

REQUEST FOR BIDS

Janitorial Services

The Dyer County Health Department is accepting bids for janitorial services at the Dyer County Health Department to the attached specifications and the following conditions.

1. Bids must be submitted by signing the Bid Agreement and completing the enclosed Bid Specification form. Bids will be accepted until **9:00 A.M. Wednesday, January 21, 2026.** Bids MUST be placed in a sealed envelope, **marked on the outside “BID ON JANITORIAL SERVICES,”** and submitted to:
Mitzi Bruner
Dyer County Health Department
1755 Parr Avenue
Dyersburg, TN 38024
2. The contract period will initially be February 2026 – June 2026 with the contract renewing for a twelve-month period July 2026 – June 2027 and the possibility of five (5) twelve-month extensions at the option of Dyer County Health Department.
3. The company or individual awarded this contract will be required to furnish workman’s compensation insurance in the amounts required by law. A certificate of insurance will be required verifying workman’s compensation, general liability in the amount of \$1,000,000 and automobile liability in the amount of \$1,000,000. The certificate should be included with the submission of this bid. A current certificate is to be kept on file with the Dyer County Mayor’s Office for the duration of the contract and contract extensions.
4. The company or individual awarded this contract will be responsible for all applicable taxes, licenses, assessments, contributions, penalties, and interest due to the state, or any county, municipality or political subdivision thereof.
5. The company or individual awarded this contract must comply with all applicable Federal, State, and County laws and regulations.
6. A ticket or separate invoice must be prepared detailing the services that have taken place on each date that services were performed. A monthly statement should be submitted totaling all services performed that month. Payments will be made from the monthly statement by the tenth of the following month if timely invoice is received.
7. In the opinion of the mayor, if the required services are not performed satisfactorily, the mayor’s office shall have the right to immediately terminate the contract and withhold payments in excess of fair compensation for the completed services. In the event a termination of contract occurs the contract may be awarded to the next best bidder to be determined from the original bids submitted.
8. The contractor shall not enter any subcontract for grounds maintenance services without the consent of the mayor or his designated employee.
9. Dyer County always reserves the right to accept and/or reject all bids in whole or in part and to waive any irregularities in any bid.
10. SEALED BIDS will be opened on – **Wednesday, January 21, 2026, AT 11:00 A.M.**

BID AGREEMENT

By signing below, I attest that I have legal authority to bid for the company and that I understand and will comply with all conditions and specifications in this bid. I also agree, if awarded this bid, to protect, defend, and hold harmless the Dyer Co Mayor's Office and the employees of Dyer County from any suits that may be brought against them because of the services contained in this bid, and further agree to indemnify and hold harmless Dyer County Government and employees of Dyer County Government from any suits or actions of any nature and description brought against them for, or on account of, any injuries or damages received or sustained by any party or parties in the course of providing these services.

Signature _____ Title _____

Company _____

Address _____

Telephone _____ Email _____

Date _____

The submitted bid should include the following checklist:

- Bid is signed
- Bid pricing sheets included
- Certificate of insurance as required
- Business License

Janitorial Responsibilities-Suggested Work Routine

Frequency per week/Cost Per Visit _____

- ___x per week Empty trash all trash cans
- ___x per week Clean and disinfect all restrooms (includes commodes, and sinks)
- ___x per week Wet mop all restrooms, clinical areas and labs.
- ___x per week Clean all windows at front entrance and children's playroom
- ___x per week Clean and vacuum all mats and rugs (includes entry and exit doors)
- ___x per week Dustmop all floors

Weekly(minimum)

1. Clean all flooring (includes waiting room/ lobby/ corridors/ laboratory and clinic rooms)
2. Dust all baseboards
3. Wet mop all areas once per week or more if needed
4. Dust ledges, sills and rails
5. Dust all offices and clinic rooms
6. Clean all chairs (including seats and legs) in waiting areas, lobby and clinic rooms
7. Spray toys in waiting room with disinfect
8. Clean and disinfect all water fountains

Perform On As-Needed Basis

1. Refurbish all paper towels, toilet paper, and soap dispensers
2. Remove all cobwebs from ceilings and corners
3. Dust all pictures and plaques hanging on walls

***Do not dust desks or sanitize phones

You are not responsible for washing dishes