

Bedford County Department of Finance

200 Dover Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029

Request for Proposal

Janitorial Services
Bedford County Health Department
Bid No. 24-15

The Bedford County Department of Finance is requesting proposals for Janitorial Services for the Bedford County Health Department. **Sealed bids will be received until 2:00 p.m., Wednesday, August 9, 2023**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring that the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their completed bid prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact Tammy Cook at the Health Department at (931) 684-3426 for any questions as to the specifications of the bid.

Bid for one year period ending August 10, 2024, with option to renew for two additional one year periods.

Lowest and/or best bid will be awarded.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

INSTRUCTIONS TO BIDDERS

All Proposals are to be made be on the Proposal Form provided. Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, Bid No. 24-15 Janitorial Services. Bids will be received and opened on **Wednesday, August 9, 2023, at 2:00 p.m. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to reject, without liability whatsoever, any or all bids submitted, and waive informalities therein, if deemed by the Department of Finance for their best interest to do so.

Please complete enclosed W-9 and return with bid.

SPECIFICATIONS

The vendor will be responsible for providing all cleaning supplies, with the exception of toilet tissue, hand soap and hand towels for the restrooms. We are requesting vendors bid for 5 days/week and 3 days/week (Monday, Wednesday and Friday) respectively. We have two locations to service: 140 Dover Street and the annex location at 200 Dover street, Suite 200. This bid is for *both* locations. The routine duties are as follows:

Daily

Clean front glass

Clean and disinfect all restrooms-includes:

Mirrors, sink, toilet, and floor

Empty trash and replace liners when needed

Mop floors

Dust open desks and counters

Clean sinks in exam rooms

Refill paper towels and toilet paper

Remove all visible spider webs

Monthly

Clean all glass indoor and outdoor

Clean baseboards

Remove all gum from outside sidewalk and door entry

Yearly

Move all chairs tables etc. off floors, clean behind them and move back.

Dust light fixtures and air vents on ceiling.

PROPOSAL FORM

**TO: Bedford County Department of Finance
200 Dover Street, Suite 102
Shelbyville, Tennessee 37160**

Re: Bid No. 24-15

Gentlemen:

Having examined the specifications for a **Janitorial Services**, we (I) submit the following proposal:

5 days per week \$ _____ /week \$ _____ /month

3 days per week \$ _____ /week \$ _____ /month

Company Name: _____

Mailing Address: _____

Signature and title of bidder: _____

Date: _____

Telephone Number: _____

Email: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ **Go to www.irs.gov/FormW9 for instructions and the latest information.**

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number													
<table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="font-size: 1.2em;">-</td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="font-size: 1.2em;">-</td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> </tr> </table>					-			-					
				-			-						
or													
Employer identification number													
<table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> <td style="border: 1px solid black; width: 25px; height: 25px;"> </td> </tr> </table>													

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.