

City of Kingsport
 PROCUREMENT MANAGER
 225 W. CENTER STREET
 KINGSFORT, TN 37660

PH. 423-229-9419
 FAX 423-224-2433

QUOTE NUMBER

Janitorial Services '17

THIS IS NOT AN ORDER

VENDORS ARE REQUIRED TO COMPLETE THIS FORM I.E. TERMS, DELIVERY DATE, FOB, SIGNATURE & DATE.

THIS INQUIRY IMPLIES NO OBLIGATION ON OUR PART. CHANGES OR SUGGESTIONS OFFERING COST ECONOMIES ARE SOLICITED.

Vendor Name: _____
 Vendor Address: _____

ISSUE DATE			REPLY DATE	TERMS	F.O.B.	DELIVERY DATE
01/27/17			02/14/17			
ITEM	QTY.	U/M	DESCRIPTION		COST PER CLEAN	TOTAL COST

1	1	JB	*CLEANING SERVICES FOR DOG PARK RESTROOMS, CLEAN 12 MONTHS PER YEAR, 4 DAYS PER WEEK ON SUNDAY, MONDAY, WEDNESDAY, & FRIDAY.			
1	1	JB	*CLEANING SERVICES FOR FORT HENRY BATHROOMS @ MEMORIAL PARK. CLEANING WILL BE ON AN AS NEEDED/REQUESTED BASIS			
1	1	JB	*CLEANING SERVICES FOR BORDEN PARK RESTROOMS, CLEAN 5 DAYS PER WEEK ON SUNDAY, MONDAY, WEDNESDAY, FRIDAY & SATURDAY FROM MARCH 27 THROUGH OCTOBER 27.			
1	1	JB	*CLEANING SERVICES FOR RIVERFRONT PARK RESTROOMS, CLEAN 6 DAYS PER WEEK ON SUNDAY, MONDAY, WEDNESDAY, THURSDAY, FRIDAY & SATURDAY FROM MARCH 27 THROUGH OCTOBER 27.			
1	1	JB	*CLEANING SERVICES FOR CLOUD PARK RESTROOMS, CLEAN 5 DAYS PER WEEK ON SUNDAY, MONDAY, WEDNESDAY, FRIDAY & SATURDAY FROM MARCH 27 THROUGH OCTOBER 27.			

* AS PER ATTACHED SPECIFICATIONS

VENDOR'S SIGNATURE _____ DATE _____

TITLE _____

Restroom Cleaning Specifications

Questions regarding clarification of specifications should be directed to Lewis Bausell @ 423-229-9352

Vendor provides chemicals, expendables & equipment to perform these cleaning services. The cost of these items is to be included in your quoted per clean price and not "in addition to".

The following services are to be performed each clean:

1. Clean and disinfect commodes, urinals and sinks.
2. Sweep and mop floor with disinfectant.
3. Restock/Replenish towels, tissue paper, soap, etc.
4. Remove trash.
5. Sweep area in front of restrooms.
6. Remove cobwebs weekly.

Expendables must be compatible with our current dispensers.

TERMS AND CONDITIONS

1. Bids must be submitted on this form only and bear the handwritten signature of an authorized representative of the firm to be considered valid. This is a request for quote and can be faxed to (423)224-2433. No telephone bid(s) will be accepted. Unless otherwise stated by the City, no bidder may withdraw his bid within a period of sixty (60) days after the date set for the reply date.
2. If prices are quoted FOB Kingsport, TN., delivery to City of Kingsport locations shall be without additional charge.
3. Failure to examine any drawings, specifications, and instructions will be a bidder's risk. If bidder is in doubt as to the true meaning of any part of the drawings, specifications and instructions or other documents, he should submit a written request for an interpretation to the Procurement Manager. An interpretation of the documents will be made only by addendum issued by the Procurement Manager to each firm to whom an invitation was forwarded. The City will not be responsible for explanation or interpretations of bid documents except as issued in accordance herewith.
4. Where a brand or trade name appears in the specifications, it is understood that the brand or trade name referred to, or its approved equivalent, shall be furnished. If no mention is made of any exceptions, it is assumed that he is bidding on the article mentioned and not an approved equivalent.
5. The bidder is requested to attach brochure-type information on the supplies furnished. All guaranteed and warranties should be clearly stated.
6. Taxes. The City is exempted from Federal excise taxes and state and local sales taxes and bidders must quote prices which do not include such taxes. An exemption certificate will be furnished upon request.
7. Bids and modifications or corrections thereof received after the closing time specified will not be considered. The City is not responsible for delays in delivery by mail, courier, etc.
8. Any exceptions to these terms and conditions or deviations from written specifications will be shown in writing and attached to the bid form.
9. Any alteration, erasure, addition to or omission of requested information, change of the specifications, or bidding schedule, is made at the risk of the bidder and may result in the rejection of the bid, unless such changes are authorized by the specifications.
10. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of the invoice or the date of receipt of all material covered by the order/contract, whichever is the later date.

Terms and Conditions

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11. Charges for boxing or cartage will not be allowed unless previously agreed upon.
12. Default in promised delivery and failure to comply with specifications authorizes the City to purchase supplies elsewhere and charge the difference to defaulting Vendor.
13. Bidder agrees to defend and save City of Kingsport from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patents relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
14. In case of error or discrepancy in the mathematics of the bid price, the unit prices shall prevail.
15. By submission of a signed bid, the bidder certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.
16. Contracts and purchases will be made or entered into with the lowest, responsible, compliant bidder meeting specifications for the particular grade or class of material, work or service desired in the best interest and advantage to the City of Kingsport. Responsible bidder is defined as a bidder whose reputation, past performance, and business and financial capabilities are such that he would be judged by the appropriate City authority to be capable of satisfying the City's needs for a specific contract or purchase order.
17. The City reserves the right to determine the low bidder either on the basis of the individual items or on the basis of all items included in its INVITATION TO BID, unless otherwise expressly provided in the INVITATION TO BID. The City reserves the right to accept any item or group of items of any kind and to modify or cancel in whole or in part, its INVITATION TO BID.
18. All contracts or purchase orders issued for this award will be governed by the laws of the State of Tennessee.
19. The City, in accordance with its governing directives, reserves the right to reject any and all bids, to waive any informality or irregularities in bids and unless otherwise specified by the bidder, to accept any item.
20. The contract will be awarded for a period of one (1) year with a renewal option on an annual basis in one (1) year increments providing all terms, conditions and cost are acceptable to both parties. The City reserves the right to rebid at the end of any contract period.