

City of Kingsport
 PROCUREMENT MANAGER
 415 BROAD STREET
 KINGSFORT, TN 37660
 PH. 423-229-9419
 FAX 423-224-2433

QUOTE NUMBER

Janitorial Services '24

THIS IS NOT AN ORDER

VENDORS ARE REQUIRED TO COMPLETE THIS FORM I.E. TERMS, DELIVERY DATE, FOB, SIGNATURE & DATE.

THIS INQUIRY IMPLIES NO OBLIGATION ON OUR PART. CHANGES OR SUGGESTIONS OFFERING COST ECONOMIES ARE SOLICITED.

Vendor Name: _____
 Vendor Address: _____

ISSUE DATE			REPLY DATE	TERMS	F.O.B.	DELIVERY DATE
2/13/24			2/27/24			
ITEM	QTY.	U/M	DESCRIPTION		COST PER CLEAN	TOTAL COST

1	1	JB	*CLEANING SERVICES FOR DOG PARK RESTROOMS, CLEAN 12 MONTHS PER YEAR, 2 DAYS PER WEEK ON SATURDAY & SUNDAY.			
2	1	JB	*CLEANING SERVICES FOR BORDEN PARK RESTROOMS, CLEAN 2 DAYS PER WEEK ON SATURDAY & SUNDAY FROM MARCH 27 THROUGH OCTOBER 29			
3	1	JB	*CLEANING SERVICES FOR RIVERFRONT PARK RESTROOMS, CLEAN 2 DAYS PER WEEK ON SATURDAY & SUNDAY FROM MARCH 27 THROUGH OCTOBER 29.			
4	1	JB	*CLEANING SERVICES FOR EASTMAN PARK RESTROOMS. CLEAN 5 DAYS PER WEEK ON SUNDAY, MONDAY, WEDNESDAY, FRIDAY, & SATURDAY FROM MARCH 27 THROUGH OCTOBER 29.			
5	1	JB	*CLEANING SERVICES FOR BRICKYARD PARK RESTROOMS. CLEAN 7 DAYS A WEEK ON FROM MARCH 27 THROUGH OCTOBER 29.			
6	1	JB	*CLEANING SERVICES FOR MIRACLE FIELD PARK RESTROOMS. CLEAN 2 DAYS A WEEK ON SATURDAY & SUNDAY FROM MARCH 27 THROUGH OCTOBER 29.			
7	1	JB	*CLEANING SERVICES FOR DOMTAR PARK RESTROOMS. CLEAN 7 DAYS A WEEK FROM MARCH 27 THROUGH OCTOBER 29.			
8	1	JB	*CLEANING SERVICES FOR BAYS MOUNTAIN PARK RESTROOMS. CLEAN 2 DAYS A WEEK ON SUNDAY & MONDAY FROM MARCH 27 THROUGH OCTOBER 29.			
9	1	JB	*CLEANING SERVICES FOR SKATE PARK RESTROOMS. CLEAN 12 MONTHS PER YEAR, 2 DAYS PER WEEK ON SATURDAY & SUNDAY.			

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* AS PER ATTACHED SPECIFICATIONS

VENDOR'S SIGNATURE _____ DATE _____

TITLE _____

TERMS AND CONDITIONS

1. Bids must be submitted on this form only and bear the handwritten signature of an authorized representative of the firm to be considered valid. This is a request for quote and can be faxed to (423)224-2433. No telephone bid(s) will be accepted. Unless otherwise stated by the City, no bidder may withdraw his bid within a period of sixty (60) days after the date set for the reply date.
2. If prices are quoted FOB Kingsport, TN., delivery to City of Kingsport locations shall be without additional charge.
3. Failure to examine any drawings, specifications, and instructions will be a bidder's risk. If bidder is in doubt as to the true meaning of any part of the drawings, specifications and instructions or other documents, he should submit a written request for an interpretation to the Procurement Manager. An interpretation of the documents will be made only by addendum issued by the Procurement Manager to each firm to whom an invitation was forwarded. The City will not be responsible for explanation or interpretations of bid documents except as issued in accordance herewith.
4. Where a brand or trade name appears in the specifications, it is understood that the brand or trade name referred to, or its approved equivalent, shall be furnished. If no mention is made of any exceptions, it is assumed that he is bidding on the article mentioned and not an approved equivalent.
5. The bidder is requested to attach brochure-type information on the supplies furnished. All guaranteed and warranties should be clearly stated.
6. Taxes. The City is exempted from Federal excise taxes and state and local sales taxes and bidders must quote prices which do not include such taxes. An exemption certificate will be furnished upon request.
7. Bids and modifications or corrections thereof received after the closing time specified will not be considered. The City is not responsible for delays in delivery by mail, courier, etc.
8. Any exceptions to these terms and conditions or deviations from written specifications will be shown in writing and attached to the bid form.
9. Any alteration, erasure, addition to or omission of requested information, change of the specifications, or bidding schedule, is made at the risk of the bidder and may result in the rejection of the bid, unless such changes are authorized by the specifications.
10. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of the invoice or the date of receipt of all material covered by the order/contract, whichever is the later date.
11. Charges for boxing or cartage will not be allowed unless previously agreed upon.
12. Default in promised delivery and failure to comply with specifications authorizes the City to purchase supplies elsewhere and charge the difference to defaulting Vendor.
13. Bidder agrees to defend and save City of Kingsport from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patents relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
14. In case of error or discrepancy in the mathematics of the bid price, the unit prices shall prevail.
15. By submission of a signed bid, the bidder certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.
16. Contracts and purchases will be made or entered into with the lowest, responsible, compliant bidder meeting specifications for the particular grade or class of material, work or service desired in the best interest and advantage to the City of Kingsport. Responsible bidder is defined as a bidder whose reputation, past performance, and business and financial capabilities are such that he would be judged by the appropriate City authority to be capable of satisfying the City's needs for a specific contract or purchase order.
17. The City reserves the right to determine the low bidder either on the basis of the individual items or on the basis of all items included in its INVITATION TO BID, unless otherwise expressly provided in the INVITATION TO BID. The City reserves the right to accept any item or group of items of any kind and to modify or cancel in whole or in part, its INVITATION TO BID.
18. All contracts or purchase orders issued for this award will be governed by the laws of the State of Tennessee.
19. The City, in accordance with its governing directives, reserves the right to reject any and all bids, to waive any informality or irregularities in bids and unless otherwise specified by the bidder, to accept any item.
20. The contract will be awarded for a period of one (1) year with a renewal option on an annual basis in one (1) year increments providing all terms, conditions and cost are acceptable to both parties. The City reserves the right to rebid at the end of any contract period.
21. **CONFLICT OF INTEREST:**
 - a) No Board Member or officer of the City of Kingsport or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the City of Kingsport has a direct interest in the award of the vendor providing goods or services.
 - b) No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of their immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

- c) The grantee's or sub-grantees officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
- d) Do you or any officers/part-owners/stake-holders/employees of this company have any relative(s) (relatives include spouse, children, stepchildren or any to whom you are related by blood or marriage) that are currently employed by the City of Kingsport, Tennessee, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or the Kingsport Board of Education? ____ Yes ____ No
If you answered yes please state the name and relationship of the employee or member of the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education member _____
- e) Are you or any officers/part-owners/stake-holders/employees of this company also employees of the City of Kingsport, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education? ____ Yes ____ No
If you answered yes please state the name of the employee or board member _____

f) By submission of this bid, the vendor is certifying that no conflicts of interest exist.

22. DRUG FREE WORKPLACE REQUIREMENTS:

- a) Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

23. ELIGIBILITY:

- a) The vendor is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

24. GENERAL:

- a) Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
- b) Such offer is genuine and is not a collusive or sham offer.

25. IRAN DIVESTMENT ACT:

- a) Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to § 12-12-106.

26. NON-COLLUSION:

- a) Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Kingsport or any person interested in the proposed award or agreement.
- b) The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

27. BACKGROUND CHECK REQUIREMENT FOR SCHOOL SYSTEM SUPPLIERS:

- a) In submitting this bid/quote/proposal, you are certifying that you are aware of the requirements imposed by TCA § 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

Restroom Cleaning Specifications

Questions regarding clarification of specifications should be directed to Neil Lenhard @ 423-863-3484

Vendor provides chemicals, expendables & equipment to perform these cleaning services. The cost of these items is to be included in your quoted per clean price and not "in addition to".

The following services are to be performed each clean:

1. Clean and disinfect commodes, urinals, sinks and water fountains.
2. Sweep and mop floor with disinfectant.
3. Restock/Replenish towels, tissue paper, soap, etc.
4. Remove trash.
5. Sweep area in front of restrooms.
6. Remove cobwebs weekly.
7. Unclogging of any commodes found to have this issue while cleaning. If unable to unclog commode, then contact Neil Lenhard @ 423-863-3484 as soon as possible.

Expendables must be compatible with our current dispensers.

The City of Kingsport reserves the right to award this bid to multiple vendors.