

**Weakley County, Tennessee  
Invitation to Bid  
Bid #2026-18**

The Weakley County, Tennessee Department of Finance will be accepting bids on the following:

**Weakley County Health Department Janitorial Cleaning Contract**

Information can be obtained from the Department of Finance, 8319 Highway 22, Suite B, Dresden, TN 38225, between the hours of 8:00 A.M. and 4:00 P.M. or online at [www.weakleycountyttn.gov](http://www.weakleycountyttn.gov).

Bids will be accepted **until 3:00 P.M., May 5, 2026**. Bids received after this time will be deemed late and will not be considered.

**Bids must be sealed and marked on the outside of the envelope:**

**“SEALED BID #2026-18, Health Dept Janitorial Contract”**

Nothing herein is intended to exclude any responsible vendor, his or her product or service, or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to offer a proposal. Weakley County is compliant with Title VI of the 1964 Civil Rights Act and as a result, does not discriminate on the grounds of race, creed, national origin or gender.

Bids may be hand delivered or mailed to:

**John H. Liggett  
Director of Finance  
Weakley County, Tennessee  
8319 Highway 22, Suite B  
Dresden, TN 38225**

Any questions concerning the bid should be directed to John Liggett, Director of Finance (731-364-5429).

**WEAKLEY COUNTY  
BID INFORMATION  
BID #2026-18**

**Bid Specifications:**

The Weakley County Department of Finance is seeking bids for the Weakley County Health Department janitorial cleaning agreement for the period of (1) one-year, beginning July 1, 2026, and ending June 30, 2027.

Cleaning is to be done on a daily basis Monday through Thursday after 4:30 PM. If unable to clean on Friday, prior to Monday morning at 8 AM is permitted. The Weakley County Health Department will furnish all cleaning supplies and materials, except the supplies and equipment used in the annual pressure washing of sidewalks. Cleaning per this contract will include the following requests:

**Daily Items:**

- Clinic rooms (4) and Labs (2) trash emptied and liners changed
- All clinic rooms (4), nutrition office (1) and labs (2) mopped
- All restrooms cleaned and disinfected including toilets (8)
- All restrooms mopped
- All clerical windows cleaned and counter disinfected on lobby side
- Dustmop all floors and halls
- All water foundations cleaned and disinfected (2)

**As Needed Items:**

- Nonclinical trash can liners changed
- Lobby windows cleaned

**2x Weekly Items:**

- All windows at front entrance and in playroom cleaned
- Lobby and playroom chairs disinfected

**Weekend / End of Week Items (prior to 7am Monday):**

- Change non-clinical trash can liners
- All ledges and sills dusted
- All floors dust mopped and wet mopped
- Water fountains cleaned and disinfected (2)
- Lobby and conference room chairs disinfected
- Playroom chairs and toys disinfected
- Disinfect chairs in clinical and non-clinical offices
- Dust cabinets and countertops in clerical offices

**2x Yearly:**

- Exterior windows cleaned
- Dust/clean blinds

**Annually (once a year):**

- Pressure wash sidewalks

**WEAKLEY COUNTY  
BID INFORMATION  
BID #2026-18**

**Insurance**

Contractor shall maintain at its own expense: General Liability Insurance with limits not less than \$300,000 for bodily injury and \$300,000 for property damage per occurrence, including Contractual Liability coverage, and Contractor's Protective Liability coverage if Contractor will use subcontractors. If subcontracting will not be done, then the Contractual Liability coverage will not be required.

A certificate of insurance coverage must be furnished to the Weakley County Director of Finance within ten (10) days after bid is awarded. Should Contractor not furnish certificate of insurance coverage within the specified time period, then bid will be awarded to another bidder.

**Payment**

The County will perform periodic inspections of Contractor's work and progress to determine acceptance of work and to ensure compliance with specifications sighted in this bid. The Contractor will be notified, either verbally or in writing, of areas or conditions found to be out of compliance. Contractor will take such action as to remedy any noncompliance to meet required specifications. The Contractor shall submit an invoice to the County at the end of each month. Payment will be made within thirty days after invoice is submitted. However, the County will not be obligated to make any payment until all areas or conditions of noncompliance found in the cleaning have been remedied.

**Exceptions or deviations from the attached specifications may not necessarily disqualify a bid, but MUST be noted.**

Bids will be reviewed and awarded on the basis of the lowest and best bid as determined by the Director of Finance. Owner reserves the right to reject any and all bids. No bidder may withdraw his bid within 60 days of the actual opening thereof.

Any questions concerning the bid should be directed to John Liggett, Director of Finance, or Heather Allen at (731) 364-5429.

**REQUIRED FORMS:**

A copy of the following required documents should be submitted with the bid:

- References
- Bid Form
- Bidder's Certification
- Drug-Free Workplace Affidavit
- Bidder's Certification of Compliance with Iran Divestment Act

**WEAKLEY COUNTY  
BID INFORMATION  
BID #2026-18**

Please list at least three (3) references including name, address, and telephone number for which you have performed similar tasks in the past:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Bids will be reviewed and awarded on the basis of the lowest and best bid as determined by the Director of Finance.

Owner reserves the right to reject any and all bids.

No bidder may withdraw his bid within 30 days of the actual opening thereof.

**WEAKLEY COUNTY, TENNESSEE  
BID #2026-18  
BID FORM**

**ITEM**

**PRICE**

Cleaning of Weakley County Health Department (monthly)    \$ \_\_\_\_\_

Comments:

---

---

---

---

Bidder's Name/Company: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

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

Signature & Date: \_\_\_\_\_

**BIDDER CERTIFICATION**

The Director of Finance requests, as a matter of policy, that any consultant or firm receiving a contract or award resulting from this Request for Sealed Bid issued by the County of Weakley, Tennessee, shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to our firm, partnership or corporation that no members of the elected governing body of Weakley County or member of his or her immediate family, including spouse, parents or children or any person representing or purporting to represent any member or members of the elected governing body, has received or has been promised, directly or indirectly any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract under a Request for Proposal.

Handwritten Signature of Authorized Principal(s):

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

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

Name of Firm/Partnership/Corporation:

\_\_\_\_\_  
\_\_\_\_\_

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

**DRUG-FREE WORKPLACE AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with Weakley County government to provide construction services, hereby state under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
  
2. The Company submits this Affidavit pursuant to T.C.A. Section 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
  
3. The Company is in compliance with T.C.A. Section 50-9-113.

Further affiant saith not.

\_\_\_\_\_  
Principal Officer

Sworn to and subscribed before me, a Notary Public, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

# **WEAKLEY COUNTY IRAN DIVESTMENT ACT COMPLIANCE**

The Iran Divestment Act of 2016, effective as of July 1, 2016, is codified at Tenn. Code Ann. § 12-12-101 et seq. The Iran Divestment Act, with certain exceptions, prohibits local governments, including Weakley County, from entering into contracts with persons or entities engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in Tenn. Code Ann. § 12-12-105, a person engages in investment activities in the energy sector of Iran if:

- (1) The person provides goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- (2) The person is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person, for forty-five (45) days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list, created pursuant to § 12-12-106, as a person engaging in investment activities in Iran as described in this section.

This Act requires the State of Tennessee's chief procurement officer to publish on the State's web site a list of persons it determines engage in investment activities in Iran (the "Prohibited Entities List").

Any BIDDER that is on the Prohibited Entities List will be ineligible to contract with Weakley County.

Pursuant to the Act, any BIDDER that attempts to contract with Weakley County must certify, at the time the bid is submitted, that the BIDDER is not identified on the Prohibited Entities List. A bid shall not be considered for award, nor shall any award be made, where the BIDDER fails to submit a signed and verified Bidder's Certification.

**BIDDER'S CERTIFICATION OF COMPLIANCE  
WITH IRAN DIVESTMENT ACT**

Tenn. Code Ann. § 12-12-101 et seq.

Comes \_\_\_\_\_ (Printed name of Principal Officer of  
Company), for and on behalf of \_\_\_\_\_, (the "Company")

and, after being duly authorized by the Company so to do, makes oath that:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

\_\_\_\_\_

Signature

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

Sworn to and subscribed before me, a Notary Public, this \_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Notary Public

My Commission Expires: \_\_\_\_\_