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**REQUEST FOR PROPOSALS
FOR
CUSTODIAL SERVICES**

The Electric Power Board of Rockwood is accepting proposals from qualified companies to perform custodial services in its new office building located at 341 W. Rockwood Street, Rockwood, TN 37854. The successful vendor must demonstrate their ability to provide all services typically associated with work of this nature. **Submittals must be complete, accurate, and received by Rockwood Electric Utility at its main office located at 341 W. Rockwood Street, Rockwood, TN 37854 no later than 2:00 p.m. on May 16, 2023.** Submittals arriving after the appointed time will be considered late and will not be opened.

All submittals must be sealed and clearly labeled. Hard copies of the submittals may be provided by mail or in person and marked to the attention of Mike Miller. Questions about this proposal should be directed to Mr. Miller at (865) 717-5400 or mmiller@rockwoodelectric.com. Sealed bids should be labeled “**Custodial Services 2023**” and must be shown on the outside of the envelope.

The attached scope of work contains the minimum requirements

Rockwood Electric Utility is a governmental enterprise and is not subject to taxation. A certificate of exemption will be provided upon request.

This is **NOT** a low-bid request for proposal. Rockwood Electric Utility may select the most responsive and complete proposal. The Board reserves the right to reject any and all submittals and waive all formalities in doing so.

Delivery Date _____

Company Name _____ Phone Number _____

Mailing Address _____ Fax Number _____

Name & Title Authorized to Sign Bid (Print or Type) _____

Signature _____ Date _____

New

BACKGROUND

Rockwood Electric Utility is completing construction of a new 21,000 square foot office building in Rockwood, TN. The building consists of a large customer service area, 17 offices (17), three (3) training or meeting rooms, seven (7) bathrooms, two (2) breakrooms, and several storage or work areas. Flooring is a combination of carpet, luxury vinyl tile, ceramic tile, and hardwood. There are two (2) stairwells. In addition to storefront windows in the front and rear of the building, there are two (2) large curtain walls, and over sixty (60) windows of various sizes on the 2nd & 3rd floor.

Rockwood Electric also owns the following facilities:

1. Two small offices (539 sq. ft.), a crew room (323 sq. ft.), and three bathrooms (500 sq. ft.) that are part of an 11,000 sq. ft. warehouse at 125 S. Wilder Avenue are included. **The high bay of the warehouse and the adjoining parking structure are not included in this proposal.** All floors are concrete or tile.
2. A branch office at 525 N. Kentucky Street in Kingston, TN. This office is approximately 1,500 sq. ft. and consists of tile floors, two bathrooms, a breakroom, lobby, and small customer service area. **The basement of this structure is not included in this scope of work.**

An inspection of all facilities can be arranged by contacting Mr. Mike Miller at (865) 717-5400.

Rockwood Electric is inviting proposals from qualified companies for providing custodial services for all of the above facilities per the following terms and conditions.

GENERAL CONDITIONS

- A. These specifications require the furnishing of all supervision, materials, labor, supplies, tools, equipment and transportation necessary to provide custodial services for Rockwood Electric Utility.
- B. Contractor shall be solely responsible for and shall have control over the means, methods, techniques and procedures for doing the work. **The Contractor is an independent contractor and neither Contractor nor any of its employees shall be deemed to be agents or employees of REU.**
- C. Contractor shall comply with all state, federal and local laws (including but not limited to the Occupational Health and Safety Act) which govern the work. The Contractor shall have and maintain in force at all times, and upon request shall furnish to REU proof that he or she has all licenses which are required to do the work. Contractor shall furnish a State of Tennessee Contractor's License as required by Tennessee Code Annotated, Section 62-6-101 ET SEQ, certifying that he or she is a licensed contractor.
- D. Contractor shall not commence work under the Contract until a certificate showing proof of such insurance required by these specifications has been delivered to REU.
- E. The obligations of REU hereunder are payable solely from the revenues of REU.

F. Should the Contractor:

1. fail or refuse to begin or, once begun, to diligently proceed with the work after notice by REU to proceed; or
2. violate any provision of the Contract; or
3. allow any official or employee of REU or the City of Rockwood at any time to become directly or indirectly interested in the Contract through furnishing supplies or performing work hereunder;

then, in any of such events, REU may immediately take one or more of the following actions: (i) cancel the Contract; (ii) require the Contractor to discontinue the work immediately; (iii) sue the Contractor for damages suffered by REU, including consequential damages, and (iv) seek and obtain whatever equitable relief by way of injunction or specific performance that may be available. Seeking any one or more of the above remedies will not be a waiver of any other remedy available to REU. The Contractor shall pay the cost and expense of REU's enforcement of its rights hereunder, including but not limited to reasonable attorney's fees.

G. Contractor shall indemnify and hold harmless the City of Rockwood, REU and its directors, officers, employees and agents from and against all liabilities, claims, demands, causes of action of every kind and description, damages, losses and expenses, including but not limited to attorney's fees through appeals, arising out of or resulting from the performance of the work, provided that any such claim, demand, cause of action, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, anyone directly or indirectly employed by the Contractor or anyone for whose acts for any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

H. Contractor is responsible for any and all tax liabilities which may be imposed under the State of Tennessee, Department of Revenue Sales and Use Tax Laws.

I. The Contract shall be binding upon and shall inure to the benefit of REU and the Contractor and each of their respective heirs, successors and assigns. The Contractor may not assign the Contract or subcontract any part of the work. No amendment, modification or interpretation of this Contract by REU shall be effective unless the same is in writing and signed by a duly authorized representative of REU.

- J. Any notices required to be provided under this Agreement shall be in writing and shall be deemed properly given (a) when delivered in person or (b) when forwarded by a nationally recognized overnight courier service or certified mail, return receipt requested, to Manager of Customer Services, Rockwood Electric Utility, 341 W. Rockwood Street, P.O. Box 108, Rockwood, Tennessee 37854 on behalf of REU, or if to Contractor:

Name of Contractor: _____

Attn: _____

Street Address: _____

P.O. Box _____

_____, _____, _____
City State Zip Code

The designation of the person to be so notified or the address of such person may be changed at any time and from time to time by either party by similar notice.

SCOPE OF WORK

I. OFFICE AREAS

NIGHTLY

- A. WASTEBASKETS AND TRASH CONTAINERS: All waste receptacles shall be emptied nightly and returned to original location with fresh liners. All trash will be collected to a central location and then taken to the dumpster. The trash can liners will be furnished by the customer.
- B. DESKS AND FILE CABINETS: Desks shall be dusted, with the wood desk tops being dusted with soft treated cloths. Bottle and or cup rings or any other spillage will be spot cleaned as needed. Heavily laden desk tops shall be dusted in exposed areas only.
- C. CARPETS: Carpets will be vacuumed in traffic lanes.
- D. TILE FLOORS: All tile floors will be dust mopped with treated dust mops. All spills and stains to be mopped on a daily basis.
- E. GLASS PARTITIONS: Interoffice glass panels shall be spot cleaned of all fingerprints and smudges daily.
- F. TELEPHONES: Telephones are to be damp wiped with a disinfectant solution.

WEEKLY

- A. CARPETS: All carpeted areas are to be thoroughly vacuumed, using attachments in hard to reach areas. Caution should be used to not scratch or mar furniture.
- B. WALL MOUNTED ITEMS: All pictures and other wall mounted items are to be dusted.
- C. TILE FLOORS: All floors will be swept prior to being wet mopped wall to wall with a detergent solution.

- D. GENERAL DUSTING: The following surfaces and or items will be hand dusted using a treated cloth: miscellaneous cabinets, window sills, coat racks, ledges and shelves under six feet. NOTE: To minimize breakage, we will not handle or move desktop personal effects.
- E. WALLS: Wall surfaces around switches, handrails, door knobs, and other heavy traffic areas are to be spot cleaned and sanitized.

MONTHLY

- A. HIGH DUSTING: Ceiling vents, air ducts and ledges above six feet are thoroughly dusted. Treated cloths, soft dust cloths, or vacuums may be used for this operation.
- B. BLINDS: All blinds will be dusted on both sides using a treated dust cloth or a damp cloth when needed.
- C. LOW DUSTING: All baseboards are to be dusted.
- D. VCT FLOORS: Buff/burnish all VCT floors.

II. LOBBIES, CORRIDORS, CONFERENCE, CLASSROOMS AND BREAKROOMS

NIGHTLY

- A. WASTEBASKETS AND TRASH CONTAINERS: All waste receptacles are to be emptied and returned to original location with new liners. All waste will be collected at a central location then removed to the dumpster with all boxes being broken down before being discarded.
- B. LEDGES AND HANDRAILS: All handrails and ledges, and all other surfaces prone to dust accumulation will be dusted.
- C. WALLS: Wall surfaces around switches, handrails, and door knobs in heavy traffic areas are to be spot cleaned and sanitized.
- D. WATER FOUNTAINS: To ensure a clean, healthful condition at water fountains, the dispensing areas are to be cleaned with a disinfectant solution and dry shined to remove all streaks and runs.
- E. ENTRANCE AREAS AND CORRIDORS: All glass doors are to be cleaned on both sides and the side panels spot cleaned as needed.
- F. ENTRANCE AREAS: All exterior entrance areas will be policed nightly/daily to remove trash, cigarettes, and other debris.
- G. TABLES, FURNITURE AND DESKS: All horizontal surfaces of tables, furniture and desks shall be dusted, with wood furniture tops being dusted with soft treated cloths. Bottle and or cup rings or any other spillage will be spot cleaned as needed. Heavily laden tops shall be dusted in exposed areas only. All chairs shall be put back into place to provide a neat appearance and ready for use.
- H. FLOORS: All carpeted floors are to be thoroughly vacuumed. All ceramic and VCT areas will be cleaned with a treated dust mop and damp mopped. All hard surface areas around entrances are to be kept clean of moisture during inclement weather.
- I. ENTRANCE MATS: Fabric coated mats will be vacuumed; rubber or vinyl mats will either be brushed or swept.
- J. TELEPHONES: All telephones will be wiped down with a disinfectant solution.
- K. BREAKROOM TABLES: All breakroom tables and countertops will be cleaned and sanitized.

WEEKLY

- A. PICTURES: All wall pictures and other wall adornments will be dusted.
- B. ENTRANCE AREAS AND CORRIDORS: All glass side panels will be cleaned on both sides.

MONTHLY

- A. HIGH DUSTING AND CLEANING: All high ledges, door frames etc. will be dusted with a treated cloth.
- B. LOW DUSTING: All baseboards will be dusted.

AS NEEDED/ON REQUEST

- C. VCT FLOORS: Buff/burnish all VCT floors.

III. RESTROOMS

NIGHTLY

- A. COMMODES AND URINALS: Commodes and urinals will be cleaned inside and outside along the top and bottom of the seats with an approved germicidal disinfectant. All bright metal will be dry shined.
- B. WASHBASINS: Washbasins will be cleaned inside and out and dried. Metal parts will be dry shined.
- C. WASTE RECEPTACLES: All waste receptacles will be emptied, the inside being wiped out and a fresh liner installed. Sanitary napkin disposal containers will be emptied and the inside sprayed with an approved disinfectant and wiped dry.
- D. PAPER PRODUCTS: The Contractor employee will install all toilet tissue, paper towels, and liquid hand soap. It will be the Contractors responsibility to assist the Customer in keeping an accurate inventory of these products. All dispensing units will be kept cleaned and any damaged units should be reported to the Customer's representative.
- E. MIRRORS: All mirrors will be cleaned and dry shined.
- F. WALLS: Walls will be spot cleaned of water splashes, soap runs, fingerprints and smudges.
- G. STALL PARTITIONS: The tops of all partitions will be dusted and all walls will be spot cleaned with a disinfectant solution.
- H. FLOORS: All floors will be swept prior to being wet mopped wall to wall with a detergent disinfectant solution.

MONTHLY

- A. LAVATORY WALL STALL DIVIDERS: All tile walls and stall dividers will be cleaned and disinfected.
- B. HIGH DUSTING: The ceiling and the AC vents will be dusted.

IV. STAIRWELLS (2 each)

NIGHTLY

- A. STEPS AND LANDING: Steps and landings will be either swept or vacuumed.
- B. LEDGES AND BANISTERS: All ledges and banisters will be dusted.

WEEKLY

- A. HIGHDUST: Remove cobwebs and dust wall mounted items above 6 feet.
- B. STAIR TREADS: Stair treads will be wet mopped and spot cleaned for removal of scuffs.

V. ELEVATOR CLEANING

NIGHTLY

- A. FLOORS: Floors will be vacuumed or swept and mopped on a daily basis. The tracks will be clean and free of debris.
- B. WALLS: All walls and doors will be spot cleaned and wiped with treated cloths. The stainless steel will be cleaned with an approved cleaner.

WEEKLY

- A. WALLS: Walls, the interior and exterior of the doors, and trim will be thoroughly cleaned.
- B. DOOR TRACKS: All tracks will be wet cleaned.

VI. All windows inside and out will be cleaned every 6 months (i.e, 2 times a year).

VII. Supplies and Equipment

- A. Contractor shall be responsible for supplying and storing all chemicals, cleaning supplies, material, and equipment for the performance of this work. Storage on Utility property in designated locations may be arranged.
- B. Contractor shall ensure that all chemicals and cleaning products are stored in approved containers and properly labeled according to applicable standards. Safety Data Sheets shall be maintained as required by federal, state, and local laws.

VIII. Insurance Requirements

- A. Before commencing any Work, the Contractor shall procure, maintain, and provide at its own expense, during the term of the Contract, a certificate of insurance to REU of the required insurance coverage stated in this section from insurance companies duly authorized to do business in Tennessee that are acceptable to REU, and shall name REU, its officers, directors, and employees, as additional insureds. The certificate of insurance shall require thirty (30) days prior written notice to REU of cancellation, modification, or expiration of the insurance. Contractor shall attach to these Contract Documents said certificate of insurance.

B. Contractor's Insurance Requirements shall be as follows:

1. Worker's Compensation and Employer's Liability for every worker employed in connection with the Work under the Contract and as provided for in each and every statute applicable to Worker's Compensation. The Employer's Liability limit shall be as required by the excess liability insurer for the maintenance of coverage.
2. Comprehensive or Commercial General Liability and Excess or Umbrella Liability including insurance covering Work under the Contract with total coverage limits as follows:

The limits provided for Bodily Injury, Property Damage, Personal Injury, and Employer's Liability shall be \$1,000,000 and shall be unimpaired as respects any general aggregates that may apply to the insurance policy. The following coverage is to be provided:

- a. Contractual Liability to cover the liability assumed by the Contractor under this Contract.
 - b. Broad Form Property Damage including completed operations.
 - c. Personal Injury Liability, covering hazard groups listed in Sections (a), (b) and (c), or the equivalent.
3. Business Automobile Liability and Excess or Umbrella Liability with total coverage limits for Bodily Injury or Property Damage of \$1,000,000 and with Umbrella or Excess Liability coverage of \$3,000,000.

The Business Automobile Liability and Excess or Umbrella Liability insurance is to apply to all owned, non-owned, rented, borrowed or hired automobiles or other motor driven vehicles to be used by the Contractor in the furtherance of the Work.

4. All policies shall provide REU with no less than thirty (30) days notice of cancellation, modification, or expiration.
5. All policies of insurance referred to herein shall be written on an occurrence basis, unless otherwise agreed by REU in writing.

IX. Qualifications

Bidder hereby acknowledges that the Work that he or she has done is of a nature similar in type and size to that contemplated in this proposal. Provide at least three (3) references from similar projects including names, contact person, and phone numbers.

X. **Term of Contract**

- A. The tentative date to begin work is expected to be on or before July 1, 2023. Unless terminated at an earlier date, this Contract shall continue in effect until **June 30, 2026** at which time REU reserves the right to extend the contract for an additional term of one year and negotiate an agreeable increase in costs.
- B. It is expressly understood that either party may terminate this Contract at any time by giving **sixty (60) days** written notice to the other party.
- C. During any period of work stoppage by the Contractor's labor force, REU may have the Work performed as provided for elsewhere within this Contract. Any Work stoppage for a period of more than three (3) working days shall give REU the right to immediately terminate the Contract.

XI. **Payment for Work**

- A. The Contractor will be compensated for services at the fixed rate(s) designated in the proposal. Contractor shall submit monthly to REU, through Accounts Payable at 341 W. Rockwood Street, P.O. Box 108, Rockwood, Tennessee 37854, an original invoice of amounts due herein together with such substantiating data as may be required by REU. This invoice shall be submitted to REU within five (5) days following the last day of each calendar month. **REU will not execute payment from faxed invoices.**
- B. Contractor shall keep accurate records of its compensation at its principal office which will be available for audit by REU during regular office hours.
- C. Payments due will be made in full by REU to Contractor as part of its monthly accounts payable which normally occurs on the tenth (10th) day of each month. If such payment is not approved, REU shall notify the Contractor of the reason or reasons for such non-payment within fifteen (15) days from receipt of invoice.
- D. Contractor acknowledges that REU is exempt from sales or use taxes as a municipality. If use of such material subjects the Contractor to any use, sales, or similar taxes, the Contractor shall be responsible for the payment of any and all such taxes, as well as any and all other taxes to which the Contractor may be subject by reason of the proposed Work for REU; and the Contractor shall have no right or claim against REU for reimbursement by reason of any such taxes.

XII. Instruction to Bidders

- A. Before submitting a bid, each Bidder must (a) visit the facilities to become familiar with the scope of work and the conditions that may in any manner affect cost, progress, or performance of the work, and (b) carefully correlate the Bidder's observations with the requirements of the Contract Documents.
- B. Each bid shall be carefully prepared in accordance with the Specifications of the Contract Documents.
- C. REU reserves the right to reject any and all bids, waive any and all technicalities therein, disregard all nonconforming or conditional bids, and evaluate and award bids on other than a low bid basis. By submission of a bid, Bidder thereby agrees to these stipulations and will not challenge REU's decisions.
- D. Proposals or bids shall be submitted separately for each facility described in this scope of work on a lump sum cost per month basis:

- 1. 341 W. Rockwood Street (Main Office)

Lump sum price per month _____

- 2. 125 S. Wilder Avenue (Warehouse)

Lump sum price per month _____

- 3. 525 N. Kentucky Street (Kingston Office)

Lump sum price per month _____

EXCEPTIONS

Any and all exceptions that Bidder takes to the attached Specifications and Contract Documents shall be listed below even though the exceptions may be covered elsewhere in the bid materials. Bidder shall indicate to which items the exceptions apply or indicate no exceptions.
