act, and the proposals will be available to the public upon written request.

Summary information on bids submitted will be posted on the Sumner County website at <http://www.sumnertn.org/> under “Bids” link and Sumner County Schools website at [www.sumnerschools.org](http://www.sumnerschools.org) under “Invitation to Bid”.

**XV. Assignment**

Neither the vendor nor Sumner County may assign this agreement without prior written consent of the other party.

**XVI. Liabilities**

The vendor shall indemnify Sumner County Government against liability for any suits, actions, or claims of any character arising from or relating to the performance under this contract by the vendor or its subcontractors.

Sumner County Government has no obligation for the payment of any judgment or the settlement of any claim made against the vendor or its subcontractors as a result of obligations under this contract.

**XVII. Tax Status**

Sumner County is tax exempt.

**XVIII. Invoicing**

Invoices are to be submitted to:  
**Ginger Graves, Library Manager**  
**Millersville Public Library of Sumner County**  
**1174 Louisville Hwy.**  
**Goodlettsville, Tennessee 37072**

The vendor must provide an invoice(s) detailing the terms and amounts due and the dates due. All invoices shall indicate payment terms and any prepayment discounts.

**XIX. Contract Nullification**

At any time during the contract, Library can dismiss contractor without cause and only owe any sums due and payable for work already performed. Sumner County Government may, at any time, nullify the agreement if, in the judgment of Sumner County Government, the contractor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s). **The agreement between Sumner County and the contractor(s) is contingent upon an approved annual budget allotment, and is subject, with thirty (30) days notification, to restrictions, or cancellation, if budget adjustments are deemed necessary by Sumner County Government.**

**XX. Applicable Law**

Sumner County, Tennessee is an equal opportunity employer. Sumner County does not discriminate towards any individual or business on the basis of race, sex, color, age, religion, national origin, disability or veteran status. The successful contractor(s) agrees that they shall comply with all local, state, and federal law statutes, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In the event that any claims should arise with regards to this contract for a violation of any such local, state, or federal law, statues, rules, or regulations, the provider will indemnify and hold Sumner County harmless for any damages, including court costs or attorney fees, which might be incurred. Any contract will be interpreted under the laws and statutes of the state of Tennessee. Sumner County does not enter into contracts which provide for mediation or arbitration. Any action arising from any contract made from these specifications shall be brought in the state courts in Sumner County, Tennessee or in the United States Federal District Court for the Middle District of Tennessee. Additionally, it is a violation of state statues to purchase materials, supplies, services, or any other item from a vendor that is a commissioner, official, employee, or board member that has any financial or beneficial interest in such transaction.

## **Specific Proposal Requirements**

It is the objective of this RFP to provide the highest quality level of service, performed by personnel who are trained to provide the janitorial/cleaning services proposed. This includes, but not limited to the following information. This proposal shall be for an annual agreement with the option to renew at the end of each contract anniversary date, with the provision that either party may cancel said agreement with a thirty (30) day notice. **At any time during the contract, Library can dismiss contractor without cause and only owe any sums due and payable for work already performed.**

- **Keys to the property will be issued by Millersville Public Library of Sumner County and shall not be duplicated. All library property keys shall be surrendered upon request from the library manager.**
- **Millersville Public Library of Sumner County will provide all paper products, trash can liners, soap dispenser refills, mops, brooms, vacuums, cleaning supplies, and any cleaning disposables.**
- **Cleaning may be done between 6:00 a.m. to 8:00 p.m. on Sundays and Thursdays. Advance notice will be given by the library manager if cleaning should not be done during these scheduled times.**
- **The library is a 6,000 square foot facility. Areas to be cleaned include all public areas of the library and all private areas of the library.**

### **Required each Sunday:**

1. Vacuum (5) entrance/exit floor mats
2. Clean and disinfect (2) water fountains
3. Clean front doors and front windows and breezeway doors and windows
4. Clean and disinfect restrooms:
  - a. Disinfect dispensers and waste receptacles
  - b. Clean and disinfect (5) sinks, countertops, and sink fixtures
  - c. Clean mirrors
  - d. Clean and disinfect (4) toilets and (1) urinal
  - e. Clean and disinfect walls, partitions and handrails
  - f. Mop and disinfect (3) restroom floors

### **Required each Thursday:**

1. Vacuum all carpeted flooring, all floor rugs and floor mats
2. Dust-mop all non-carpeted floor surfaces
3. Wet-mop all non-carpeted floor surfaces
4. Clean and disinfect (2) water fountains
5. Clean front doors and front windows and breezeway doors and windows
6. Dust and clean all desks, tables, countertops and chairs in the public areas of the library
7. Clean and disinfect bathrooms:
  - a. Disinfect dispensers and waste receptacles
  - b. Clean and disinfect (5) sinks, countertops, and sink fixtures
  - c. Clean mirrors
  - d. Clean and disinfect (4) toilets and (1) urinal
  - e. Clean and disinfect walls, partitions and handrails
  - f. Mop and disinfect (3) restroom floors
8. Resupply all bathroom dispensers
9. Empty all trash receptacles and line receptacles with new trash bags
  - a. All trash is to be placed in outside receptacle

**Additional requirements:** After completion of required cleaning tasks, mops/brushes will be washed with disinfectant and rinsed in clean water, then hung to dry and vacuum canister must be emptied of residue.

**Any clarifications requested for this proposal should be directed to Ginger Graves at [mpl.librarymanager@gmail.com](mailto:mpl.librarymanager@gmail.com)**

Any alternative recommendations beyond the listed requirements will be submitted as a separate proposal.

**SUMNER COUNTY BOARD OF EDUCATION**

Purchasing Department  
1500 Airport Road  
Gallatin, TN 37066

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

AUTHORIZED COMPANY REPRESENTATIVE \_\_\_\_\_ *SIGNATURE*

AUTHORIZED COMPANY REPRESENTATIVE \_\_\_\_\_ *PRINTED*

DATE \_\_\_\_\_

BID TITLE 030316 ANNUAL CLEANING CONTRACT – MILLERSVILLE PUBLIC LIBRARY

DEADLINE MARCH 3, 2016 @ 10:00 A.M.

BID AMOUNT \$ \_\_\_\_\_

BID GOOD THRU \_\_\_\_\_

NOTES: \_\_\_\_\_  
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**ATTACHMENT 1**

**STATEMENT OF NON-COLLUSION**

The undersigned affirms that they are dully authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other respondent, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Respondent (Signature)  
\_\_\_\_\_

Respondent (Print Name and Title)  
\_\_\_\_\_

Authorized Company Official (Print Name)  
\_\_\_\_\_

**DRUG-FREE WORKPLACE**

Sumner County Government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

Drug-Free Workplace Act of 1988 – Sumner County Government is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 – Sumner County Government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V).

Right to an Alcohol and Drug-Free Workplace - Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests - Alcohol and drug testing for safety sensitive employees shall be in accordance with the provisions contained in the Sumner County Alcohol and Drug Policy adopted by departments which have safety sensitive positions.

Contracts – Any contractors providing goods or services to Sumner County must comply with all State and Federal drug free workplace laws, rules and regulations and so certify this compliance by completion of the DRUG-FREE WORKPLACE AFFIDAVIT (attached page 2).

**DRUG-FREE WORKPLACE AFFIDAVIT (page 2)**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with the Sumner County Government, Sumner County, Tennessee, to provide goods or services, hereby states, under oath, as follows:

1. The undersigned is a principle officer or owner of \_\_\_\_\_, (Hereinafter referred to as the “Company”), and is duly authorized to execute this Affidavit on behalf of said Company.
2. The Company submits this Affidavit because it shall be receiving payment pursuant to a contract, or formal agreement, with the State or any local government to provide goods and/or services.
3. The Company is in compliance with all State and Federal Laws, Rules and Regulations requiring a drug-free workplace program.

Further affiant saith not.

Principal Officer: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at this office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

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

**ATTACHMENT 3**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;
2. Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the bid, been convicted or had a civil judgment rendered against it
  - A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;
  - B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
  - C. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Name of Participant Agency: \_\_\_\_\_

Name and Title of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ I am unable to certify to the above statement. Attached is my explanation.

**ATTACHMENT 4**

**CERTIFICATION BY CONTRACTOR**

**I, the undersigned, certify that on behalf of Contractor, I am authorized to attest and obligate the above certification and to legally bind Contractor to these terms, conditions and obligations.**

\_\_\_\_\_ **Title**

\_\_\_\_\_ **Name**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Witness**