

# Event Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32701-0000013308	Sell	RFx	1
Event Round	Version		
1	1		
Event Name	Cedars of Lebanon SP Cabin Cleaning Contract		
Start Time	Finish Time		
04/12/2024 08:00:00 CDT	04/26/2024 14:00:00 CDT		

**Bidder:** PUBLIC EVENT DETAILS  
**Submit To:** Environment & Consv  
Call for Shipping Information  
United States  
**Contact:** Cynthia A O'Brien  
**Phone:**  
**Email:** cynthia.a.o'brien@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Event Description

This event is to procure a 12 month contract for the Tennessee Department of Environment & Conservation.

Specifications and terms & conditions are attached.

Agency Contact: Cyndi O'Brien at 615-532-0216 and Cynthia.A.O'Brien@tn.gov

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/supplier-information.html>. Click on the link that says Supplier Portal and Bid Opportunities and log in with your vendor ID and password.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: (Maintain supplier information)  
[https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST)

Central Procurement Office Website:  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/supplier-information/invitations-to-bid--itb-.html>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently

## General Comments

- This Bid Event is to procure a contractor for as needed cleaning services for the (10) cabins at Cedars of Lebanon State Park, 328 Cedar Forest Road Lebanon TN. This 12 month contract will include an option to extend for up to sixty months. Estimated quantities for this bid event are based on 12 months of service. The contractor will provide two rates: routine cleaning and additional monthly cleaning. Details of each type of cleaning are described in the Specifications. A pre-bid meeting will be held on April 19th at 10am at the park office. TCA 11-3-112

# Event Details (cont.)

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Question	UOM	Best	Worst	Response
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### General Questions

Question	UOM	Best	Worst	Response
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I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

**IMPORTANT:** By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Yes

Required: Yes Mandatory Response:Yes

#### Response Comments

Please list the following information:

- List the Contract Administrator's Name
- List the Contract Administrator's Address
- List the Contract Administrator's Phone Number
- List the Respondent's Toll Free Phone Number
- List the Contract Administrator's Pager or Cell Number
- List the Contract Administrator's Email Address
- List the Respondent's Website

Required: Yes Mandatory Response:No

#### Response Comments

In preparing bid(s), all respondents shall comply with the requirements of Tenn. Code Ann. § 62-6-119 in providing the specified information within the sealed bids. Any bid not in strict compliance with the requirement of Tenn. Code Ann. § 62-6-119 shall be rejected.

Note: Submit additional subcontractor's information as an attachment to the bid comments.

- For bids over \$25,000 requiring a contractor's license, Respondent shall provide the following for contractor and any subcontractors, if applicable:
- Company's Tennessee State Contractor License Number
- License Classification(s) Applicable to Bid
- License Expiration Date

Required: Yes Mandatory Response:No

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

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<b>Event Round</b>	<b>Version</b>		
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**Phone:**

**Email:** cynthia.a.o'brien@tn.gov

**Event Currency:** US Dollar  
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**Response Comments**

Question	UOM	Best	Worst	Response
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Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

**Response Comments**

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32701-0000013308	Sell	RFx	4
<b>Event Round</b>	<b>Version</b>		
1	1		
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Question	UOM	Best	Worst	Response
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The respondent shall indicate whether or not they plan to sub-contract:

No: The respondent does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s):

Attach list of additional subcontractors to the bid, including the following for each subcontractor.

- List the Sub-Contractor's Name
- List the Sub-Contractor's Address
- List the Sub-Contractor's Contact Person
- List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at:  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32701-0000013308	Sell	RFx	5
<b>Event Round</b>	<b>Version</b>		
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**Contact:** Cynthia A O'Brien

**Phone:**

**Email:** cynthia.a.o'brien@tn.gov

**Event Currency:** US Dollar  
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### Response Comments

Question	UOM	Best	Worst	Response
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We ask that you take a few short minutes to complete this survey. The purpose of this survey is to capture Respondents' assessments of CPO procurement processes. Your responses will remain anonymous, and will have no bearing or consideration on contract award.

<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory ResponseNo

### Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, "Yes."

Required: Yes Mandatory ResponseNo

### Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32701-0000013308	Sell	RFx	6
<b>Event Round</b>	<b>Version</b>		
1	1		
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 Call for Shipping Information  
 United States  
**Contact:** Cynthia A O'Brien  
**Phone:**  
**Email:** cynthia.a.o'brien@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

### Line Details

**Line:** 1 **Item ID:** **Line Qty:** 488 **UOM:** Each **Bid Qty:**   
**Required:** Yes **Reserve Price:** No

**Description:** Cleaning Service for 2 Bdrm Cabin - With Supplies - After Check-Out

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes Mandatory Response: No				

#### Response Comments

**Line:** 2 **Item ID:** **Line Qty:** 12 **UOM:** Each **Bid Qty:**   
**Required:** Yes **Reserve Price:** No

**Description:** Deep Clean 2 Bdrm Cabin - Monthly - Per Secs

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes Mandatory Response: No				

#### Response Comments

**Line:** 3 **Item ID:** **Line Qty:** 488 **UOM:** Each **Bid Qty:**   
**Required:** Yes **Reserve Price:** No

**Description:** Cleaning Services 1 Bdrm Cabin- With Supplies - After Check-Out

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes Mandatory Response: No				

#### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32701-0000013308	Sell	RFx	7
<b>Event Round</b>	<b>Version</b>		
1	1		
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Cedars of Lebanon SP Cabin Cleaning Contract			
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Call for Shipping Information  
United States  
**Contact:** Cynthia A O'Brien  
**Phone:**  
**Email:** cynthia.a.o'brien@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Line:** 4 **Item ID:** **Line Qty:** 12 **UOM:** Each **Bid Qty:**   
**Required:** Yes **Reserve Price:** No

**Description:** Deep Clean1 Bdrm Cabin - Monthly - Per Secs

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes Mandatory Response: No				

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32701-0000013308	Sell	RFx	8
<b>Event Round</b>	<b>Version</b>		
1	1		
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Cedars of Lebanon SP Cabin Cleaning Contract			
<b>Start Time</b>		<b>Finish Time</b>	
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**Contact:** Cynthia A O'Brien  
**Phone:**  
**Email:** cynthia.a.o'brien@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		



# Event Details (cont.)

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<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32701-0000013308	Sell	RFx	9
<b>Event Round</b>	<b>Version</b>		
1	1		
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United States

**Contact:** Cynthia A O'Brien

**Phone:**

**Email:** cynthia.a.o'brien@tn.gov

**Event Currency:** US Dollar

**Bids allowed in other currency:** No

## Appendix A - Line Specifications

**Line:** 1 **Item ID:** **Line Qty:** 488 **UOM:** Each  
**Description:** Cleaning Service for 2 Bdrm Cabin - With Supplies - After Check-Out

### Item Specifications

**Manufacturer:**

**Mfg Item ID:**

**Item Length:** 0 **Item Height:** 0

**Item Width:** 0 **Dimension UOM:**

**Item Volume:** 0 **Volume UOM:**

**Item Weight:** 0 **Weight UOM:**

**Item Size:** **Item Color:**

### Shipping Information

**Schedule:** 1 **Ship To:** CEDARS OF LEBANON ST PK  
**Quantity:** 488 328 CEDAR FORREST ROAD  
**Due Date:** 05/01/2024 LEBANON TN 37090  
**Freight Terms:** United States  
**Ship Via:** Best Option Available

**Line:** 2 **Item ID:** **Line Qty:** 12 **UOM:** Each  
**Description:** Deep Clean 2 Bdrm Cabin - Monthly - Per Secs

### Item Specifications

**Manufacturer:**

**Mfg Item ID:**

**Item Length:** 0 **Item Height:** 0

**Item Width:** 0 **Dimension UOM:**

**Item Volume:** 0 **Volume UOM:**

**Item Weight:** 0 **Weight UOM:**

**Item Size:** **Item Color:**

### Shipping Information

**Schedule:** 1 **Ship To:** CEDARS OF LEBANON ST PK  
**Quantity:** 12 328 CEDAR FORREST ROAD  
**Due Date:** 05/01/2024 LEBANON TN 37090  
**Freight Terms:** United States  
**Ship Via:** Best Option Available

**Line:** 3 **Item ID:** **Line Qty:** 488 **UOM:** Each  
**Description:** Cleaning Services 1 Bdrm Cabin- With Supplies - After Check-Out

# Event Details (cont.)

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32701-0000013308	Sell	RFx	10
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**Event Currency:** US Dollar

**Bids allowed in other currency:** No

### Item Specifications

**Manufacturer:**

**Mfg Item ID:**

**Item Length:** 0

**Item Width:** 0

**Item Volume:** 0

**Item Weight:** 0

**Item Size:**

**Item Height:** 0

**Dimension UOM:**

**Volume UOM:**

**Weight UOM:**

**Item Color:**

### Shipping Information

**Schedule:** 1

**Quantity:** 488

**Due Date:** 05/01/2024

**Freight Terms:**

**Ship Via:** Best Option Available

**Ship To:** CEDARS OF LEBANON ST PK  
328 CEDAR FORREST ROAD  
LEBANON TN 37090  
United States

**Line:** 4 **Item ID:** **Line Qty:** 12 **UOM:** Each

**Description:** Deep Clean1 Bdrm Cabin - Monthly - Per Secs

### Item Specifications

**Manufacturer:**

**Mfg Item ID:**

**Item Length:** 0

**Item Width:** 0

**Item Volume:** 0

**Item Weight:** 0

**Item Size:**

**Item Height:** 0

**Dimension UOM:**

**Volume UOM:**

**Weight UOM:**

**Item Color:**

### Shipping Information

**Schedule:** 1

**Quantity:** 12

**Due Date:** 05/01/2024

**Freight Terms:**

**Ship Via:** Best Option Available

**Ship To:** CEDARS OF LEBANON ST PK  
328 CEDAR FORREST ROAD  
LEBANON TN 37090  
United States

# Event Details (cont.)

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## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016