INVITATION TO BIDDERS

The City of Gatlinburg is accepting sealed bids for a twenty-four (24) month Janitorial Service Cleaning Contract for the Gatlinburg City Hall / Public Safety Complex, Customer Service Center and the City of Gatlinburg Golf Course Building. The City of Gatlinburg reserves the right to extend the contract for an additional twenty-four (24) months if agreeable to Vendor.

These bids will be received at Gatlinburg Customer Service Center, 912 East Parkway, P.O. Box 5, Gatlinburg, Tennessee until 2:30 p.m., **Thursday, November 12, 2026,** at which time they will be publicly opened and read aloud.

Please indicate on your quotation *"Bid on Janitorial Service for City Hall / Public Safety Complex, Customer Service Center & Golf Course Building*", the bid opening time and date. The Bid will be opened at Gatlinburg City Hall, 1230 East Parkway, if vendor wants to hand deliver at bid opening.

Specifications and other information may be obtained from Delea Patterson, A/P Purchasing, Gatlinburg Customer Service Center, 912 East Parkway, Gatlinburg, Tennessee 37738, Telephone (865) 436-1409.

All bidders shall be required to make an appointment with Wayne Large, Building Maintenance Director, Telephone Number (865) 436-1444, to tour and familiarize themselves with the Gatlinburg facilities, the present provider being excepted. All bidders will also need to make an appointment with Matt Poff (865) 453-3912 to tour Gatlinburg Golf Course facility at 520 Dollywood Lane, Pigeon Forge, TN.

Each bidder shall be able to provide the City of Gatlinburg with Certificates of Insurance covering property damage and liability in amounts suitable to the City annually.

No bidder will be permitted to withdraw their bid for a period of thirty (30) days following the date of the bid opening.

The City of Gatlinburg reserves the right to waive any informalities in or to reject any or all bids and to accept the bid deemed favorable to the interest of the City of Gatlinburg.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, contractor certifies and warrants it will comply with this policy.

GENERAL PROVISIONS

Prices quoted shall not include Federal or State taxes, if any are applicable. The successful bidder shall furnish tax exemption forms, if required, with their invoices.

The prices quoted are that for which the materials or services will be delivered F.O.B. Gatlinburg, Tennessee.

Any additions, deletions, or variations from the following specifications must be noted.

Inspection of the materials or equipment will be made by an agent of the City of Gatlinburg, and if found defective or fails in any way to meet the terms of this agreement, it will be rejected. Rejected materials or equipment will be replaced at the expense of the bidder.

All technical specifications must accompany bid.

The City of Gatlinburg reserves the right to extend this agreement for an additional twenty-four (24) months after the completion of the first agreement.

The City of Gatlinburg reserves the right to defer payment for thirty (30) days after delivery. The City of Gatlinburg also reserves the right to reject any and/or all bids.

The bidder agrees to indemnify the City of Gatlinburg from any and all liability; loss or damage the City may suffer as a result of claims, demands, costs, or judgments against it arising from any and all work under this agreement.

The bidder agrees to notify the City, in writing, within thirty (30) days, by registered mail, at the City's address as stated in this agreement, of any claim against the bidder on the obligations indemnified against.

SPECIFICATIONS FOR THE CITY HALL / PUBLIC SAFETY COMPLEX, CUSTOMER SERVICE CENTER AND GATLINBURG GOLF COURSE BUILDING JANITORIAL CONTRACT

The portion of the Gatlinburg City Hall / Public Safety Complex, Customer Service Center and the Gatlinburg Golf Course Building to be considered in this proposal shall be the entire interior of the building, including offices, and related entrances, exits, and waiting rooms, interior only. It is expected that all bidders shall personally inspect all areas to be covered by this contract prior to submission of bids by making an appointment with Wayne Large. The work shall take place as follows:

City Hall / Public Safety Complex: Twice per week on Saturday or Sunday, and an additional cleaning Thursday. Please give **alternate price** for three (3) days per week.

Customer Service Center: Twice per week on Saturday or Sunday, and an additional cleaning Thursday.

Golf Course Building:

November – March: Three (3) times per week on days prescribed by Golf Course

April – October: Five (5) times per week on days prescribed by Golf Course. (unless otherwise agreed upon, Golf Course cleaning will take place between the hours of 6:00PM and 6:00AM.)

Bidders will also be required to make occasional adjustments in cleaning schedule according to special called meetings as scheduled. If the above times are not feasible, please state this fact as a deviation.

The successful bidder shall provide the City a schedule showing entry and departure times from the building and shall give the City prior notice should there be deviations from this schedule. Successful bidder will report in to the building with police department and report out with police department upon departure.

Bidders shall provide all supervision, equipment, supplies, and insurance necessary to complete the work except the City shall provide light tubes, soap, paper towels, and toilet tissue for installation by successful bidder.

AREAS TO BE CLEANED

Interior of City Hall / Public Safety Complex (City Manager's Area, Existing Council Room Area, New Council Room Area, City Hall Lobby Area, Finance Department Area, Planning Department Area, Building Inspection Services Area, Restrooms, Fire Department Reception and Secretary Area, Police Department Area, and other related areas).

Interior of Gatlinburg Golf Course Building (Entrance/Lobby Area, Restrooms, All other related areas)

The City of Gatlinburg will supply the following: hand towels, toilet paper, trash can liners, light bulbs, hand soap.

Cleaning service will provide the following: cleaning supplies (floor care products, detergents, disinfectants, etc.), cleaning equipment (mops, brooms, etc.), and cleaning towels.

Cleaning service shall be responsible for all payroll deductions and workman's compensation insurance for its employees. A certificate of insurance shall be provided to the City of Gatlinburg annually.

The City of Gatlinburg reserves the right to cancel service after a thirty-day written notice submitted to contracted company.

GATLINBURG CITY HALL AREA
CLEANING REPORT

Entrance/Lobby Area
Sweep/Mop Floor
General Dusting
Vacuum Cloth Furniture
Clean Front Entrance Glass Doors
Vacuum Door Mats & Sweep Front Entrance Area
Clean Cigarette Urns
Dust Mop Hard Wood Floor

Finance Reception Area
Clean Entrance Glass Doors
Sweep/Mop Floors
General Dusting
Dust Mop Hard Wood Floor

Finance Offices & Area
General Dusting
Vacuum Carpet

Kitchen
Clean All Surfaces
General Dusting
Sweep and Mop Floor

City Manager's Offices & Area
General Dusting
Vacuum Carpet & Cloth Furniture

Council Room Areas
General Dusting
Vacuum Carpet & Cloth Furniture

Restrooms
Clean Floors & Walls
Clean & Disinfect All Fixtures
Clean All Mirrors
Replace All Soap & Paper Products As Needed
Clean Tile (monthly)

All Areas
Empty All Trash Containers, Wash, Disinfect & Replace Can Liners As Needed
Window Blinds dusted as needed.

GATLINBURG BUILDING & PLANNING AREA CLEANING REPORT

Entrance Stairway & Landing
General Dusting
Clean & Polish Hand-Railing as Needed
Vacuum Carpet

Reception Area
General Dusting
Vacuum Carpet
Brush Off Furniture

Filing Area
General Dusting
Vacuum Carpet

Kitchen
Clean All Surfaces
General Dusting
Sweep and Mop Floor

Planning Offices & Area
General Dusting
Vacuum Carpet

Conference Room
General Dusting
Vacuum Carpet

Restrooms
Clean Floors & Walls
Mop Floor
Clean & Disinfect All Fixtures

Building Inspections Offices & Area
General Dusting
Vacuum Carpet

Hallway
General Dusting
Vacuum Carpet

Copy Room
General Dusting
Mop Floor

All Areas
Empty All Trash Containers, Wash, Disinfect & Replace Can Liners
As Needed

GATLINBURG FIRE DEPARTMENT
CLEANING REPORT

Chief's Offices and Conference Room
General Dusting
Vacuum Carpet & Cloth Furniture

Secretary's Offices and Reception Area
General Dusting
Vacuum Carpet & Cloth Furniture

Inspectors and Training Captain Offices and Conference Room
General Dusting
Vacuum Carpet & Cloth Furniture

Kitchen
Clean All Surfaces
General Dusting
Sweep and Mop Floor

Restrooms
Clean Floors & Walls
Clean & Disinfect All Fixtures
Clean All Mirrors
Replace All Soap & Paper Products As Needed
Clean Tile (monthly)

All Areas
Empty All Trash Containers, Wash, Disinfect & Replace Can Liners As Needed

GATLINBURG POLICE DEPARTMENT
CLEANING REPORT

Entrance/Lobby Area
Clean Windows
Clean Tile Floors
Mop Floors
Clean Counters
General Dusting
Strip and Wax Floor Once a Month

Restrooms
Clean Floors & Walls
Mop Floors
Clean & Disinfect All Fixtures

Report Writing Area
General Dusting
Vacuum Carpet

Detective Offices & Area
General Dusting
Vacuum Carpet

Kitchen/Lounge
Clean Tile Floor
Clean All Surfaces
General Dusting
Strip and Wax Floor Once a Month

Locker Rooms
Mop Floor
Clean Fixtures
Spot Clean Stalls, Walls, & Lockers

All Areas
Empty All Trash Containers, Wash, Disinfect & Replace Can Liners
As Needed

*For bid please state monthly cost if the above services are performed once per week or twice per week.

CUSTOMER SERVICE CENTER, 912 East Parkway
CLEANING REPORT

Entrance/Lobby Area
Sweep/Mop Floor
General Dusting
Vacuum Cloth Furniture
Clean Front Entrance Glass Doors
Vacuum Door Mats & Sweep Front Entrance Area
Clean Cigarette Urns
Dust Mop Hard Wood Floor

Finance Offices & Area
General Dusting
Vacuum Carpet

Mail Room
General Dusting
Vacuum Carpet

Kitchen
Clean All Surfaces
General Dusting
Sweep and Mop Floor

Restrooms
Clean Floors & Walls
Clean & Disinfect All Fixtures
Clean All Mirrors
Replace All Soap & Paper Products As Needed
Clean Tile (monthly)

All Areas
Empty All Trash Containers, Wash, Disinfect & Replace Can Liners As Needed
Window Blinds dusted as needed.

GATLINBURG GOLF COURSE BUILDING
CLEANING REPORT

Entrance/Lobby Area
Sweep/Mop Floor
Clean Front Entrance Glass Doors
Vacuum Door Mats & Sweep Front Entrance Area
Clean Cigarette Urns

Restrooms
Clean Floors & Walls
Clean & Disinfect All Fixtures
Clean All Mirrors
Replace All Soap & Paper Products As Needed
Clean Tile (monthly)

Other Misc
Vacuum Men's Lounge
Vacuum Pro Shop and Office
Mop Kitchen Floor

All Areas
Empty All Trash Containers, Wash, Disinfect & Replace Can Liners As Needed
General Dusting.
Window Blinds dusted as needed.

Delea Patterson
AP Purchasing
City of Gatlinburg
1230 Parkway East, Suite 2
P.O. Box 5
Gatlinburg, Tennessee 37738

RE: Janitorial Cleaning for Gatlinburg City Hall / Public Safety Complex, Customer Service Center and Gatlinburg Golf Course

We have reviewed your invitation and specifications and have familiarized ourselves with the requirements thereof and do hereby propose to provide janitorial services as specified for the monthly fees of:

Gatlinburg City Hall / Public Safety Complex - Monthly cost for cleaning plus other specified services.

$_____per month(cleaned **twice** per week)

$_____per month(cleaned **three** times per week)

Gatlinburg Customer Service Center - Monthly cost for cleaning plus other specified services.

$_____per month(cleaned twice per week)

Gatlinburg Golf Course Building - Annualized cost per month for cleaning plus other specified services for five (5) times per week for **April – October** months and three (3) times per week for **November - March** service

$_____per month

Any Deviations from the Specifications are listed below:
DEVIATIONS__YES__NO

We will not withdraw this bid for thirty (30) days.

Signed_____

Print Name	Date
Company Name	Telephone Number
Address	Fax Number
City State Zip	Email

EACH BIDDER SHALL SUBMIT THIS STATEMENT OF COMPLIANCE WITH THEIR BID.

For Title VI and IX compliance, we ask for voluntary disclosure of the following information:

Gender: Male_____

Female _____

Race: Caucasian _____

African American_____

Other (please specify)_____