

## Janitorial Specifications

### 1. Scope of Services:

To provide janitorial services, once per week, between the hours of 5:00 pm – 10:00 pm. The office hours of TRC Columbia are 8:00am until 4:30pm Monday through Friday. Janitorial services will be provided for the TRC Columbia office located at:

206 Wayne Street  
Columbia, TN 38401

Office space is approximately 2,000 square feet.

### 2. Site Visit:

It is strongly recommended that all prospective bidders contact the facility manager to schedule a site visit in order to inspect the premises and familiarize themselves with the building layout, conditions, and any special janitorial services prior to submitting a bid. Failure to attend such meeting will not relieve contractor from liabilities incurred in event of default in contract agreement. To schedule a site visit, contact the facility manager, Travis Rollins at 931-490-6125 or [Travis.Rollins@tn.gov](mailto:Travis.Rollins@tn.gov) .

### 3. Minimum Requirements, All areas:

1. The contractor is to distribute and install expendable supplies (e.g., toilet tissue, hand towels, soap, plastic trash can liners, etc.).
2. The contractor/supervisor to have a thorough knowledge of the various cleaning tasks, equipment, materials, and supplies to be used within the scope of this agreement. The contractor is expected to accept responsibility and provide personal supervision for those persons employed by the contractor.
3. Contractor is expected to provide for employee safety and accept responsibility for employee/personal injury during performance of service under this contract agreement.
4. Contractor is expected to emphasize safety during use of powered and non-powered equipment. In the event of property damage, the state will determine the extent and liabilities of the parties involved.
5. Contractor is expected to comply with the Americans with Disabilities Act employment and other applicable diversity requirements in the recruitment, selection, advancement and hiring of staff in their business practices at all levels of the organization in a manner consistent with the promotion of inclusiveness and diversity for both wages and work setting. Wages paid to a person with a disability assigned to this contract shall be at least minimum wage or higher and at a rate comparable to workers without a disability performing the same tasks.
6. Employee uniforms: contractor to furnish uniforms, (minimum: shirt or smock) for all on site employees. Contractor's company name shall be imprinted or embroidered on shirt/smock.
7. If property damage resulting from contractor's negligence has to be repaired and/or replaced by the state; the expense for such work will be deducted from the monies due the contractor. The state reserves the right to pursue claims for damages through any and/or all legal means available to the state.

8. All services are to be performed as specified in the solicitation except legal holidays proclaimed by the state.
4. General Specifications and Special Requirements, All Areas:
    - A. Definitions:
      1. "Office Areas" Shall mean all enclosed space used for work areas off public corridor areas. These areas shall include open office, private office, libraries, conference rooms, classrooms and office storage areas.
      2. "Public Areas" - Refers to all entrances including docks, lobbies, interior stairwells, elevators, corridors, breeze ways and exterior area of the building.
      3. "Restrooms Areas" Shall mean all public restrooms (both men's and women's), locker rooms and private toilet rooms located within offices.
      4. "Kitchens Cafeterias, Break rooms and Snack Bar Areas", where applicable, will be thoroughly cleaned during each day of service required by this agreement.
      5. Dust Mops - All dust mops to be specifically treated before use to aid in the removal of dust and dirt. After dust mopping floors are to be free of litter, debris, and grit. Treatment that leaves an oil film on floors is prohibited.
      6. Glass Cleaning: "Glass cleaning" refers to glass areas to be cleaned as defined in these specifications as "glass cleaning (i.e., door glass, glass shelves, glass partitions, pictures, bookcases, etc.).
      7. Scrubbing - In the context of these specifications shall mean the removal of all foreign matter from a floor by use of a cleaning solution of water and detergent and shall result in a surface free of dirt, heel marks and residual cleaning solutions and films in restrooms only.
  5. General Requirements, All Areas:
    1. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or other similar items shall be stacked on desks, tables, or sills. Upon completion of work, all furniture and equipment to be returned to its original position.
    2. After sweeping and dust mopping operations, all floors shall be clean and free of dust streaks. No dirt shall be left in corners, behind radiators, under furniture, behind doors, on stair landings, etc.
    3. Wet mopping and scrubbing - all floors shall be properly prepared, thoroughly swept to remove dirt and debris, and to include the removal of gum, tar, and similar substances from the floor surface. The floor shall be clean and free of dirt, water streaks, mop marks, strings, etc. And properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces shall be dry and corners, cracks, and crevices clean.

4. Dusting - dust shall not be moved from place to place, but removed directly from the areas in which it lies and by the most effective means (i.e., appropriately treated dust cloths, vacuum, etc.) When doing high cleaning, dust shall not be allowed to fall onto furniture and equipment below. The following conditions shall exist after the completion of each dusting task.
    - a. There shall be no dust streaks.
    - b. Corners, crevices, moldings, ledges, windowsills, window shades/blinds and etc. Shall be dust free.
    - c. There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools.
    - d. When inspected there shall be no traces of dust on any surface.
  
  5. Damp wiping - this task consists of using a clean damp cloth or sponge to remove all dirt, spots, streaks, and smudges from walls, glass, and other specified surfaces and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp wiping in toilet areas, a multi-purpose (disinfectant-deodorizer) cleaner shall be used.
  
  6. Bright metal polishing - may be performed by damp wiping and drying with a suitable cloth provided a polished appearance is obtained by this method. However, if a polished appearance cannot be produced; an appropriate metal polish shall be used.
  
  7. Porcelain ware cleaning - porcelain fixtures (drinking fountains, wash basins, urinals, toilets, etc.) Shall be clean and bright; there shall be no dust, spots, stains, rust, encrustation or excess moisture. Walls and floors adjacent to fixtures shall be free of spots, drippings, and watermarks.
  
  8. Hard Surface floors – to be buffed every other month
6. Janitorial Requirements, All Areas

The areas to be covered under the janitorial requirements of this contract are outlined in the specifications and include all of the following:

1. Public areas;
2. Restrooms;
3. Office areas; and
4. Kitchens and break rooms

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Public Areas:

Waste Receptacles – All trash is to be emptied and liner is to be replaced. Trash bags are to be placed in outside dumpster.

Floors – Vacuum all carpeted areas, dust mop and mop all hard surface floors, scrape gum as required.

Dusting – Dust all horizontal and flat surfaces, included but not limited to bottoms of chairs, bookshelves tables and copiers.

Drinking Fountains – Wash, disinfect, and dry shine to prevent spotting.

Glass Cleaning – Clean glass doors and glass panels in all entry ways (inside and outside).

Lobby – Remove and clear all cob webs and debris for lobby area.

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Restrooms:

Waste Receptacles – Empty receptacles and replace plastic liners.

Floors – Sweep and mop hard surface floors, vacuum any carpeted areas.

Water Closets and Urinals – Wash water closets (including seats), and urinals inside and outside with a disinfectant detergent. No acid bowl cleaner to be used. To remove build-up, deo bowl or equal to be used, seats to be left in a raised position, clean bright metal hardware, rinse and dry shine to prevent spotting.

Wash Basins – Clean and wipe free of water marks, no scrubbing powders are to be used, damp wipe pipes under basins, clean bright metal hardware, rinse and dry shine to prevent spotting.

Dispensers – Restock/refill towel, tissue and soap dispensers

Glass Cleaning – clean all mirrors and shelves leaving them streak free

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Office Areas:

Waste Receptacles – empty waste receptacles, replace plastic liners

Floors – Vacuum carpeted office floor areas including, conference rooms and classroom and office storage areas,

Dusting – Dust all office furniture (desks, files, tables, etc.) \*Note\* Paper and equipment on desks are not to be moved. Only desk top areas are to be cleaned.

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Breakrooms:

\*Clean sinks nightly

\*Wipe down countertops

\*Wipe down tables

\*Vacuum carpeted areas

\*Sweep clean and wet mop hard surface floors

\*Empty trash receptacles and replace with a clean and dry liner

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Additional Services – as requested (date and time of service will be mutually agreed on between facility manager and contractor)

Window Cleaning – Clean windows inside and out once a year.

Carpet Cleaning – Once per year

Tile floors – Stripped and waxed once a year.