

# Bedford County Department of Finance

200 Dover Street, Suite 102  
Shelbyville, TN 37160  
(931) 685-2024 FAX (931) 680-1029

## Request for Proposal

Janitorial Services  
Bedford County Health Department  
Bid No. 17-13

The Bedford County Department of Finance is requesting proposals for Janitorial Services for the Bedford County Health Department. **Sealed bids will be received until 2:00 p.m., Thursday, October 27, 2016**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring that the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

## GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

- 1. Meet or exceed the minimum requirements specified.**
- 2. Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
- 3. Submit their completed bid prior to the bid opening date and time.**
- 4. Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

### Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact Tammy Cook at the Health Department at (931) 684-3426 for any questions as to the specifications of the bid.

Bid for one year period, October 28, 2016 to October 28, 2017, with option to renew for three (3) additional one year periods.

Lowest and/or best bid will be awarded.

### Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

## INSTRUCTIONS TO BIDDERS

**All Proposals are to be made be on the Proposal Form provided.** Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, **Bid No. 17-13 Janitorial Services.** Bids will be received and opened on **Thursday, October 27, 2016, at 2:00 p.m.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to reject, without liability whatsoever, any or all bids submitted, and waive informalities therein, if deemed by the Department of Finance for their best interest to do so.

## **SPECIFICATIONS**

The vendor will be responsible for providing all cleaning supplies, with the exception of toilet tissue, hand soap and hand towels for the restrooms. We are requesting vendors bid for 5 days/week and 3 days/week respectively. The routine duties are as follows:

### Daily

Clean front glass  
Clean and disinfect all restrooms-includes:  
Mirrors, sink, toilette and floor  
Empty trash and replace liners when needed  
Wet spot mop tile floors  
Dust open desks and counters  
Clean sinks in exam rooms  
Refill paper towels and toilet paper  
Remove all visible spider webs

### Monthly

Clean all glass indoor and outdoor  
Clean baseboards  
Remove all gum from outside sidewalk and door entry

### Yearly

Move all chairs tables etc. off floors, clean behind them and move back  
Dust light fixtures and air vents on ceiling  
Stripping/finishing and/or maintenance on all floors

Bid for one year period, October 28, 2016 to October 28, 2017, with option to renew for three (3) additional one year periods.

**PROPOSAL FORM**

**TO: Bedford County Department of Finance**  
**200 Dover Street, Suite 102**  
**Shelbyville, Tennessee 37160**

**Re: Bid No. 17-13**

Gentlemen:

Having examined the specifications for a **Janitorial Services**, we (I) submit the following proposal:

3 days per week                      \$ \_\_\_\_\_

5 days per week                      \$ \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Signature and title of bidder:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_