Cummins Falls State Park
390 Cummins Falls Lane
Cookeville, TN  38501

Cleaning and Janitorial Specifications

This is a request for bids for a 12-month contract for cleaning and janitorial services for Cummings Falls State Park. This covers a facility that is approximately 5500 square feet.

DAMAGES:

The contractor shall be responsible for any/and all damages to state property that occur due to the contractor or the contractor's employees’ actions, negligence, theft, or loss. The expense for such incidents will be deducted from the monies due to the contractor. The State reserves the right to pursue claims for damages through any/and all legal remedies available to the state.

SAFETY:

All contractor staff on site must be in uniform, which includes a visible photo I.D. tag. The contractor is required to provide all necessary safety training, supplies and equipment to their employees. The contractor will be required to meet all State and Federal regulations regarding their employees. All transportation will be at the contractor’s risk.

INSURANCE:

The awarded contractor will be required to provide proof of insurance, meeting all state requirements before work begins. Such insurance will be required to remain in place throughout the duration of the contract.

SUPPLIES:

All cleaning supplies will be provided by the Park.
**Cleaning Schedule:**

Cleanings will be completed daily May 1 - October 15

Cleanings will be decreased based on visitation October 16 - April 30

Cleaning should be started no later than 8:00 AM during peak season from May 1 – October 15.

October 16 – April 30 can be adjusted to a later time but must be completed no later than 4:00 PM.

All schedule changes must be approved by Park Manager.

**Daily Duties:**

**Restrooms at Visitor Center:**

Trash containers to be emptied and liners replaced.

Sanitary receptacles to be emptied, and liners replaced.

Sanitary receptacles to be cleaned with disinfectant.

Toilet paper holders to be restocked and cleaned with disinfectant.

Toilet bowls and urinals cleaned with brush and disinfectant.

All porcelain cleaned and disinfected.

Sinks, changing stations, door handles, hand dryers, and soap dispensers to be cleaned with disinfectant.

Mirrors to be cleaned and streak free.

Floors in both restrooms and hall to be swept and mopped.

Wipe down stall doors with disinfectant.

Glass door, handles, and adjacent windows need to be cleaned.

Refill soap dispensers when empty.

Urinal screens to be replaced when they are visibly dirty or when the smell of the urinal becomes unpleasant or a minimum of once monthly on the first day of the month.
**Auxiliary restroom** (when opened):

*Same as above.*

**Visitor Center:**

Take out entry mats, shake, and sweep with broom. Leave them out until floor maintenance has been completed.

Empty trash receptacles and replace liners.

Wipe down informational displays and all hard surfaces to the right of the gift shop.

Dust fixtures.

Clean glass doors and handles.

Sweep and mop floors.

**Offices:**

Empty trash receptacles and replace liners.

Wipe down hard surfaces in break room area with disinfectant.

Clean office restroom per specs above.

Sweep and mop.

Dust hard surfaces.

**Conference Room:**

Prior to use and after use – 2- 3 times monthly:

Empty trash receptacles and change liners.

Dust and clean all hard surfaces.

Clean glass doors.
Sweep and mop floors.

**Breezeway:**
Empty trash receptacles and replace liners.
Pick up and dispose of litter.

**Parking Lot:**
Pick up and dispose of litter.

**Bimonthly/as needed:**
Clean three glass walls on gift shop side of Visitor Center
Clean two glass walls of Conference Room

**Additional notes:**
Regularly launder mop heads and cleaning cloths.

**Invoices and payments**
Invoices shall be submitted for payment by the 7th day of the month. A copy of the invoice shall be submitted to Lisa Lynch at Cummins Falls State Park, 390 Cummins Falls Lane, Cookeville, Tn 38501.

**Park Contact:**
Ray Cutcher, Park Manager 1  Ray.Cutcher@tn.gov  931-268-7223
Lisa Lynch, Administrative Assistant  Lisa.Lynch@tn.gov  931-268-7223