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EAST TENNESSEE STATE  
UNIVERSITY

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## East Tennessee State University -

# Request for Quotation

**Facilities Management: Professional Cleaning Services Assistance**

**ETSU RFQ #: 6884**

Proposal Due November 17, 2023  
Date/Time: 2:00 p.m. ET

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Contact:  
Ryan Roberts at [robertsrr@etsu.edu](mailto:robertsrr@etsu.edu)  
Procurement & Contract Services  
PO Box 70729  
1276 Gilbreath Drive B-16  
Johnson City, TN 37614  
423-439-6889

## EAST TENNESSEE STATE UNIVERSITY REQUEST FOR QUOTATION

East Tennessee State University  
Procurement & Contract Service  
PO Box 70729  
1276 Gilbreath Drive  
Burgin Dossett Hall B-16  
Johnson City, TN 37614

Bid No.: RFQ 6884  
Date: October 4, 2023  
Issued by: Facilities Management

Bid subject to the **Standard Bid Terms & Conditions** available at  
[https://www.etsu.edu/bf/procurement/purchasing/vendor\\_information.php](https://www.etsu.edu/bf/procurement/purchasing/vendor_information.php)  
& **ETSU Board of Trustees, General Purchasing, Receipt of Materials, & Payment of Invoices** at  
<https://www.etsu.edu/bf/fp.php>

Bids must be received by: Date/Time: **November 17, 2023 by 2:00 PM EST**

Attn: Ryan Roberts, Director of Procurement and Contract Services  
(Name, Title)

423-439-6889 / [robertsrr@etsu.edu](mailto:robertsrr@etsu.edu)  
(Phone # / E-mail)

Unless otherwise requested, quote on each item separately. Provide unit prices. If unable to furnish items as specified, submit sample and/or complete descriptive specifications of substitute offered as equal or better. East Tennessee State University is exempt from state, federal, and local taxes; do not include taxes in quotation. Quote F.O.B., East Tennessee State University, Johnson City, Tennessee. Minimum terms: Net 30 days. Prepayment, deposits or COD not allowed. Progress payments may apply if approved by Facilities Management. Bid pricing remains in effect for 120 days. Bid Protest - Procedures for protesting bid results are found at: [https://www.etsu.edu/bf/procurement/purchasing/vendor\\_information.php](https://www.etsu.edu/bf/procurement/purchasing/vendor_information.php). Quotation must be typewritten or in ink & is to be a sealed bid-no electronic submissions by email, fax, etc. will be accepted.

**Scope/Purpose of Bid:**

East Tennessee State University Facilities Management is seeking a professional cleaning service to assist with the staffing of custodial positions for main campus custodial (8 positions), college of medicine custodial (4 positions) and housing custodial (4 positions). These positions could be on 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> shifts.

The bid is seeking personnel to provide labor for the existing custodial departments within the Facilities Management organization. The supervision and direction of work will be provided by ETSU.

A Prebid is scheduled for EST at the ETSU Bond Building, Facilities Conference Room 101, 1380 Jack Vest Drive, Johnson City, TN 37614. This will be the only time available to visit the site. Campus map: <https://www.etsu.edu/ehome/maps/>

All questions concerning this bid must be directed to Ryan Roberts at [robertsrr@etsu.edu](mailto:robertsrr@etsu.edu). **Deadline for questions/comments is @ 4:30 p.m.** Reply to questions will be sent to all bidders by email from Ryan Roberts at [robertsrr@etsu.edu](mailto:robertsrr@etsu.edu).

Do not contact Facilities Management directly with questions/comments.

The intent of this Request for Quotation is to establish a contract from December 1, 2023 thru June 30, 2024 to provide custodial staff to support the custodial departments at ETSU. The intent is of this contract for up to 4 additional years of renewals per year (Contingent on Satisfaction from both parties) beginning July 1, 2024 thru Jun 30 2025; July 1, 2025 thru June 30, 2026, July 1 2026 thru June 30, 2027 and July 1, 2027 thru June 30, 2028.

A purchase order(s) will be issued to the successful bidder. Monthly progress payments are allowed for work completed. Invoices documenting completed work should be turned into Facilities bi-weekly. Payment for work not completed is not allowed. The purchase order number is to be included on all invoices.

The Response Sheet, page 5 and attached Cost Sheet must be used for the bid response.

**NOTE:** Include any required documents in your bid response such as evidence of insurance, proof of TN business license, etc. Required documents not included in the bid will cause the bid to be rejected. RFQ 6866 must be on the outside of the bid response envelope.

**RFQ 6884 Schedule of Events:**

The following Schedule of Events represents the Institution's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events will be between 8:00 a.m. and 4:30 p.m., Eastern Time. All dates are University business days.

<b>RFQ 6884 SCHEDULE OF EVENTS</b>		
<b>NOTICE: The University reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. The University will communicate any adjustment to the Schedule of Events to potential bidders.</b>		
<b>EVENT</b>	<b>TIME (all times are EST)</b>	<b>DATE</b>
1. University Issues RFQ		<b>October 24, 2023</b>
2. Optional In-Person Pre-bid Meeting Space Viewing Wilbur Bond Building (Facilities Management) 1380 Jack Vest Drive Johnson City 37614 Conference room 111	<b>9:00 a.m.</b>	<b>November 6, 2023</b>
3. Disability Accommodation Request Deadline	<b>Noon</b>	<b>November 9, 2023</b>
4. Written Questions/Comments Deadline from Bidders	<b>2:00 p.m.</b>	<b>November 9, 2023</b>
5. University Responds to Written Questions/Comments from Bidders	<b>4:30 p.m.</b>	<b>November 13, 2023</b>
6. Intent to Propose	<b>2:00 p.m.</b>	<b>November 13, 2023</b>
7. Bid Deadline & Proposals Opening	<b>2:00 p.m.</b>	<b>November 17, 2023</b>
8. University Issues Intent to Award Letter and Opens RFQ Files for Public Inspection		<b>November 20, 2023</b>
9. Award of Contract		<b>November 27, 2023</b>
10. Contract Effective Date		<b>Upon Final Execution</b>

## COST PROPOSAL SHEET

1. Cost per hour per person, year 1      \$\_\_\_\_\_
2. Cost per hour per person, year 2      \$\_\_\_\_\_
3. Cost per hour per person, year 3      \$\_\_\_\_\_
4. Cost per hour per person, year 4      \$\_\_\_\_\_
5. Cost per hour per person, year 5      \$\_\_\_\_\_
6. Cost per background check      \$\_\_\_\_\_
7. Years in business      \_\_\_\_\_

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Signature

Date

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Company Name

**RFQ 6884**  
**Instruction to the Bidders**

1. Written questions regarding this quotation can be emailed to Ryan Roberts @ [robertsrr@etsu.edu](mailto:robertsrr@etsu.edu). DO NOT CONTACT HOUSING FACILITIES DIRECTLY WITH QUESTIONS. Any amendments will be issued in writing from the ETSU Procurement office. **All questions must be submitted by November 9 @ 4:30 p.m. Any questions submitted after this time will not be accepted. Responses will be provided by ETSU to all bidders by November 13.** No decisions or changes are binding to the project unless they are received in writing from the ETSU Procurement office.

2. **Bid responses are to be sent or delivered to the Procurement office address in a sealed envelope. RFQ 6866 must appear clearly on the outside of the bid response envelope.**

All bids must be submitted in writing on this form. Bidders shall be responsible for actual delivery of bids during business hours at the University by the closing date referenced herein. ETSU business hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. EST. Any bids which are late will not be considered and will remain unopened.

3. **All Bidders must have proper business license prior to submitting bid and include proof of license in bid response. A contractor's license is not required for this bid.**
4. Any conditions which the Bidder wishes to stipulate other than shown herein must be so stated in writing and attached hereto. No deviation in terms and conditions will be allowed unless accepted by the University.
5. The successful bidder is responsible for any damages to ETSU property and is also responsible at the vendor's expense for the repair of such damages. This also includes damages to landscape areas.
6. ETSU is a Tobacco-Free Campus, where all use of tobacco is restricted to private vehicles. The policy can be found at <https://www.etsu.edu/tobaccofree/policy.php>.
7. All vehicles on ETSU property must comply with the University Parking and Traffic Regulations which can be found at <http://www.etsu.edu/fa/fs/parking>.
8. Bidder must provide and maintain a commercial general liability policy. The policy shall provide coverage which includes, but is not limited to, bodily injury, personal injury, death, property damage and medical claims, with minimum limits of \$1,000,000 per occurrence, \$3,000,000 in the aggregate. The Bidder shall maintain workers' compensation coverage or a self-insured program as required under Tennessee law, with Employer's Liability Limits of \$100,000. **The Bidder shall include a certificate of insurance with bid response.** If any policy providing insurance required by the contract is cancelled prior to the policy expiration date, the Bidder, upon receiving a notice of cancellation, shall give immediate notice to the Institution. The enumeration in the contract or in this document of the kinds and amounts of liability insurance shall not abridge, diminish or affect the contractor's legal responsibilities for the consequences of accidents arising out of or resulting from the services of the successful bidder under this contract.

If the Bidder does not have required insurance limits at the time of submission, the Bidder must still submit a valid and current insurance certificate. However, successful Bidder must submit certificate with the required limits prior to ETSU awarding the bid.

9. ETSU's terms are Net 30. ETSU does not make prepayments or deposits for services not rendered. Payment is made by direct deposit. The successful bidder will be required to set up direct deposit with the University.
10. **Non-Discrimination.** The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, American Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion creed, color, sex, age, disability, veteran status or national origin. Such demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

11. Liability. The Contractor, being an independent contractor and not an employee of East Tennessee State University, agrees to hold harmless the University from any and all liability not specifically provided for in this contract.
12. Termination for Convenience. The Institution may terminate this Contract without cause for any reason. Termination under for convenience shall not be deemed a Breach of Contract by the Institution. The Institution shall give the Contractor at least sixty (60) days written notice before the effective termination date. The Contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date. However, in no event shall the Institution be liable to the Contractor for compensation for any service that has not been rendered. Upon such termination, the Contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
13. Termination for Cause. If the Contractor fails to perform its obligations under this Contract in a timely or proper manner, or if the Contractor violates any term of this Contract, the Institution shall have the right to immediately terminate the Contract and withhold payments in excess of fair compensation for completed services; provided, however, Institution shall have the option to give Contractor written notice and a specified period of time in which to cure. Notwithstanding the above, the Contractor shall not be relieved of liability to the Institution for damages sustained by virtue of any breach of this Contract by the Contractor.
14. Subcontracting. The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval of the Institution. If the Institution approves such subcontracts, they shall contain, at a minimum, sections of this Contract pertaining to "Conflicts of Interest" and "Nondiscrimination". Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work performed. Billing and payment will be to the Contractor submitting the bid.
15. Conflicts of Interest. The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law. Upon request, the Contractor shall show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
16. Prohibition of Hiring Illegal Immigrants. By responding to this bid, the Bidder is attesting that the Bidder will not knowingly utilize the services of illegal immigrants and will not knowingly utilize the services of any subcontractor that does so in delivery of the goods / services under this order. If the Bidder is discovered to have breached this attestation, the Bidder shall be prohibited from supplying goods / services to any University / State / TBR institution for a period of one (1) year from the date of discovery of the breach, Rules of Finance and Administration, 0620.

## RFQ 6884 RESPONSE SHEET

**Note: MUST use attached Cost Sheet for pricing.**

**Available to begin work December 1, 2023 after receipt of purchase order and continue through June 30, 2024 and the option to renew each of following 4 years of the contract: Yes \_\_\_ No \_\_\_**

Have you included the following in your bid response?

Proof of Liability Insurance \_\_\_\_  
Proof of Business License \_\_\_\_  
RFQ on outside of bid response envelope \_\_\_\_  
Attached vendor application completed \_\_\_\_

1. Proposal was arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other proposers or with any competitor, except permitted subcontractors and proposer team members.

Yes \_\_\_\_\_ No \_\_\_\_\_

2. This Proposal complies with all the terms and conditions, requirements and specifications of the RFQ, all Attachments, all Amendments and Addenda thereto.

Yes \_\_\_\_\_ No \_\_\_\_\_

If No, Explain in detail in an attachment to this response.

3. Addendum(s) received (if applicable):

a. Addendum 1 \_\_\_\_ c. Addendum 3 \_\_\_\_  
b. Addendum 2 \_\_\_\_ d. Addendum 4 \_\_\_\_

Supplier Name: \_\_\_\_\_

Official Business Address: \_\_\_\_\_  
\_\_\_\_\_

Federal Employment Identification Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name, Printed or Typed: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Note: Bid must have an original signature or will be rejected.)  
East Tennessee State University is an EEO/AA/Title IX/Section 504/ADA employer





**East Tennessee State University**  
**Vendor Application**  
**Procurement & Contract Services**  
**P.O. Box 70729**  
**Johnson City, TN 37614-1710**  
[www.etsu.edu/procurement](http://www.etsu.edu/procurement)

1. Company Name & Bid Address (Info will be verified against IRS records & vendor name)	2. Address to which payments are to be mailed (if same as #1, leave blank)
3. Telephone (toll free)	4. Telephone (other)
5. Fax	6. Name of Contact Person
7. Email Address of Contact Person	8. Company URL
9. Federal Identification Number (FEIN) Note: Company name must match IRS records	10. Social Security Number (if no FEIN)
11. Type of Organization (Check one) <input type="checkbox"/> Individual <input type="checkbox"/> Foreign Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Medical/Health Corp State of Incorporation: Year of Incorporation:	12. Kind of Ownership (Check all that apply): <input type="checkbox"/> Govt. (GO) <input type="checkbox"/> Minority <input type="checkbox"/> Non-Profit (NO) <input type="checkbox"/> Woman (WO) <input type="checkbox"/> Majority (MJ) <input type="checkbox"/> Small (SM) <input type="checkbox"/> Service-Disabled Veteran
13. Minority Ethnicity Code (Check One): <input type="checkbox"/> African American (MA) <input type="checkbox"/> Native American (MN) <input type="checkbox"/> Hispanic American (MH) <input type="checkbox"/> Asian American (MS) <input type="checkbox"/> Other Minority (MO) Specify:	14. Preference for reporting purposes: <input type="checkbox"/> Small <input type="checkbox"/> Minority <input type="checkbox"/> Woman-Owned <input checked="" type="checkbox"/> Service-Disabled Veteran <input type="checkbox"/> Disabled-Owned
15. Type of Business (Check one): <input type="checkbox"/> Agriculture, Forestry, Fishing <input type="checkbox"/> Construction <input type="checkbox"/> Marketing/Communications/Public Relations <input type="checkbox"/> Architectural/Design/Engineering <input type="checkbox"/> Educational <input type="checkbox"/> Medical/Healthcare <input type="checkbox"/> Manufacturing <input type="checkbox"/> Mining <input type="checkbox"/> Retail Trade <input type="checkbox"/> Finance, Insurance & Real Estate <input type="checkbox"/> Service Industry <input type="checkbox"/> Information Systems/Technology <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Transportation, Commerce & Utilities	16. Number of Employees <input type="text"/>
	17. Excluded from Federal Procurement or Nonprocurement Programs? Yes <input type="checkbox"/> No <input type="checkbox"/> <a href="https://www.sam.gov/portal/SAM/#1">https://www.sam.gov/portal/SAM/#1</a>
	18. Annual Gross Sales

19. Commodities: List goods and services for which your company wishes to receive bid opportunities. If additional space is needed please attach a separate sheet to the vendor application.

20. *	
SECTION A – CONTRACTOR IS AN INDIVIDUAL	SECTION B – CONTRACTOR IS A COMPANY (e.g. sole proprietorship, partnership, or corporation)
Is or has the Contractor been a state employee?  <input type="checkbox"/> NO (no additional information required) <input type="checkbox"/> YES	Does an individual (or an individual's immediate family member), who is or has been a state employee, own controlling interest (more than 4%) in the Contractor company?  <input type="checkbox"/> NO (no additional information required) <input type="checkbox"/> YES
Was such employment within the past six months?  <input type="checkbox"/> NO <input type="checkbox"/> YES	Was such employment within the past six months?  <input type="checkbox"/> NO <input type="checkbox"/> YES
21. Certification: By submitting this form, I certify that I am an authorized representative of the above company and that all the information as completed above is true and accurate.	
<div style="display: flex; justify-content: space-between;"> <span>Name _____</span> <span>Title _____</span> <span>Date _____</span> </div>	

\*Conflict of Interest Policy: <https://www.etsu.edu/bf/procurement/purchasing/purchasers/policies.php>

East Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by ETSU.

