

# Bedford County Department of Finance

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

## Request for Proposal

**Janitorial Services  
(Health Department)  
Bid No. 10-37**

The Bedford County Department of Finance is requesting proposals for Janitorial Services for the Health Department. The Bedford County Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of making the award it feels is in the best interest of Bedford County. **Sealed bids will be received until 2:00 p.m., Tuesday, March 2, 2010**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. 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 Valerie Clanton at the Health Department at (931) 684-3426 for any questions as to the specifications of the bid.

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. 10-37 Janitorial Services.** Bids will be received and opened on **Tuesday, March 2, 2010, 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.

## **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 respectively. The routine duties are as follows:

### Daily

Clean front glass

Clean and disinfect all restrooms

Empty trash and replace liners when needed

Vacuum all carpet

Dust open desks and counters

Clean sinks in exam rooms

Dust mop tile floors

Wet mop tile floors

Refill paper towels and toilet paper

### Monthly

High speed spray buff all tile, move all chairs, etc. – wax when needed

### Yearly

Strip and wax floors

Clean baseboards

Move all chairs, tables, etc., off floors and move back after wax dries



**PROPOSAL FORM**

**TO: Bedford County Department of Finance  
841 Union Street, Suite 102  
Shelbyville, Tennessee 37160**

**Re: Bid No. 10-37**

Gentlemen:

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

5 days per week                      \$ \_\_\_\_\_

3 days per week                      \$ \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Signature and title of bidder:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_