Invitation to Bid

112415-02 ANNUAL CLEANING CONTRACT – HENDERSONVILLE PUBLIC LIBRARY

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 112415-02 ANNUAL CLEANING CONTRACT - HENDERSONVILLE PUBLIC LIBRARY until 10:30 a.m. CDT November 24, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have questions please contact Lalani Sabo any at customerservice@hendersonvillelibrary.org. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at www.sumnerschools.org and www.sumnertn.org

NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until 10:30 A.M. Local Time NOVEMBER 24, 2015 for 112415-02 ANNUAL CLEANING CONTRACT – HENDERSONVILLE PUBLIC LIBRARY, at which time the responses will be opened, taken under advisement and evaluated. *BIDS WILL BE POSTED ON www.sumnerschools.org and www.sumnertn.org*

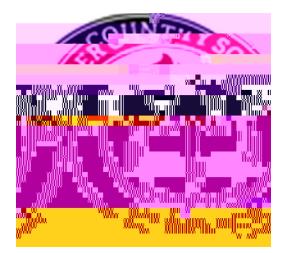
GENERAL REQUIREMENTS AND CONDITIONS

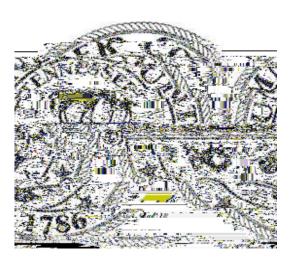
- 1. The Sumner County Board of Education/Sumner County Government reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
- 2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
- 3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education/Sumner County Government may allow the respondent to withdraw the entire response.
- 4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
- 5.

PROPOSAL REQUEST

NUMBER: 112415 02

TITLE: ANNUAL CLEANING CONTRACT HENDERSONVILLE PUBLIC LIBRARY





SUMNER COUNTY BOARD OF EDUCATION SUMNER COUNTY, TENNESSEE

Purchasing Staff Contact: Vicky Currey (615) 451 6560 vicky.currey@sumnerschools.org

Gallatin Public Library Contact: Lelani Sabo customerservice@hendersonvillelibrary.org

This proposal solicitation document is available in an Adobe Acrobat (pdf) format. Any alterations to this document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Sumner County Board of Education.

Introduction

IV. Proposal Guarantee

Vendors must guarantee that all information included in their proposal will remain valid for a period of 90 days from the date

XVIII. Invoicing

Invoices are to be submitted to:

Lelani Sabo, Library Manager Hendersonville Public Library of Sumner County 140 Saundersville Road Hendersonville, Tennessee 37075-8901

The vendor must provide an invoice (te) tailing the terms and amounts due and tates due. All invoices shall indicate payment terms and any prepayment discounts.

XIX. Contract Nullification

At any time during the contract, Library can dismiss contractor without cause and only owe any sums due and payable work already performed. In the event of nullification, any paymdue in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s) agreement between Sumner County and the contractor(s) is contingent upon an approved <u>annual</u> budget allotment, and is **bject**, with thirty (30) days notification, to restrictions, or cancellation, if budget adjustments are deemed necessaby Sumner County Government

XX. Applicable Law

Sumner County, Tennessee is an equal opportunity employeme Sucounty does not discriminate towards any individual or business on the basis of race, sex, color, age, religion nabibility or veteran status. The successful count(a): agrees that they shall comply with bacal, state, and federal law statutes, subend regulations including, but not limited, the Rehabilitation Act of 1973 and the Ameenis with Disabilities Act. In the event that any claims should arise with regards to this contract for a violation of any such local, state of deral law, statues, rules, or regulations, the provider with minify and hold Sumner County harmless for any damages, including court costs or attorney fees, which might be incurred. A contract will be interpreted under the laws and statutes of table of Tennessee. Sumner County does not enter into contracts which provide for mediation or arbitration. Any action arising from any contract made from these specifications shall b brought in the state counts Sumner County, Tennessee in United States Federal Districourt for the Middle District of Tennessee. Additionally, it is a violation of state statues utohase materials, supplies, services, or any other itemafro vendor that is a commissioner, official, planyee, or board member that has any financial or beneficial interest in such transaction.

Specific Proposal Requirements

It is the objective of this RFP to provide the highest quality level of service, performed by personnel who are trained to provide the janitorial/cleaning services proposed. This proposal shall be for an annual agreement with the option to renew at the end of each contract anniversary date. At any time during the contract, Library can dismiss contractor without cause and only owe any sums due and payable for work already performed.

Keys to the property will be issued by Hendersonville Public Library of Sumner County and shall not be duplicated. All keys or other access devices shall be surrendered upon request from Hendersonville Public Library of Sumner County.

Contractor shall provide all mops, brooms, vacuums, cleaning supplies.

Library will provide supplies to refill dispensers and line trash receptacles.

The library is a 38,500 square foot facility. Areas to be cleaned include:

- All public areas of the library.
- All private areas of the library.

Except emergency stairwells, closets, the records room, the receiving room and any

Any clarifications requested for this proposal should be directed to Lelani Sabo at 615-824-0656, or via email at customerservice@hendersonvillelibrary.org.

Any alternative recommendations above and beyond the requirements listed above should be submitted as a separate proposal.

SUMNER COUNTY BOARD OF EDUCATION

Purchasing Department 1500 Airport Road Gallatin, TN 37066

COMPANY NAME	
ADDRESS	
TELEPHONE	
EMAIL	
AUTHORIZED COMPANY REPRESENTATIVE	SIGNATURE
AUTHORIZED COMPANY REPRESENTATIVE	PRINTED
DATE	
BID TITLE	112415 02 ANNUAL CLEANING CONTRACT – HENDERSONVILLE PUBLIC LIBRARY
DEADLINE	NOVEMBER 24, 2015 @ 10:30 A.M.
BID AMOUNT	\$
BID GOOD THRU	
NOTES:	

STATEMENT OF NON-COLLUSION

The undersigned affirms that they are dully authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other respondent, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Company	
Address	
Phone	
Fax	
Respondent (Signa	ture)
Respondent (Print]	Name and Title)
Authorized Compa	ny Official (Print Name)
-	

9

DRUG-FREE WORKPLACE

Sumner County Government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

<u>Drug-Free Workplace Act of 1988</u> – Sumner County Government is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

<u>Omnibus Transportation Employee Testing Act of 1991</u> – Sumner County Government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V).

Right to an Alcohol and Drug-Free Workplace - Employees have the right to work in an alcohol and

DRUG-FREE WORKPLACE AFFIDAVIT (page 2)

STATE OF	
COUNTY OF	

The undersigned, principal officer of ______, an employer of five (5) or more employees contracting with

the Sumner County Government, Sumner County, Tennessee, to provide goods or services, hereby states, under oath, as follows:

1. The undersigned is a principle officer or owner of ______,

(Hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of said Company.

2. The Company submits this Affidavit because it shall be receiving payment pursuant to a contract, or formal agreement, with the

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

- 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;
- 2. Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and
- 3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the bid, been convicted or had a civil judgment rendered against it
 - A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;
 - B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - C. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Name of Participant Agency: _____

Name and Title of Authorized Representative:

Signature of Authorized Representative: _____ Date: _____

_ I am unable to certify to the above statement. Attached is my explanation.

CERTIFICATION BY CONTRACTOR