

**PUBLIC NOTICE
REQUEST FOR PROPOSAL
JANITORIAL SERVICES FOR LIBRARY BUILDINGS**

The Stokes Brown Public Library will be accepting sealed proposals for retaining the services of a Professional Contractor to provide janitorial services for the library.

Requests for clarification may be sent in writing to director@gorhampl.org on or before February 7th, 2023.

Please reference “**Janitorial Services for Library Building**” on the outside of the sealed envelope. Please provide two (2) hard copies of the proposal. **Sealed** proposals must be received at the Stokes Brown Public Library, 405 White St., Springfield, TN 37172 by 2:00 PM local time, February 14th, 2023. Late submissions will not be accepted.

The Library reserves the right to reject any or all Proposals, to waive any informality or irregularity in any Proposal received, and to be the sole judge of the merits of the respective Proposal received. Final award will be subject to the execution of the contract. The Library reserves the right to negotiate a final contract that is in the best interest of the Library.

Michelle Adcock
Library Director

REQUEST FOR PROPOSALS

JANITORIAL SERVICES FOR LIBRARY BUILDING

Project Description

The Stokes Brown Public Library is currently seeking to retain the services of a Professional Contractor ("Contractor") to provide janitorial services in accordance with the specifications contained herein. The library has established special and specific qualifications for the proposals to assure the quality of the provided service.

Schedule

Proposals Due – February 14th, 2023

Contract Award – March 10th, 2023

Note: This is the Library's desired schedule. The Library reserves the right to modify the schedule. Notice to proceed will be issued shortly after contract award.

Scope of Work

The work includes furnishing all labor, equipment, and cleaning agents/chemicals required to complete the work at the library. The library is located at 405 White Street, Springfield, TN 37172. The Contractor should be aware that these facilities are subject to heavy use impacting the amount of cleaning required and the cleaning schedule. The total gross size of the Stokes Brown Public Library is approximately 32,500 square feet. The Contractor shall be responsible for cleaning the entire facility. Specific details will be described and listed. Contractors are invited to perform site and plan inspections by appointment to determine the difficulty of work to be performed.

Current Facilities Public Hours of Operating

Monday, Wednesday, Friday, & Saturday 9 a.m. to 5 p.m.

Tuesday & Thursday 9 a.m. to 8 p.m.

Sunday 2:30 p.m. to 5 p.m.

Note that employees occupy and work in facilities outside of the published public hours of operation. In addition, there may be after-hours events held in the library's community room which may include the use of the restrooms and catering kitchen.

Janitorial services will not be required on official holidays as follows:

New Year's Day

Martin Luther King, Jr. Day

President's Day

Good Friday

Easter

Memorial Day

Juneteenth
July 4th
Labor Day
Veteran's Day
Thanksgiving Day and the Day after Thanksgiving
Christmas Eve and Christmas Day

Routine nighttime custodial service shall be performed a minimum of three nights per week Monday through Saturday between the hours of 8 p.m. and 6 a.m. The Contractor should anticipate that, on occasion, certain areas of the Facility may be occupied at any time.

Insurance Requirements

The contractor will be required to maintain insurance coverage for Personal Injury and Worker's Compensation, with the library named as an "Additional Insured."

Fee Schedule

Payment for work completed will be based on progress to date each month for the work described in the Scope of Services. The contractor should include all incidental costs in each item of the Fee Schedule listed above in the attached Bid Proposal Form, as the Library will not pay additional costs associated with Contractor's services.

Contractor's proposal must clearly define the fee for regular service and Contractor's expected payment schedule. If the contractor proposes to provide emergency/additional services for additional fees, those fees must be clearly defined.

Proposals

Please submit two (2) copies of the proposal incorporating all requirements set forth in this Request for Proposal along with a statement of qualifications for undertaking the proposed services. Proposals shall include the following information:

Cover Letter (1-page) containing at a minimum:
Company name, contact name, address, fax number, and email
address

(1) General Information

- a. Description of firm/team
- b. Legal company organization; organization chart with names

- c. List of applicable licenses

(2) Team Experience & Qualifications

- a. Applicant's overall reputation, service capabilities and quality as it relates to this project.
- b. Briefly describe each team member's role.
- c. Each bidder must provide a list of other entities in middle Tennessee, for which contracts have been completed or are currently in force, during the past five (5) years.
- d. Identify proposed sub consultants/subcontractors, and your method of sub consultants/subcontractor selection, if applicable.
- e. Current workload and ability to proceed promptly.
- f. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- g. Relevant factors impacting the quality of value of work Include the completed **BID PROPOSAL FORM** in a separate sealed envelope

Request for Clarification

All requests for clarification in specifications regarding this RFP/RFQ must be submitted in writing no later than February 7th, 2023 to Michelle Adcock, Library Director:

Email: director@gorhampl.org

Mail: Michelle Adcock, Director
Stokes Brown Public Library
405 White Street
Springfield, TN. 37172

Any questions or comments directed by a respondent to persons outside of the individual listed above are inappropriate and such activity may result in that proposal being deemed non-responsive.

Optional Interviews

The selection committee reserves the right to select a short list of the highest scoring respondents for interviews. Interviews will be scored based upon the method of evaluation criteria scores.

The Library will enter into negotiations with the highest ranked respondent to finalize a contract for the contract period. If a contract cannot be successfully negotiated with the highest ranked respondent, then negotiations will be terminated with that respondent and the Library will enter negotiations with the next highest ranked respondent until an agreement is reached or an impasse is declared.

Notice of Award and Appeal Process

The Library intends to select a single Contractor. The selected Contractor will be identified by the selection committee and a notification letter will be sent to all respondents. Any respondent wishing to appeal the recommendation must do so in writing and within seven (7) business days of the notice being sent.

The Library Director or designee will recommend entering into a contract with the selected vendor at the March 10th Library Board meeting.

General Terms & Conditions

The Library reserves the right to reject any or all Proposals, to waive any informality or irregularity in any Proposal received, and to be the sole judge of the merits of the respective Proposal received.

Final award will be subject to the execution of the contract. The Library reserves the right to negotiate a final contract that is in the best interest of the Library.

Submittal Instructions

Proposals should be submitted in a **sealed** envelope, or other **sealed** container, which is clearly marked "Janitorial Services for Library Building". Please provide two (2) hard copies of the Proposal.

Proposals should be submitted to:

Michelle Adcock, Director
Stokes Brown Public Library
405 White Street
Springfield, TN 37172

Submission Date and Time: Tuesday, February 14th, 2022 at 2:00 p.m. Local time

LATE SUBMISSIONS WILL NOT BE ACCEPTED

Enclosures:

- (1) Scope of Services
- (2) Stokes Brown Public Library Bid Proposal Form

STOKES BROWN PUBLIC LIBRARY SCOPE OF SERVICES

JANITORIAL MAINTENANCE OF LIBRARY BUILDING

Scope of Deliverables:

1. DUTY OF CONTRACTOR:

The work covered by the specifications involves janitorial cleaning services for the cleaning of the library building. The CONTRACTOR will have the primary responsibility for all cleaning activities, which is more fully detailed in the service schedule. The service schedule provides a general outline of major tasks applicable to the agreement and must not be construed to be a complete listing of all cleaning tasks required to perform this agreement to standards acceptable to the LIBRARY.

2. HOURS OF SERVICE:

Janitorial work is generally to be performed during “non-working hours” (after 5/8pm) unless more specifically described herein.

3. SERVICE SCHEDULE:

The CONTRACTOR shall provide service according to the following location, frequency, and service schedules:

a. LOCATION AND FREQUENCY OF SERVICE:

Location	Operating Hours	Service Schedule	Notes
Stokes Brown Public Library (405 White Street, Springfield, TN 37172.)	Mon, Wed, Fri, & Sat 9 a.m. to 5 p.m. Tues & Thurs 9 a.m. to 8 p.m. Sun 2:30 p.m. to 5 p.m.	3 days per week Mon, Wed, Fri after hours (5pm)	Two-story building consisting of administrative offices, classrooms/meeting rooms, restrooms, library stacks, three kitchens, and computer lab. In addition to daily programming, facility rentals and events occur.

b. SCHEDULE OF WORK TO BE PERFORMED:

Daily Tasks:

1. Vinyl, Linoleum, Porcelain tile, and Hardwood Floors - Sweep with an anti-dust treated mop. Wet mop kitchen floors. Spot mop other floors as needed with plain water or cleaner appropriate for the surface.
2. Carpet and mats- Vacuum traffic areas. These areas are main entries at all doors, lobbies, main corridors in buildings and open areas.
3. Drinking fountains- clean, disinfect, and polish.

4. Glass and Windows- building entrances and lobby; Spot clean all interior and exterior glass surfaces to a height of 8"; removing any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas as seen on a regular basis. Cleaning of glass areas shall include window and door frames and shall extend the full distance of the entrance as seen on a regular basis.
5. Wastebaskets- empty and reline: Empty and reline plastic liners when dirty, ripped, or damaged with appropriate size and strength. Replace plastic liners on a monthly basis regardless of condition. Trash that will not fit in the outside bins should be left in the rear hall of the library or removed from the premises and properly disposed of. Exterior trash cans should not be overfilled.
6. Recycle bins- Empty on an as-needed basis. Empty into recycling bins only. Do not mix garbage with recyclables.
7. Restrooms- clean, disinfect, restock supplies. Clean and disinfect all sinks, urinals, toilets, partitions, countertops, and plumbing. Damp mop floors with disinfectant; clean and polish chrome and stainless fixtures; clean, disinfect and deodorize interior and exterior of sanitary napkin depositories; replace disposal bags and plastic trash liners. Clean mirrors- to be streak free; install disinfectant in floor drains and deodorizers in urinals. Fill all dispensers (soap, toilet paper, paper towels, and sanitary supplies).
8. Kitchen sinks, counters- Include all kitchen tabletops if in area and sweep up floor areas.

Weekly Tasks (to be performed at least once per week):

1. Vinyl, Linoleum, and Porcelain tile- Damp or wet mop—Use warm water with commercial-grade cleaner that leaves no visible or sticky cleaner residue when dry. Rinse, if necessary, with clear, warm water and clean mop. Wipe any and all baseboards free of moisture and dirt. Protect all wall surfaces.
2. Hard wood floors, stairs—clean using a damp microfiber mop with good quality cleaner recommended for the surface on a dedicated mop. The floors are to be free of dust, dirt, cleaning material residue, streaks, mop strands, grease, and spills and thoroughly maintained to present an acceptable gloss. Protect all walls from splashing and wipe all baseboards of moisture and chemicals. Do not wet mop, steam clean, wax or buff the wood floors. Isopropyl alcohol or mineral spirits can be used for spot cleaning stubborn stains.
3. Carpet and mats— Vacuum carpets with an industrial grade vacuum. Vacuum the entire carpeted area, including under chairs, tables, around furniture legs and other easily moved items. Return moved items to their original position. Pick up staples and other hard to remove items by hand if necessary. Vacuum hard to reach areas such as behind desks and furniture as needed. The carpet shall be free of visible dirt, litter, and soil.
4. Wall, doors, and ceilings—spot clean—Remove any and all fingerprints,

smudges, dirt or accumulations from these areas as seen and on a regular basis.

5. Doors and entrances—clean and polish (interior and exterior)—Clean and polish interior and exterior surfaces to a height of 8”, removing any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas. Cleaning of doors and entrances shall extend the full distance of the entrance front as seen and on a regular basis.
6. Kitchen appliances and cabinets-damp wipe cabinet fronts and pulls, towel dispensers, and exterior of appliances (refrigerator, freezer, microwave, oven, stove, and, ovens).
7. Classroom/meeting room fixtures and sinks- clean and sanitize.
8. Staircases and railings—dust and wipe—Dust and wipe all staircase areas, including all railings and areas around and underneath stairs, vacuum carpet areas, spot clean carpet.
9. Door handles, and light switches—clean and disinfect—Using damp cloth to remove all smudges, fingerprints and dirt—apply disinfectant.
10. Public desks and Furnishings- Clean surfaces, return furnishings to original positions
11. Janitorial closets—clean, organize, and stock on a regular basis—
Maintain all MSDS information in each closet.

Monthly Tasks (to be performed at least once per month):

1. Vinyl and linoleum --clean and wax floors (exclude waxing restroom floors). Traffic areas—Dust entire floor and all corners with treated mop, damp mop and remove any spots or stains. Allow flooring to dry completely. Apply wax in traffic areas only (exclude restroom floors), feathering out to corners. Corners are to be waxed only as part of complete stripping process. Pour enzyme down restroom floor drains.
2. Spot clean high-traffic carpet areas/mats. These areas are main entries at all doors, elevator lobbies, and elevators.
12. Dusting- Removal of all accumulated dusty, dirt, debris, and cobwebs from the surfaces, corners, crevices of all shelving, desks, bookcases, tables, light fixtures, window coverings, window ledges, doorframes and jambs, blinds as needed. Remove cobwebs from inside of rooms, corners of ceilings. Clean HVAC vent and ceiling tiles as needed. **Desktops are to be dusted only if papers have been removed.**
3. Stairwells- dust, vacuum, and then wet mop interior. Includes interior fire escape staircases.
4. Furniture- clean and polish all wooden furniture with approved polish as needed. Do not disturb any paperwork or desks, tables, and files. Vacuum upholstered furniture.

5. Kitchen floors- degrease and disinfect. Mop all kitchen floors with disinfectant. Refinish, if necessary, to maintain original appearance.
6. Trash – Wash and disinfect hallway trash receptacles.

Quarterly Tasks (to be performed at least once every three months):

1. Carpet clean—all areas. Vacuum all areas to be cleaned (thoroughly) clean as needed with good-quality cleaner and/or solvent, hot-water steam and vacuum extraction. Cover wet traffic areas with paper until dry. Use ventilating fans to hasten drying in heavy-use areas. Use water-resistant coated pads under furniture.
2. Ceramic & Vinyl tile floors, stairs- seal tiles and/or grout as needed. Protect all wall finishes and wipe down all baseboards to be free of moisture and residue. Polish as needed.
3. Interior glass and windows—Clean all interior glass surfaces, removing any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas as seen on a regular basis. Cleaning of interior glass areas shall include window frames and ledges.
4. Exterior glass and windows—Clean all first (ground) floor exterior glass surfaces, removing any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas as seen on a regular basis. Cleaning of exterior glass areas shall include window frames and ledges.
5. Wastebaskets/trash containers- wash and disinfect. Clean and disinfect all wastebaskets and trash containers in all interior locations.
6. Refrigerators and stove- Clean and disinfect, cleaning of hood range, oven and all surface areas.
7. Air vents, thresholds - Clean.

CONTRACTOR May Not:

1. Store unrinsed or unclean mops or mop buckets in the storage areas.
2. Make unauthorized alterations to the building.
3. Use equipment or any portion of the facilities not related to performance of this service schedule.
4. Use product that will cause damage to any surfaces or use any chemicals not approved by the LIBRARY.

General Provisions Regarding Floor Coverings: Floor coverings vary. They may include, but not be limited to: carpet, ceramic tile, vinyl tile, concrete, and wood floor coverings. The CONTRACTOR shall be responsible for performing the prescribed and appropriate cleaning method for each type of floor covering. A double mop system shall be used. Restroom mops shall be different from all other areas.

4. ADDITIONAL SERVICES:

The CONTRACTOR, as a provider of janitorial services for LIBRARY, shall be required to provide additional services as requested by the Director. The Director shall request with 48-hour notice. The 48-hour noticing requirement shall not apply, however, should the Manager determine that the service is an emergency, and required for public health and safety. In case of an emergency, CONTRACTOR is to provide service within three (3) hours of notification by LIBRARY.

5. CONTRACTOR STAFFING; BUILDING ACCESS:

The CONTRACTOR shall provide labor, equipment, tools, supplies, (unless otherwise noted), supervision, management and other resources and services needed to perform the duties required.

Employees of the CONTRACTOR are subject to final approval by the LIBRARY and will be required to adhere to LIBRARY safety regulations and policies. The CONTRACTOR agrees that it will, upon notice, immediately remove any supervisor or employee who is unsatisfactory to the LIBRARY.

The CONTRACTOR shall not represent that it or its employees are agents or employees of the LIBRARY.

Personnel shall be thoroughly trained and qualified in the work assigned to them including Cal/OSHA's Hazardous Communication Program training and proper blood- borne pathogen procedures using an established program, prior to working in any LIBRARY building or immediately supervised by such trained and qualified supervisor.

Only assigned personnel will be permitted on LIBRARY premises. A list of employees and potential employees, which includes date of birth, social security numbers, and valid ID shall be submitted to the Director. The LIBRARY reserves the right to conduct background checks and reject any employee that represents a liability or potential liability. All CONTRACTOR employees shall display identification cards at all times that include their name and company or a uniform shirt that identifies them.

The CONTRACTOR'S employees need to supervise all work in such a way as not to interfere with LIBRARY activities. A schedule of LIBRARY activities will be supplied to the service provider monthly and as necessary.

The CONTRACTOR shall establish and implement methods of ensuring that keys are not lost or misplaced and are not used by unauthorized person. No keys shall be duplicated. Report a lost key immediately to the LIBRARY DIRECTOR. Costs associated with key replacement and/or a need to re-key locks because of the replacement key, will be the sole responsibility of the CONTRACTOR.

6. SUBCONTRACTORS:

CONTRACTORS shall not assign, transfer, or enter into any subcontract under this Agreement, nor any part thereof, without first obtaining the written consent of the LIBRARY DIRECTOR or his/her designee. If CONTRACTOR is permitted to subcontract any part of this Agreement, CONTRACTOR shall be responsible to LIBRARY for the acts and omissions of its subcontractor as it is for persons directly employed by CONTRACTOR. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and LIBRARY. All persons engaged in the work shall be considered employees of CONTRACTOR. The LIBRARY shall deal directly with and shall make all payments to CONTRACTOR.

7. MATERIALS:

LIBRARY shall provide materials necessary to complete the work such as toilet tissue, paper towels, trash can liners, hand soap, and cleaning equipment. CONTRACTOR shall provide all cleaning agents/chemicals. All cleaning supplies shall be approved by LIBRARY prior to use. The

CONTRACTOR may consult with LIBRARY on specific materials currently in use by the LIBRARY.

8. STANDARDS OF PERFORMANCE:

The CONTRACTOR shall ensure that the LIBRARY buildings are continually maintained consistent with highest industry standards and shall provide regular and systematic inspections by its own supervisory personnel of all premises where services are performed under this Agreement. Written documentation of inspections must be maintained by the CONTRACTOR and may be reviewed by the LIBRARY upon request.

Performance standards shall include, but not be limited to:

1. The absence of litter or undesirable debris.
2. The absence of dust on any surface that is able to be dusted.
3. The complete, comprehensive and thorough cleaning of any item, including corners, inside, outside, top and bottom, under and over all surfaces.
4. The absence of surface marks, spills or other residue that can be eliminated by damp or wet cleaning.
5. The absences of soil, wax or other buildup, which can be eliminated by heavy duty, cycle or project cleaning.
6. The absence of minor spots, marks, or other soil that can be eliminated by spot cleaning.
7. The absence of germs, bacteria, fungus, molds and other sources of infections in restrooms and trash receptacles through the proper use of disinfectants and sanitizers.
8. The cleaning of toilets and urinals making sure to clean upper and lower lips, the water line, the outside, toilet seat and the area behind the toilet.
9. All problems discovered on preventative custodial maintenance, which require repairs should be immediately brought to the attention of the Library Director.

9. RECORD KEEPING:

The CONTRACTOR shall record all work other than daily services, showing date of performance, area where work is performed, and percentage of work performed. Records will be made available to the Library Director.

10. SUPERVISION:

The CONTRACTOR agrees that its performance of each of the provisions of this Agreement shall be to the standards set by the Library Director or his/her designee to insure cleanliness, health, and sanitation within the LIBRARY. All work shall be done in a thorough and professional manner in accordance with generally accepted good practices in the industry.

11. SAFETY; ACCIDENTS; EQUIPMENT SAFETY:

The CONTRACTOR shall post proper signage around all maintenance activities and ensure a safe work site. Restrooms must be closed to the public during maintenance activities.

Any and all accidents, regardless of how minor, involving another person, private property, or vehicle, shall be reported immediately to the Library Director or his/her designee and be provided a copy of any reports.

The CONTRACTOR is obligated to protect all the public and private utilities from damage, including all water, sewer, gas, or other conduits, all hydrants and all other property that could become damaged during the process of providing these services.

12. HOLIDAYS:

Janitorial services will not be required on the below official holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Good Friday
Easter
Memorial Day
Juneteeth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day and the Day after Thanksgiving
Christmas Eve and Christmas Day

13. LIQUIDATED DAMAGES:

When the CONTRACTOR fails to perform, as specified, the services required in this agreement, the LIBRARY shall have been damaged by that lack of performance. The CONTRACTOR shall agree to the following liquidated damages:

- a. If trained personnel do not report to the LIBRARY's representative within two (2) hours of the start of any shift, the LIBRARY will enforce liquidated damages of one-hundred dollars (\$100) per occurrence to be deducted from the monthly invoice. The CONTRACTOR will be notified by telephone or email within twenty-four (24) hours of failure to report and assessment of liquidated damages.
- b. If the CONTRACTOR fails to perform any contracted service or any part of a contracted service, the LIBRARY will enforce liquidated damages. The CONTRACTOR will be notified by telephone or email within twenty-four (24) hours of the failure to perform and performance will be required within twenty-four hours after receipt of such telephone call or email. If the contracted service does not occur within twenty-four (24) hours after receipt of such telephone call or email, the LIBRARY will be damaged and liquidated damages of one-hundred dollars (\$100) per occurrence will be deducted from the monthly invoice. Liquidated damages of one-hundred dollars (\$100) per occurrence will continue to be assessed per day until the required service is performed.

14. LIBRARY RESPONSIBILITIES:

LIBRARY shall manage its buildings and facilities' operations. LIBRARY shall maintain adequate emergency backup supply and stock of toilet tissue, paper towels, trash can liners, and hand soap.

15. LAWS AND REGULATIONS:

The CONTRACTOR acknowledges that it has knowledge of all provisions of all Federal, State, and local laws, ordinances, and regulations pursuant to performing the work, and CONTRACTOR agrees to observe all of the terms of all applicable laws and ordinances that may hereafter be in effect, and all amendments thereto, and agrees to observe such regulation not in conflict with this Agreement as may be enacted by Library Board during the term of this Agreement.

16. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE:

The CONTRACTOR shall assume all responsibility for damages to property or injuries to persons, including accidental death, attorney fees, and costs of defense which may be caused by CONTRACTOR's performance of this Agreement, whether such performance be by itself, its subcontractor, or anyone directly or indirectly employed by CONTRACTOR or its subcontractors and whether such damage shall accrue or be discovered before or after termination of this Agreement. Full insurance and indemnity requirements are included in the Agreement for Janitorial Services.

Attachment I- Stokes Brown Public Library

Janitorial Services Scope of Work

A. FREQUENCY OF CLEANING SERVICE CHART

1. Three (3) times per week.
2. Work to be performed each day at the Contractor's discretion (Three (3) times per week as needed).
3. Work to be performed weekly.
4. Worked to be performed weekly at the Contractor's discretion (Weekly as needed).
5. Once per month (monthly) – work to be performed once each month.
6. Quarterly – work to be performed once each quarter.

ITEM	REGIMEN	ACTION
Trash & Recycling	1	Empty trash, Empty recycling as needed
Drinking Fountain	1	Clean and disinfect
Kitchen Flooring	1	Mop and Clean as needed
Kitchen Countertops	1	Clean and Disinfect
Carpet	1	General vacuum and spot clean
Carpet	5	Vacuum edges – baseboards & shelving
Carpet	3	Vacuum under and around copy machines & print stations
Carpet	3	Vacuum under all seating
Carpet	6	Shampoo, Spot Removal
Walk Off Mats	1	Vacuum
Furniture Placement	3	Return to design scheme positions
Storage Room Floors	4	Dust mop
Storage Room Floors	6	Wet mop
Exterior Entrance	3	Sweep and pick up any litter within 50 feet of entrance
Exterior Seating areas	3	Sweep
Vestibule Glass	1	Spot Clean as needed
Door Glass	3	Clean
Children's Area Windows	4	Clean
All Library Windows not already specified	5	Thorough interior and exterior cleaning
Study Table Tops	3	Clean surfaces polish as needed
End Tables and Coffee Tables	3	Clean surfaces polish as needed
Public Computer Table Tops	3	Clean surfaces polish as needed
Staff Office Workstation Tops (Desks)	5	Clean surfaces polish as needed
Dusting	5	Dust surfaces
Circulation and Reference Desks	3	Clean surfaces
Community Room & Board Room Tables	3	Clean and disinfect (as surface permits – do not use heavy cleaner wood surfaces)

Soft Seating & Chairs	4	Vacuum, spot clean
Window Sills	3	Clean surfaces
Print and Copy Center Surfaces	3	Clean surfaces – disinfectant spray
Restrooms	1	Thoroughly clean, mop, and disinfect properly all floors, walls, and fixtures; Restock soap, paper towels, toilet tissue.
Exterior of Appliances	3	Clean and disinfect
Interior of Appliances	4	Clean and disinfect
Wood Floor	1	Dust mop, spot clean with moist cloth as needed, vacuum with special attachment so as not to harm wood is permitted
Tile Floor	1	Sweep and mop
All waxed floors	6	Demark and wax all previously wax hard flooring
Fire Exit Stairway	5	Sweep and mop

STOKES BROWN PUBLIC LIBRARY BID PROPOSAL FORM

PROJECT TO BID:	CONTRACT PERIOD:
STOKES BROWN PUBLIC LIBRARY -JANITORIAL SERVICES	APRIL 1, 2023-APRIL 1, 2024

1. COMPANY NAME		
2. CONTRACTOR LICENSE NUMBER	3. FEDERAL TAX ID NUMBER	4. YEARS IN BUSINESS
5. BILLING ADDRESS	6. CITY	7. STATE/ZIP
8. TELEPHONE	9. FAX	10. EMAIL
11. CONTACT PERSON	12. TITLE	

SERVICES AND PRICING

Building/Facility Site	Square Footage	# of Monthly Services (3 days Per week) unless noted	Projected Hours for Annual Maintenance	Cost per Monthly Service (including all labor, materials, and equipment necessary to perform the work)
Stokes Brown Public Library 405 White Street	32,500	12		\$
(TOTAL FACILITY COSTS (MONTHLY))				\$

Additional Services	Hourly Rate- Including Labor and Equipment
Emergency Call- During Regular Business Hours (after 4:30pm Monday-Friday)	\$
Emergency Call- Non Business Hours	\$

Please list any other qualifications, certifications, training and/or relevant services to be provided below or on additional sheet(s) if necessary.

BIDDER REFERENCES

Please include at least three (3) organizations which can be used as references for performance of similar services. Bidders shall endeavor to include references from public sector agencies.

AGENCY/COMPANY NAME	
CONTACT PERSON	CONTACT PHONE
DESCRIPTION OF SERVICES	

AGENCY/COMPANY NAME	
CONTACT PERSON	CONTACT PHONE
DESCRIPTION OF SERVICES	

AGENCY/COMPANY NAME	
CONTACT PERSON	CONTACT PHONE
DESCRIPTION OF SERVICES	

In accordance with the Invitation for Bid, General Conditions and Specification, the undersigned declares that the services offered is in accordance with all requirements of the LIBRARY detailed therein. Further, the undersigned declares that he/she is authorized to enter into agreement on behalf of the above named business and it is hereby understood that the above bid reflects the cost of street sweeping services detailed in the specifications.

SIGNATURE	PRINTED NAME	DATE
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IRAN DIVESTMENT ACT

NOTICE

Tenn. Code Ann. § 12-12-106 requires the chief procurement officer to publish, using credible information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105.

For these purposes, the State intends to use the attached list of “Entities determined to be non-responsive bidders/offers pursuant to the New York State Iran Divestment Act of 2012.”

While inclusion on this list would make a person ineligible to contract with the state of Tennessee, if a person ceases its engagement in investment activities in Iran, it may be removed from the list.

If you feel as though you have been erroneously included on this list please contact the Central Procurement Office at CPO.Website@tn.gov.

List Date: August 24, 2021

Source: <https://www.ogs.ny.gov/iran-divestment-act-2012>

1. Ak Makina, Ltd.
2. Amona
3. Bank Markazi Iran (Central Bank of Iran)
4. Bank Mellat
5. Bank Melli Iran
6. Bank Saderat Iran
7. Bank Sepah
8. Bank Tejarat
9. China Precision Machinery Import- Export Corporation (CPMIEC)
10. ChinaOil (China National United Oil Corporation)
11. China National Offshore Oil Corporation (CNOOC)
12. China National Petroleum Corporation (CNPC)
13. Indian Oil Corporation
14. Kingdream PLC
15. Naftiran Intertrade Co. (NICO)
16. National Iranian Tanker Co. (NITC)
17. Oil and Natural Gas Corporation (ONGC)
18. Oil India, Ltd.
19. Persia International Bank
20. Petroleos de Venezuela (PDVSA Petróleo, SA)
21. PetroChina Co., Ltd.
22. Petronet LNG, Ltd.
23. Sameh Afzar Tajak Co. (SATCO)
24. Shandong FIN CNC Machine Co., Ltd.
25. Sinohydro Co., Ltd.
26. Sinopec Corp. (China Petroleum & Chemical Corporation)
27. SKS Ventures
28. SK Energy Co., Ltd.
29. Som Petrol AS
30. Unipet (China International United Petroleum & Chemicals Co., Ltd.)
31. Zhuhai Zhenrong Co.

IRAN DIVESTMENT ACT

“By the submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not a person included within the list created pursuant to § 12-12-106.”

Signature: _____

Date: _____

Title: _____