



TOWN OF ATOKA

CALL FOR BIDS

TOWN PROJECT NO. 20230721

TOWN FACILITY CLEANING

ISSUE DATE: Friday, July 21, 2023

ISSUED BY: Town of Atoka
334 Atoka Munford Avenue
Atoka, Tennessee 38004

Website : www.TownofAtoka.com

PROJECT CONTACT: Marc Woerner
Town Administrator
Phone : (901) 837-5300
Email : mwoerner@townofatoka.com

BIDS DUE: Friday, August 4, 2023
9:00 AM Central Time

TOWN OF ATOKA, TENNESSEE
TOWN FACILITY CLEANING
SCOPE OF WORK

1. PURPOSE

The Town of Atoka is seeking a contractor to provide the Town with cleaning services at Town facilities as specified herein.

2. DEFINITIONS

The following terms used in this contract shall be construed and defined as follows:

"Board" or "Owner" - The Town of Atoka, Tennessee

"Contractor" - The person or firm contracting to perform the work.

"Cleaning" – General dusting and wipe down of surfaces, equipment, floorboards, etc.; window washing; emptying of trash/recycling containers; floor cleaning as needed.

"Town Facility" - A building or portion thereof owned, leased or maintained by the Town.

"Town Administrator" - The Town Administrator appointed by the Board or Owner, acting personally or by any of his authorized agents.

"Work" - All labor, materials, equipment, transportation, construction equipment and other facilities necessary to be done or furnished by the Contractor to complete the contract.

"Written Notice" - Shall be deemed to have been "duly served" when such notice shall have been given or mailed to the Contractor or his superintendent at the site of the work or the address set forth herein or when such notice shall have been given or mailed to the Owner, at the address set forth herein.

3. EXECUTION, CORRELATION AND INTENT OF DOCUMENTS

The original and copy of the contract shall be signed by the Owner and the Contractor.

The work under this Contract shall consist of the items listed in the proposal, including all incidentals necessary to fully complete the project in accordance with the Contract documents.

4. CONTRACT DRAWINGS AND SPECIFICATIONS

- A) The intent of the Contract Documents is to include in the contract price the cost of all labor and materials, tools, equipment, transportation and all other expenses as may be necessary for the proper execution and completion of the work.
- B) The Town Administrator or his/her designee will issue directions for specified cleaning criteria.

The Town Facility Cleaning program shall include:

- a) *Weekly deep cleaning including dusting of the Atoka Town Hall facility – including restrooms, offices, public reception, and meeting spaces. Vacuuming in carpeted areas and rugs throughout Town Hall. Hard surface floor mopping to be provided on a weekly basis and floor waxing/buffing on a quarterly basis. Approximate square footage : 6,300*
 - b) *Weekly deep cleaning including dusting of the Atoka Police Department facility – including restrooms, offices, public reception and meeting spaces. Vacuuming in carpeted areas and rugs throughout the facility. Hard surface floor mopping to be provided on a weekly basis and floor waxing/buffing on a quarterly basis. Twice yearly stripping, waxing and finishing floors. Approximate square footage : 9,500*
 - c) *Mid-week touch up cleaning of the Atoka Town Hall and Atoka Police Department facilities – including restrooms, public reception and meeting spaces. If wall scuffing is found, attempted clean-up is required. All trash cans to be emptied including the three exterior cans (side entrance to town hall, main entrance to Police Department and the rear entrance to the police department) and the Police Department garage can.*
 - d) *Yearly carpet cleaning Boardroom and office spaces*
- C) There are pre-qualifications; the Town requires verification that the bidder can provide adequate equipment and manpower to accomplish the cleaning while not interrupting normal Town business. All cleaning supplies and equipment shall be provided by the Contractor.
 - D) If any inconsistency, omission or conflict shall be discovered in these documents, or, if in any place the meaning of either or both shall be obscure, or uncertain, or in dispute, the Town Administrator shall decide as to the true intent of the documents, and said Town Administrator's decision shall be final, conclusive and binding on all of the parties in interest.

5. INFORMATION BY THE CONTRACTOR

The Contractor shall submit to the Town Administrator full information as to the materials, equipment and arrangements which the Contractor proposes to furnish. This information shall be complete to the extent that the Town Administrator may intelligently judge if the proposed materials, equipment and arrangements conform to the requirements of the contract. After the approval of materials, equipment and arrangements by the Town Administrator, any work done by the Contractor shall be at his own risk.

The approval of information covering materials, equipment and arrangements by the Town Administrator shall in no way release the Contractor from his responsibility for the proper design, installation and performance of any material, equipment or arrangement, or from his liability to replace same, should it prove defective.

6. PERMITS AND REGULATIONS

The Contractor shall keep himself fully informed of all laws, ordinances and regulations in any manner affecting those engaged in or employed in the work, or the materials used in the work, of in any way affecting the conduct of the work and of all orders and decrees of bodies or tribunals having jurisdiction or authority over the same.

He shall, at all times, observe and comply with, and shall cause all his agents and employees to observe and comply with all existing and future laws, ordinances, regulations, orders and decrees.

7. PROTECTION OF WORK AND PROPERTY

The Contractor shall continuously maintain adequate protection of all his work from damage and shall protect all property and persons from injury or loss arising in connection with this Contract. He shall, without delay, make good any such damage, injury or loss, and shall defend and save the Owner from all such damages or injuries occurring because of his work.

In an emergency affecting the safety of life or of the work or of adjoining property, the Contractor, without special instruction or authorization from the Owner, shall take such action as may be necessary to prevent such threatened damage, injury or loss.

8. INSURANCE

The Contractor shall not commence work under this Contract until he has obtained all insurance required under this paragraph and such insurance has been approved by the Owner, nor shall the Contractor allow any sub-contractor to commence work on his subcontract until all similar insurance required of the sub-contractor has been so obtained and approved. **The Town of Atoka shall be named as additionally insured by all**

policies required under this section. Satisfactory proof of the required insurance shall be furnished to the Owner.

COVERAGES	LIMITS OF LIABILITY
Workmen's Compensation	Statutory
Employer's Liability	\$500,000
Bodily Injury Liability Except Automobile	\$500,000 each occurrence \$1,000,000 aggregate
Property Damage Liability Except Automobile	\$300,000 each occurrence \$300,000 aggregate

The Contractor shall provide the Owner, at the time contracts are returned to him for execution, one copy of, certificates and policies listed above. A guarantee that ten (10) days' notice to the Owner prior to cancellation of, or change in any such insurance, shall be in force on each policy and certificate of insurance.

9. TOWN ADMINISTRATOR STATUS

Review of the work shall be done by the Town Administrator or his/her designee. Such review shall mean the authority to reject all work and materials which do not conform to the Contract. To enforce this review, the Town Administrator shall have authority to stop the work until a particular problem has been corrected.

In accordance with generally accepted construction practices, the Contractor will be solely and completely responsible for conditions of the job site, including safety of all persons and property during performance of the work. This requirement will apply continuously and not be limited to normal working hours. The duty of the Town Administrator to conduct review of the Contractor's performance is not intended to include review of the adequacy of the Contractor's safety measures, in, or near the construction site.

10. CONTRACTOR'S RESPONSIBILITY

The Contractor shall assume full responsibility for the work and take all precautions for preventing injuries to persons and property on or about the work and shall bear all losses resulting to him on account of the amount or character of the work because the conditions under which the work is done are different from what was estimated or expected, or on account of the weather, floods, elements or other causes. He shall assume the defense and save harmless the Owner and its individual officers and agents from all claims relating to labor provided and materials furnished for the work; and to injuries to any persons or property received or sustained by or from the Contractor, his agents or employees.

11. CONTRACTOR'S SUPERVISION AND ORGANIZATION

The work under this contract shall be under the direct charge and attention of this Contractor. The Contractor shall give efficient superintendence to the work, using his best skill and attention. The Contractor shall at all times keep on the site of the work during its progress a competent superintendent and any and all necessary foremen and assistants. The superintendent shall represent and have full authority to act for the Contractor in the latter's absence, and all directions given to him shall be as binding as if given to the Contractor.

The Contractor shall employ only competent, efficient workers and shall not use on the work any unfit person or one not skilled in the work assigned to him and shall at all times enforce strict discipline and good order among his employees. Whenever the Town Administrator shall notify the Contractor, in writing, that any person on the work is, in the opinion of the Town Administrator, careless, incompetent, disorderly, or otherwise unsatisfactory, such person shall be discharged from the work and shall not again be employed on it except with the written consent of the Town Administrator.

12. ERRORS AND CORRECTIONS IN DRAWINGS AND SPECIFICATIONS

The Contractor shall examine and check all specifications furnished by the Owner for dimensions, quantities and coordination with other parts of the work on this or related contract and shall notify in writing, the Town Administrator of any and all errors, omissions, or discrepancies he may discover by examining and checking of same. The Contractor shall not be allowed to take advantage of such error, omission or discrepancy, as full instructions will be furnished by the Town Administrator and the Contractor shall carry out such instructions as if originally specified. In no case shall the Contractor proceed with the work in uncertainty or work after the discovery of any error, omission or discrepancy.

13. PAYMENT SCHEDULE

Each submission for payment must be sent to the Town Recorder for processing by the fifth (5th) day of the month following the provision of services. Payment will be made no later than the fifteenth (15th) day of the month when a bill is presented by the fifth (5th) day of the month. The request for payment will be processed according to our standard billing payment schedule as established by our Town Recorder.

17. TERM OF SERVICE

The Contractor shall provide services at the submitted unit price for a term of twelve (12) months from the bid award. The Town may, at its sole discretion, extend the contract for an additional twelve (12) months at a rate agreed to by both parties.

18. EVALUATION AND BID AWARD

The Town reserves the right to award the contract in any manner deemed in the best interest of the Town. Primary criteria for vendor evaluation and consideration include completeness and thoroughness of response, demonstrated ability to meet the requirements of the program, prior experience with similar programs and favorable past experiences with the Town.

The proposal selected shall be the proposal deemed to be in the best interests of the Town while providing the most cost-effective approach to meet the stated requirements. **The lowest priced proposal will not necessarily be selected.**

TOWN OF ATOKA, TENNESSEE
TOWN FACILITY CLEANING
FORMAL BID SUBMISSION

The undersigned has examined the Scope of Work, general conditions, the location of the work described herein and is fully informed as to the nature of the work and the conditions relating to its' performance and further understands that the quantities shown are approximate and subject to either increase or decrease.

The undersigned hereby proposes to: furnish all necessary machinery, tools, apparatus, and other means of construction; do all the work; furnish all the materials, except as otherwise specified herein; and for the unit prices named in the itemized bid, to complete the work herein described in strict accordance and conformity with the requirements of the Town of Atoka and such other special provisions and supplemental specifications as may be a part of this proposal.

Monthly Price for Facility Cleaning Services: \$ _____

Monthly Price for Police Department Cleaning: \$ _____

Yearly Price for Carpet Cleaning Boardroom: \$ _____

The work* will consist of cleaning Townhall Facilities and Police Department as outlined in Item 4 of the Scope of Work statement.

Signature

Date

Printed Name and Title

Business Name

Address

Zip Code

Phone Number

TOWN OF ATOKA, TENNESSEE
TOWN FACILITY CLEANING
BIDDER QUESTIONNAIRE

Please provide the following information regarding your proposal:

1. Name, Address and Phone Number of Firm:

2. Number of years of experience in this work:

3. List number and types of equipment to be used if awarded this bid:

4. List the municipalities that you have contracted with during the past three years for this type of work: (include contact names and phone numbers)

5. Name of your bank and other financial references:

6. Include all information from the Instructions to Bidders (Section 5.0):
