

Civic Center – Janitorial Services

5/26/2016

City of Gallatin

1.0 Introduction

The Gallatin Leisure Services Department is seeking bids for Janitorial Services. Bids will be due on June 9th, 2016 at 2:00pm., in a sealed envelope clearly marked: **BID: CIVIC CENTER - JANITORIAL SERVICES.**

1.1 Scope of Work

The Gallatin Leisure Services Department seeks a company to provide Janitorial Services for the Gallatin Civic Center located at 210 Albert Gallatin Road, Gallatin TN, 37066. Civic Center will be cleaned every Sunday through Thursday after business hours. Closing hours are Monday through Thursday is at 8:00 pm and 6:00 pm on Sundays.

2.0 Technical Requirements

Vendor shall furnish janitorial services to include labor, equipment, and materials for all requirements listed in section 3.0. The Civic Center does have a Kaivac machine for the vendors use and Civic Center does provide chemicals for this piece of equipment.

Contractor shall furnish to the City of Gallatin a Certificate of Insurance covering Workman's Compensation and General Liability/Property Damage Insurance for all employees and agrees to hold Gallatin Civic Center harmless from and all claims.

Vendor is **NOT** responsible for paper towels, tissue paper, soap, feminine items or trash bags. These items will be furnished by the Gallatin Civic Center.

3.0 Vendor Requirements

Daily Cleaning Requirements:

Entrance & Reception areas and Conference & Meeting Rooms

- 1. Entrance Glass-** Glass in entrance doors will be cleaned each night on both sides to remove smudges and fingerprints.
- 2. Entrance Area** – entrance area between 2 sets of glass doors will be swept and or dust mopped and wet mopped or vacuumed.
- 3. All Furniture-** All furniture, reception desk and table tops will be damp wiped.
- 4. Telephones** – Telephones will be dusted and sanitized.
- 5. Tile Floors** – Tile floors will be thoroughly swept and or dust mopped and wet mopped.
- 6. Carpets and Rugs** – Carpets and rugs will be vacuumed.
- 7. Trash Containers** – Trash containers will be emptied each night and trash taken to a designated area. Trash liners will be replaced when needed.
- 8. Kitchen-** all tables, sinks, counter tops will be cleaned and sanitized. Chairs will be spot cleaned. NO DISHES will be required to be washed.
- 9. Elevators-** Doors will be cleaned and floor swept and wet mopped.
- 10. Glass and glass doors** are to spot cleaned.
- 11. Break and Vending Machine Area** – Machine are to be spot cleaned and tables will be cleaned and sanitized.

RESTROOMS/LOCKER ROOMS/SHOWERS

- 1. Fixtures-** Toilet bowls, toilet seats urinals, sinks shower stalls and mirrors will be cleaned and sanitized. Bright metal will clean and polished each service.
- 2. Trash-** Trash containers will be emptied and trash taken to designation area.
- 3. Wall and Stalls-** Splash marks will be removed from walls, around sinks, dispenser and stalls. Walls will be spot cleaned.
- 4. Lockers** – Lockers will be dusted and spot cleaned.
- 5. Showers-** Showers are to be cleaned and sanitized.
- 6. Floors** – Floors will be cleaned with provided Kiavac.
- 7. Dispensers** – Dispenser will be cleaned, polished and supplies restocked.

WEIGHTS ROOMS & FITNESS ROOM

- 1. Floors** – Floors will be swept, mopped and/or vacuumed.
- 2. Equipment** – All Equipment will be dusted and sanitized
- 3. Mirrors & Glass Doors** – Mirrors & Glass Doors spot cleaned for smudges and fingerprints.
- 4. Trash** – Trash containers emptied and trash taken to a designated area.

WALKING TRACK

- 1. Floors** – Run floor scrubber (provided by civic center) and vacuum as needed.

Aerobic Area

- 1. Floors** - Vacuum, dust mop and damp mop as needed.
- 2. Mirrors** – remove smudges and fingerprints

WEEKLY CLEANING

- 1. Walls-** Walls, light switches, doors, door knobs will be cleaned and sanitized.
- 2. Window seals -** Window seals dusted and wiped clean.
- 3. Stairs –** Stairs swept and mopped. Hand rails wiped clean and sanitized.
- 4. Lockers-** All lockers and benches wiped down and sanitized.
- 5. Glass –** Glass in aerobic area and free weight area to be cleaned.
- 6. Water Fountains –** Water Fountains are to be cleaned with Sheila Shine.
- 7. Elevator Door -** Elevator door cleaned with Sheila Shine.
- 8. Floors -** Floor edges and corners swept out and mopped. Buff tile floors. Buffer
- 9. Vents –** Vents and smoke detectors cleaned.
- 10. Trash containers -** Exterior of trash cans wiped down and sanitized.
- 11. Fitness Room Equipment –** Fitness Equipment will be moved and vacuumed and mopped underneath each piece of equipment.

MONTHLY CLEANING

- 1. Upholstered Furniture-** Furniture to be vacuumed and dusted.
- 2. Windows-** Clean all inside windows and glass. Outside windows should be cleaned every 2 months or more if needed.
- 3. Trash containers -** Exterior of all trash containers cleaned.

AREA'S NOT TO BE INCLUDED IN BID

- 1. Pool**
- 2. Gym**
- 3. Racquet ball courts**

4.0 Evaluation of Proposals

The City of Gallatin will award the contract to lowest responsible and responsive bidder meeting specifications, quality, and performance standards pursuant to the Municipal Purchasing Act of 1983. Response will be based on the following factors;

- Completeness of Response
- Cost
- Vendor Track Record, Including References
- Quality of Service

5.0 Contract Award

The City of Gallatin reserves the right to reject any or all proposals and to waive any informality found therein. The City of Gallatin will award a contract based on evaluations described above. Contract pricing is good for 1 year and may be extended in 1 year increment up to 3 years if both parties agree to contract pricing.

6.0 Question and Appointments Submissions Contact:

Gallatin Leisure Services Department

Attn: Elaine Hudson

Gallatin TN 37066

Telephone: 615-451-5911

Email: elaine.hudson@gallatin-tn.gov

7.0 Proposal Submission

ALL SUBMISSIONS MUST BE SEALED AND CLEARLY MARKED

“Janitorial Services for Civic Center”

BID DUE DATE: June 9th, 2016 at 2:00pm

Proposals shall be directed to the attention of:

Finance Department

Attn: J.R.Smith, Jr

Janitorial Services for Civic Center

132 West Main Street

Gallatin, TN 37066

Telephone: 615-451-5899

8.0 Cost Proposal:

Total Charge for Monthly Cleaning: \$ _____

Possible Additional Services:

Stripping and Waxing Tile Floors: \$ _____ SQ.FT.

Shampoo Carpets: \$ _____ SQ.FT.

Name of Company: _____

Address: _____

Telephone: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____