

**INVITATION TO BID**

**Office of the Carter County Finance Department**  
801 E Elk Avenue  
Elizabethton, TN 37643

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Bidder shall return bid in **sealed envelope** to:

**Carter County Finance Department**  
**Attn: Carter County Health Department Cleaning Bid**  
**801 E Elk Avenue**  
**Elizabethton, TN 37643**

Public opening of the bid will be held at the above address at the bid deadline date and time designated in the Invitation to Bid.

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DATE ISSUED:	Thursday, May 30, 2019
BID TITLE:	Carter County Health Department Cleaning
BID DEADLINE DATE & TIME:	Thursday, June 20, 2019 at 1:30 p.m. Eastern Time (local prevailing time)
BID OPENING LOCATION:	Carter County Courthouse – Mayors Conference Room 2 <sup>nd</sup> Floor, Administrative Building
BID CONTACT:	Caroline Hurt
CONTACT PHONE:	(423) 543-2521 ext. 329
CONTACT EMAIL:	<a href="mailto:Caroline.hurt@tn.gov">Caroline.hurt@tn.gov</a>

Carter County reserves the right to reject any and all bids, maintains the right to negotiate after bid and waive any informalities.

Carter County does not discriminate based on race, color, national origin or age pursuant to Title VI of the Civil Rights Act of 1964.

**TERMS AND CONDITIONS**

1	<p><b>REQUIREMENTS FOR BID SUBMISSION.</b></p> <ul style="list-style-type: none"><li><b>a. All bids must be received in a SEALED envelope clearly marked with the bid name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.</b></li><li><b>b. All bid specifications must be met</b></li><li><b>c. Vendor Information and Anti-Collusion Statement</b></li><li><b>d. Vendor Certification Iran Divestment Act</b></li><li><b>e. Drug-Free Workplace Affidavit Form</b></li><li><b>f. Copy of Vendor's IRS W-9 Form</b></li><li><b>g. Proof of Liability Insurance and License</b></li><li><b>h. Proof of Worker Compensation Insurance</b></li><li><b>i. Contact Caroline Hurt to schedule visit or with questions.</b></li></ul>
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**AGREEMENT CONSIDERATIONS FOR BIDDERS FOR CLEANING SERVICES  
CARTER COUNTY HEALTH DEPT. (CCHD)**

1. Bidder must be able to demonstrate through current references and cite experience cleaning medical/healthcare facilities and provide supporting references in the bid.
2. Every crew member, employee, or agent of the company (bidder) entering the site to provide services in any capacity, temporary or otherwise, must sign HIPAA, security, and confidentiality statements which place liability and responsibility on the individual as well as the cleaning company (bidder) in whole.
3. Company (bidder) must be willing to contract on a monthly basis with the CCHD to ensure CCHD's needs are continually being met. Company (bidder) must be willing to invoice on a monthly basis. CCHD may elect to discontinue the agreement following any monthly period with payment for work done made in full. Company (bidder) must agree to give CCHD a one-month notice to discontinue the agreement in order to provide CCHD opportunity to secure other cleaning services.
4. Company (bidder) must include in their proposed cost provision of all liquid cleaners on their own [see Services Agreement example]. CCHD will provide all other paper, plastic, soap/sanitizer products, etc. [see Services Agreement example].
5. Bidder primary contact must be willing to communicate at least once per week, or as needed, with County Director or designee to determine any needs, areas of extra attention needed, or problem remediation as well as to communicate to County Director particular items needed by company. Bidder primary contact must be willing to meet County Director or designee on site to review any areas of concern as needed, and will agree to conduct regular monitoring (if not a direct provider of the regular cleaning services) of the company's crew members/employees/agents.
6. Must be willing to review CCHD Annex meeting space usage calendar and provide additional cleaning services and attention to the main meeting area in preparation for scheduled meetings.
7. Must be responsible for unpacking and stacking inventory received in the designated supply area for the purpose of maintaining a monitoring system for supply levels; bidder will maintain a system for alerting County Director or designee prior to supply levels becoming low so that orders can be placed and received to ensure supplies do not deplete or cause an interruption of service.
8. Must be willing to schedule and conduct a site visit, during a series of days which will be established, as needed to assess the facility, space, needs, etc. in order to prepare an accurate proposed estimate of services.
9. Company (bidder) must be willing to provide its final bid for services, in total, as a monthly rate for the duration of a three (3)-year contract period.

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10. Company (bidder) must propose a final monthly cost of services that is based on 37.5 equivalent work hours per week, and taking into account and accommodating for 13 holidays during which the department staff do not report; these holidays must be used by the company (bidder) in the accumulation of the equivalent of 37.5 work hours per week.

**Carter County Health Department**

**Cleaning/Janitorial Duties**

**Daily Duties**

- **Trash Receptacles** – empty all & damp wipe clean with disinfectant (including biohazard cans) and remove to dumpster
- **Drinking Fountains** – wash, disinfect, and dry shine all
- **Light Bulbs** – change as needed
- **Refill** – paper towels, toilet tissue, and hand soap/sanitizer dispensers
- **Restrooms** –
  - Sweep & wet mop floors
  - Clean commodes and urinals inside and out with disinfectant
  - Clean wash basins, damp wipe pipes under basins
  - Polish mirrors, shelves, and chrome fixtures; wipe down flat surfaces
- **Seating** – damp wipe all chairs in waiting areas
- **Wipe** - breakroom table, chairs, sinks, countertops
- **Sweep/Dust Mop** – Breakroom & waiting area next door, front offices/clerical area, provider offices, hallways, nutrition center, annex conference room front meeting space
- **Sweep/Wet Mop** – All clinic rooms, dental rooms, lobbies, all entrance ways, and other areas with stains/spillage as needed (hallways, breakroom, nutrition center, annex conference room, provider offices, etc.)
- **Glass** – clean glass in all front entryway doors, check-in and check-out areas
- **Countertops** – clean, disinfect countertops at check-in and check-out areas
- **Entrances** – sweep & mop all entrances, dust in corners (high, low, inside, outside), vacuum mats, disinfect door handles

**Weekly Duties**

- **Entrances** – wash and clean door handles, framing, and metalwork around all entrance doors; wipe/dust walls, partitions, doorways
- **Walls** – spot wash/clean surfaces around light switches, drinking fountains, and other heavy traffic areas likely to have accumulation of hand prints, smudges, etc.
- **Trash Receptacles** – damp wipe all bathroom and exam/patient room receptacles inside and out
- **Restrooms** –
  - Damp wipe walls and all surfaces
  - Wash all stall dividers with disinfectant detergent solution
  - Clean all door interiors
- **Dust** – furniture, counters, cabinets, vending machines, refrigerator, and all horizontal surfaces and objects in public areas (pictures, bulletin boards, etc.)
- **Grills** – clean all return and supply air grills and filters
- **Clean/Vacuum** – baseboards and hard to reach areas

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- **Wet Mop/Sanitize** – all floors including break room & waiting room next door, nutrition center, annex conference room front meeting space
- **Sanitize floor drains** (bleach solution, disinfectant solution, etc.)
- **Glass Cleaning** – clean glass in interior/exterior doors, partitions, pictures, bulletin boards, mirrors, etc.
- **Discard Boxes**
- **(Exterior)** – blow refuse (leaves, grass, etc.) from around entrances, windows

**Monthly Duties**

- **Damp wipe any handrails**
- **Dusting** – dust all overhead light fixtures, ceilings, fire equipment, exit lights, and window blinds/ledges
- **Clean air vents/registers**
- **Janitor's Closets** – sweep and wet mop; keep supplies orderly and on shelves
- **Spray Buff** – all vinyl tile floors (annex)
- **Restrooms** – scrub floors, clean baseboards, and grouting
- **Filters** – check & change as needed all routine HVAC filters

**Quarterly**

- **Clean interior window glass and framework; clean exterior facing windows**
- **Deep Cleaning of rugs by machine**

**Bi-Annual**

- **Deep Cleaning of tile and vinyl floors by machine**

**VENDOR INFORMATION and ANTI-COLLUSION STATEMENT**

*Please print or type clearly. Complete each section entirely and verify for accuracy.*

By signing this form the bidder agrees that he has not divulged to, discussed, or compared his bid with other bidders and has not colluded with any other bidder or parties to a bid whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the bid list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

In compliance with this Invitation for Bid, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of the firm named below. This form must be signed personally by the bidder or the bidder's authorized agent. All signatures must be original and not photocopies.

<b>COMPANY NAME:</b>	
<b>CONTACT PERSON:</b>	
<b>CONTACT PERSON TITLE:</b>	
<b>SIGNATURE OF AUTHORIZED REPRESENTATIVE:</b>	
<b>FEDERAL TAX ID # (or Social Security #, if applicable)</b>	
<b>STREET ADDRESS:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	
<b>EMAIL:</b>	
<b>DATE:</b>	

\*\*By signing this form, the bidder signifies understanding and agreement with Carter County Government Terms and Conditions

BIDDER'S CERTIFICATION OF COMPLIANCE  
WITH  
IRAN DIVESTMENT ACT  
Tenn. Code Ann. § 12-12-101 et seq.

Comes \_\_\_\_\_, for and on behalf of  
(Printed name of Principal Officer of Company)

\_\_\_\_\_, (the "Company") and, after being duly authorized  
by the Company so to do, makes oath that:

By 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 party 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 on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Model Affidavit**  
(must be attached to bid form upon submission)

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

DRUG-FREE WORKPLACE AFFIDAVIT  
OF PRIME BIDDER

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for [ insert name and address of bidding entity];
2. That the bidding entity has submitted a bid to [insert name of city and city department and project number] for the construction of [insert name of project];
3. That the bidding entity employs no less than five (5) employees;
4. That Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with §50-9-113, *Tennessee Code Annotated*.
5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

\_\_\_\_\_  
AFFIANT

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My commission expires: \_\_\_\_\_