

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 any questions please contact Lalani Sabo 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](http://www.sumnerschools.org) and [www.sumnertn.org](http://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](http://www.sumnerschools.org) and [www.sumnertn.org](http://www.sumnertn.org)***

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### 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](mailto:vicky.currey@sumnerschools.org)

Gallatin Public Library Contact:  
Lelani Sabo  
[customerservice@hendersonvillelibrary.org](mailto: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 detailing the terms and amounts due and date 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 pay due in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s). The agreement between Sumner County and the contractor(s) is contingent upon an approved annual budget allotment, and is subject, with thirty (30) days notification, to restrictions, or cancellation, if budget adjustments are deemed necessary by Sumner County Government

XX. Applicable Law

Sumner County, Tennessee is an equal opportunity employer. Sumner County does not discriminate towards any individual or business on the basis of race, sex, color, age, religion, national origin, disability or veteran status. The successful contractor agrees that they shall comply with local, state, and federal law statutes, rules and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In the event that any claims should arise with regards to this contract for a violation of any such local, state or federal law, statues, rules, or regulations, the provider will indemnify 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 the state 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 be brought in the state courts of Sumner County, Tennessee or the United States Federal District Court for the Middle District of Tennessee. Additionally, it is a violation of state statute for a contractor to purchase materials, supplies, services, or any other items from a vendor that is a commissioner, official, employee, 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](mailto: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: \_\_\_\_\_  
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**ATTACHMENT 1**

**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 (Signature)  
\_\_\_\_\_

Respondent (Print Name and Title)  
\_\_\_\_\_

Authorized Company Official (Print Name)  
\_\_\_\_\_

## **ATTACHMENT 2**

### **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.

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

Omnibus Transportation Employee Testing Act of 1991 – 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

**ATTACHMENT 3**

**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**