

LECONTE CENTER



AT PIGEON FORGE

Professional Janitorial

and Event Support Services Provider Specifications

Request for Proposals must be received by 2 P.M. April 23, 2018 in a sealed package with “**Janitorial**” clearly marked on the front along with your company name and address. Proposals may be mailed or delivered to:

LeConte Center at Pigeon
Phil Campbell, General Manager
P.O. Box 1390
135 Jake Thomas Road
Pigeon Forge, TN 37868

Term of Service:

July 1, 2018 – June 30, 2020

Scope of Services:

The in house provider’s responsibility is to offer professional staffing in the areas of:

- Janitorial services for 232,000 sq ft facility
- Safe use cleaning products, chemicals, and machinery
- Supply personnel to provide labor services for set up and break down of large scale seating areas as specified by LeConte Center management
- Supply labor services for set up and break down of tables, podiums, and like materials as specified by LeConte Center management

- Receive, process, and maintain all orders for services and staffing levels per event as requested by LeConte Center management
- Uniformed personnel per LeConte Center dress code
- Certified aerial lift and fork lift operator documentation for any personnel operating lifts on premises
- Provide an on-site supervisor that is identified to the facility management for any services performed
- Provide documentation / time sheets of labor provided to match any time sheets service provider requires its staff to document for the purpose of invoicing. Provider must be willing to participate in an audit of billable time if requested by the City of Pigeon Forge.

Scheduling:

Staffing levels will be specified per event and in writing by LeConte Center Management. Labor hours requested will be based on the needs of each of event. Scheduling will require flexibility that includes early morning and late night, weekday, weekend, and holiday staffing.

Insurance Requirements:

Commercial General Liability- Provider shall provide coverage for all operations performed including property damage and personal injury with limits of not less than \$1,000,000.00 per occurrence. The Owner shall be specifically included as an additional insured on the general liability policy.

Business Automobile Liability- Provider shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$500,000.00 per occurrence for property damage and personal injury.

Workers' Compensation- Provider shall provide coverage for its employees with statutory workers' compensation limits as required by Tennessee law, and no less than \$1,000,000.00 per incident for Employers' Liability

Requested Information:

- Company history

- Owned inventory of related equipment
- Access to inventory of related equipment
- Rental price list for related equipment & services
- Labor rate for billable hour
- Safety record
- Referrals

The City of Pigeon Forge reserves the right to reject any or all proposals and qualifications or accept the proposal deemed most favorable to the city and its clients.