



**WEAKLEY COUNTY DEPARTMENT OF FINANCE**

John H. Liggett, Director of Finance

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Dresden, TN 38225

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[www.weakleycountytn.gov](http://www.weakleycountytn.gov)

T: (731) 364-5429 F: (731) 364-3858

April 13, 2018

The Weakley County Department of Finance will be receiving proposals for the following:

**Contracted Janitorial Services for the Weakley County  
Schools for the 2018-2019 School Year**

Attached please find a copy of the minimum specifications required. If you are interested, your request for proposal should be submitted in accordance with the attached instructions. Any questions, please contact the undersigned.

Thank you,

A handwritten signature in cursive script that reads "John H. Liggett".

John H. Liggett  
Director of Finance

Enclosure

**WEAKLEY COUNTY, TENNESSEE  
REQUEST FOR PROPOSAL  
RFP #2018 – 04**

The Weakley County, Tennessee Director of Finance will be accepting requests for proposals for the following:

**Contracted Janitorial Services for the Weakley County  
Schools for the 2018-2019 School Year**

More information can be obtained from the Director of Finance Office, 8319 Highway 22, Suite B, Dresden, TN 38225 between the hours of 8:00 A.M. and 4:00 P.M.

Requests for Proposals will be accepted by the Director of Finance until **2:00 P.M., May 4, 2018**. RFP's should be sealed and marked on the outside of the envelope "**SEALED RFP #2018 – 04 – Janitorial Services.**"

RFP's may be hand delivered or mailed to:

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

RFP document may be downloaded at [www.weakleycountyttn.gov](http://www.weakleycountyttn.gov)

The Weakley County Department of Finance is an Equal Opportunity Employer and does not discriminate based upon race, creed, national origin or gender.

Weakley County, TN RFP #2018-04

REQUEST FOR PROPOSALS

ISSUE DATE: April 13, 2018

RFP #2018-04

ISSUING AGENCY: Weakley County Department of Finance  
8319 Highway 22, Suite B  
Dresden, TN 38225

Using Agency and/or Location

Where Work Will Be Performed: **Weakley County Board of Education**

**PERIOD OF CONTRACT:** First contract shall be for 11 months, beginning August 1, 2018 and ending June 30, 2019 with Weakley County Department of Finance having the option of extension annually up to four additional years. Extension will be based upon the satisfactory performance by the Contractor.

Sealed Proposals will be received until May 4, 2018 at 2:00 p.m. at Weakley County Department of Finance located at 8319 Highway 22, Suite B, Dresden, TN for furnishing the Goods/Services described herein and Opened in Public.

LATE PROPOSALS WILL NOT BE ACCEPTED.

**INQUIRIES:** All inquiries for information should be directed in writing via e-mail to: John H. Liggett, Director of Finance, [john.liggett@wcsk12tn.net](mailto:john.liggett@wcsk12tn.net)

Requests for Proposals will be accepted by the Director of Finance until **2:00 P.M., May 4, 2018**. RFPs should be sealed and marked on the outside of the envelope **“SEALED RFP #2018 – 04 – Janitorial Services.”**

In compliance with the Request for Proposal and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

Name and Address of Firm:

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

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

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

By: \_\_\_\_\_

\_\_\_\_\_

Signature in Ink:

E-Mail: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

## Weakley County, TN RFP #2018-04

### I. PURPOSE OF REQUEST FOR PROPOSAL

The purpose of this Request for Proposal is to solicit proposals from qualified vendors for custodial facility maintenance for Weakley County Board of Education, the Weakley County Department of Finance, and the Weakley County Board of Education's ten schools.

### II. NATURE OF PROPOSAL

Each interested vendor shall be responsible for the review of information contained herein, other information which may be requested, site visitation as required, and other efforts as necessary for the submission of a comprehensive proposal which will represent the vendor's best offer as a supplier of custodial services for the Weakley County Board of Education, the Weakley County Department of Finance, and the Weakley County Board of Education's ten schools.

Each proposal shall be complete, and it shall be outlined and identified by sections of this Request to facilitate evaluation and to prevent evaluators from unnecessary search/arranging materials for evaluation purposes. In the preparation of each proposal, attention should be given to the criteria referenced herein, which will be used for purposes of evaluation and award determination purposes.

### III. PROGRAM REQUIREMENTS

#### A. General

The contractor shall furnish all management, supervision, cleaning personnel, equipment, cleaning supplies, tools, and other materials as required for custodial services for each facility referenced in this request.

#### B. Level of Cleanliness

It will be the responsibility of the vendor to provide custodial services for the individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations, and protection of the physical facility. Therefore, the intent of this proposal request is to approach this matter from a level of cleanliness concept, and a detailed cleaning schedule is included.

### IV. SCOPE OF PROGRAM

#### A. GENERAL

In general, the overall requirement is to provide complete custodial services as required for the Weakley County Board of Education, the Weakley County Department of Finance, and the Weakley County Board of Education's ten schools. A list of facilities shall be found in Attachment C.

#### B. SPACE

Through actual measurements, use of existing drawings and/or other means, it shall be the responsibility of the vendor to verify measurements as deemed applicable for the submission of a proposal.

Weakley County, TN RFP #2018-04

V. SPECIAL REQUIREMENTS FOR THE SUBMISSION OF A PROPOSAL

A. Qualifications

Each vendor shall submit evidence of qualifications which would influence the ability to satisfactorily perform the custodial services defined elsewhere in this document (see evaluation criteria for additional pertinent details.)

- ◆ Vendor must have been in the custodial services business for a minimum of five (5) years.
- ◆ Vendor must currently have at least five contracts with school districts.
- ◆ Vendor must demonstrate ability to manage a large school district with current references and management expertise.

B. Pre-Proposal meeting and tour of facilities

Only those vendors who schedule an appointment with Mr. Wayne Reynolds - School Maintenance Supervisor (731-364-2578 office) and visit each facility shall be eligible for submission of a proposal. Mr. Reynolds, or his designee, will accompany interested vendors on facility tours. It shall be the sole responsibility of the vendor to visit each facility to acquaint themselves with the nature and extent of work involved. Interested offerers must arrange inspection visits to the schools by contacting Mr. Wayne Reynolds. A list of the schools, locations, and telephone numbers can be found in Attachment C.

***Failure to comply will result in rejection of proposal.***

C. Copies of Proposal

Each proposal shall include (3) completed separately bound copies. Cost proposals must be in a separate sealed envelope. Submit proposals in a sealed envelope with offeror's name, RFP number, and project name clearly indicated. Failure to comply may result in rejection of proposal.

D. Format of Proposal

Each proposal shall be formatted identically to the outline of this request. The intent here is to facilitate evaluation by the committee members with a minimum of effort and delay.

Therefore each proposal should include information/materials that are clearly marked and separately segregated as required for easy and quick location and identification of that section of this request to which it pertains.

**Weakley County, TN RFP #2018-04**

**E. Acceptance/Rejection of Proposal**

1. Award

- a. The contract will be awarded to the qualified offerer whose offer, conforming to the conditions and requirements of this request for proposal will be more advantageous to Weakley County Board of Education.
- b. Weakley County Board of Education reserves the right to reject any or all offers and to waive informalities and minor irregularities in proposals received.
- c. This Request for Proposal does not commit Weakley County Board of Education to contract for any requirements for this solicitation.
- d. A written award or contract furnished to the successful offerer, within the time for acceptance specified in the offer, shall be deemed to result in a binding contract without further action by either party.

**F. Firm Offer**

Each vendor must agree in advance in written form to submit a proposal with cost figures which will be firm for at least one (1) year after the opening of the proposals.

**G. Unit and Total Cost**

Each proposal shall include monthly unit and total cost figures, and the same shall be shown for an annual basis.

**H. Noncompliance of the Contract**

Upon noncompliance of the contract by the contractor for completeness and thoroughness in the duties as judged by the District, the District shall so inform the contractor in writing thereof. The District shall notify the contractor of noncompliance and will reserve the right to have the duties completed by other means. The District shall reduce the contractor's invoice an hourly rate of \$15.00 per man-hour for an amount equal to such time as is required. Noncompliance shall be cause for the District cancellation of this agreement. The contractor shall be given ninety (90) days notice of cancellation.

**Weakley County, TN RFP #2018-04**

**VI. CONTRACT**

**A. Award**

It is the full intent, assuming that satisfactory proposals are received, to award a contract. If an award is made, it will be for an initial 11-month period beginning on the date of the contract of August 1, 2018; with provisions for four (4) one-year extensions. Extensions will be made based upon the recommendations of the authorized representatives of the Weakley County Board of Education and the vendor. Final approval for any extensions shall be made by the Weakley County Board of Education. In the case of extensions, the cost per month which was submitted in the vendor's proposal may be increased or decreased. During extensions this cost figure may be changed in accordance with any change which may have occurred in the United States Consumer Price Index over the preceding twelve months effective 30 days prior to the termination of the contract period in question and not to exceed 5%.

**B. Termination/Cancellation**

Weakley County Board of Education reserves the right to cancel the contract upon ninety days written notice for reasons of non-performance within the terms and conditions of this request for proposal or conditions beyond control, such as inadequate funding. A ninety day "cure period" shall be in place to allow contractor to resolve any problems.

**C. Payments**

Payment for services received will be made on a monthly basis. After approval, the invoice will be forwarded for payment. Payment shall be made by the 15<sup>th</sup> day of the month in which services are provided.

**D. Insurance**

The vendor shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the District before the commencement of any work:

1. Commercial/Comprehensive General Liability
  - a. \$1,000,000 Bodily Injury Per Person
  - b. \$1,000,000 Bodily Injury Aggregate Limit
  - c. \$ 500,000 Property Damage Per Occurrence
  - d. \$1,000,000 Property Damage Aggregate Limit
2. Comprehensive Automobile Liability
  - a. \$1,000,000 Property Damage Per Occurrence
3. Workmen's Compensation and Employers' Liability
  - a. \$ 500,000 Bodily Injury Per Person
4. Umbrella or Excess of Loss Coverage
  - a. \$10,000,000 Per Occurrence
5. The bidder will provide an insurance certificate with 21 days after acceptance of contract.
6. The Weakley County Board of Education must have 10 days notice of cancellation or change in insurance coverage and give its approval.

The Weakley County Board of Education shall be named as an additional insured by Endorsement on the vendor's policy as to the subject contract.

**Weakley County, TN RFP #2018-04**

E. Addenda

Any "Addenda" or Instruction to Bidders issued by Weakley County Board of Education prior to the time for receiving proposals shall be covered in the proposal and, in closing a contract, they shall become a part thereof.

VII. **RESPONSIBILITIES OF CONTRACTOR:**

A. Personnel

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and any other stipulations germane to prudent personnel management.

Only those personnel who have been properly trained shall be assigned duties under this contract. All personnel shall be dressed in a manner authorized by the contractor. The personnel shall be neat and clean in appearance. Name tags shall be required and furnished by contractor and worn at all times. No employee who has a police record other than minor traffic violations may be assigned duties under this contract. Contractor shall be responsible for the submission of a police clearance record before any employee begins work.

Contractor will pay at least minimum wage rate.

Contractor will pay all taxes pertaining to his employees as required by law. Any employee whose work habits and/or conduct is deemed objectionable shall be removed from the work force upon request of the authorized Weakley County Board of Education representative.

Day Porters

There will be a minimum of one (1) Full time Day Porter in each school - job description is attached.

B. Safety

The Contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees and the District's students, staff, and faculty.



## Weakley County, TN RFP #2018-04

### C. Security

The Contractor shall be responsible for training employees in security requirements of the Weakley County Board of Education, and shall be responsible for the enforcement of the same.

Additionally, each employee shall be informed of the following:

1. The Contractor shall be responsible for safeguarding against loss, theft, or damage of all District property, materials, equipment, and accessories which might be exposed to the contractor's personnel.
2. Guns, knives, or other dangerous weapons shall not be allowed on campus.
3. Alcohol and drugs are prohibited on campus.
4. Tobacco use (smoking/chewing/etc.) is prohibited on campus.
5. Keys, which may be distributed at the beginning of each work period, shall be returned to the appropriate supervisor at the end of each work period. Keys which will be required by the Contractor and employees will be approved by the District and will be controlled by a person to be named after award of contract. In any event, the Contractor shall be fully responsible for the security and appropriate use of the keys which may be issued. Additionally, the Contractor shall be fully responsible for the replacement of any keys that are lost and any additional cost resulting due to loss of keys.
6. Contractor's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by the District.)
7. When it is determined that a building has been left unsecured due to negligence on the part of the Contractor, there will be a charge-back of \$15.00 per hour, time determination being from when our on-call person leaves home until when he/she returns home from securing the building.

### D. Supervision

All supervision as required for the execution of those contractual responsibilities assumed by the contractor shall be done by the contractor or his/her designated representative.

### E. Damage

The Contractor shall be responsible for the repair/replacement to the satisfaction of the District representative of any damage to the facility caused by any employee of the Contractor.

**Weakley County, TN RFP #2018-04**

**F. Equipment and Supplies/Materials**

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the Contractor's responsibility. The District will provide locked storage spaces, but not be responsible for losses which may be incurred due to the theft and/or vandalism. All equipment shall be maintained properly, and in clean condition. The Contractor shall be responsible for the acquisition of all chemicals and equipment necessary to fulfill all specifications stated herein. A listing of all chemicals and equipment which will be used by the successful contractor must be submitted for approval prior to initial service under the contract. Changes may be made only after being duly authorized. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes, with copies given to District personnel and updated regularly.

The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the District.

**G. Training**

Contractor must have a training program specifically designed for school technicians, including training to meet all Local, State, and Federal guidelines.

**H. Emergencies**

All emergency conditions shall be promptly reported to the District authorized representative.

**I. Contractor's representative**

A representative of the Contractor shall be appointed within 24 hours after receipt of the contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. this individual shall be someone other than the job supervisor and he/she shall be the sole contact person for routine matters.

**J. Scheduling Custodial**

All custodial shall be done with a minimum of disruption to normal school functions (approved by District Representative).

**K. Program Responsibility**

The Contractor shall assume full responsibility for the custodial services program as defined herein on Date of August 1, 2018.

**Weakley County, TN RFP #2018-04**

L. Specialties

The Contractor shall be responsible for clean up after all school activities, i.e. football and basketball games, PTO meetings. Contractor shall not be responsible for community functions, banquets, or other rentals of school facilities. Contractor shall be available for emergency services. Emergency work will be determined and authorized by the District. Emergency work will be considered an extra billing and will be added to invoice.

M. Additional Portables

If a need arises to add additional portables during the school year, the Contractor will be required to maintain additional square footage.

VIII. **RESPONSIBILITIES OF WEAKLEY COUNTY BOARD OF EDUCATION**

A. Utilities

All necessary utilities will be furnished by the District.

B. Storage

The District shall provide storage for the equipment and supplies/materials normally required for the types of services to be provided under this contract.

C. Trash Disposal

The District shall furnish in a reasonably convenient location a container for use by the Contractor in the removal of waste paper, trash, debris, etc.

D. Keys

Keys which may be required by the Contractor and employees will be furnished by the District.

E. Expendable Supplies

The Contractor will be responsible for providing all expendable supplies, i.e. toilet tissue, paper towels, hand soap, and trash liners.

F. Chalkboards

"DO NOT ERASE" and the date will be written on all chalkboards that are not to be cleaned.

**ATTACHMENT A**  
**DAY PORTER**  
**JOB DESCRIPTION**

**IX. DAY PORTER JOB DESCRIPTION**

**GENERAL DUTIES**

JOB GOAL: To contribute to the efficient operation of the school by performing custodial duties.

PERFORMANCE RESPONSIBILITIES:

1. Open the building each morning and secure the building at the end of the day as directed by the Principal.
2. Check heat and cooling equipment.
3. Inspect the building exterior for possible unauthorized entrance and/or vandalism.
4. Dust mop halls and clean entrance mats after children are in the classroom.
5. Pick up paper and other debris from inside building, parking areas, and school grounds.
6. Sweep entranceways.
7. Make minor repairs, tighten all loose screws, and replace light bulbs as required.
8. Keep boiler room clean.
9. Clean up after sick children.
10. Assist in setting up furniture for special events.
11. Assist in receiving deliveries of storeroom materials.
12. Know where all fuse boxes, breaker boxes, and light switches are located, so circuits can be cut off immediately in the event of fires.
13. Be familiar with all the emergency fire alarms in your building.
14. Take care of emergencies and any other work as directed by the Principal.
15. Police Restrooms throughout the day.

Weakley County, TN RFP #2018-04

ATTACHMENT B

CALENDARS FOR 2018 - 2019

X. 2018-2019 CALENDAR

Weakley County Schools Calendar 2018-2019

July 30 (Mon.)	In-Service
July 31 (Tues.)	In-Service (1/2 Day) Work Day (1/2 Day)
August 1 (Wed.)	Registration (8:00 – 11:30) 1/2 Day In-Service
August 2 (Thurs.)	In-Service
August 3 (Fri.)	Work Day for Teachers
August 6 (Mon.)	School Begins (1 <sup>st</sup> Full Day for Students)
August 31 (Fri.)	Staff Development – No School for Students
September 3 (Mon.)	Labor Day (No School)
September 20 (Thurs.)	Early Dismissal for Students/Parent Teacher Conference (12:00–6:00)
October 8-12 (Mon.-Fri.)	Fall Break (No School)
November 21-23 (Wed.-Fri.)	Thanksgiving (No School)
December 20 (Thur.)	Christmas Break – Early Dismissal – No Lunch Served
January 4 (Fri.)	Staff Development – No School for Students
January 7 (Mon.)	Students Return – Begin 2 <sup>nd</sup> Semester
January 21 (Mon.)	Martin Luther King Day (No School)
January (to be announced)	Parent Teacher Conference (Three Hours after School)
February 18 (Mon.)	All Presidents' Day (No School)
March 25-29 (Mon.-Fri.)	Spring Break (No School)
April 19 (Fri.)	Good Friday (No School)
May 21 (Tues.)	Last Day of School for All Students – Early Dismissal – No Lunch Served
May 22 (Wed.)	Workday for Teachers (No School for Students)
May 23 (Thurs.)	1/2 Day Workday (Report Cards – Buses Will Not Run)

The first five snow days will not be made up. Any subsequent snow days will be made up as follows: (1) Jan. 21; (2) Feb. 18; Spring Break (March 25-29) will be used as make-up days in emergency situations.

ACT Testing (Grade 11) 2<sup>nd</sup> Semester (TBA)

Achievement (Grades 3-8) &  
End of Course Testing (High School) 2<sup>nd</sup> Semester (TBA)

**Weakley County, TN RFP #2018-04**

**ATTACHMENT C**

**LIST OF SCHOOLS, LOCATIONS AND TELEPHONE NUMBERS**

**XI. LIST OF SCHOOLS, LOCATIONS, TELEPHONE NUMBERS**

<b>WEAKLEY COUNTY SCHOOLS 2017-2018</b>	<b>Phone (731)</b>	<b>SECRETARY/ BOOKKEEPER</b>	<b>PRINCIPAL/ ASSISTANT</b>	<b>Fax #</b>
<b>Dresden Elementary School (PreK-4th grades)</b>	<b>364-3401</b>	Sherry Winstead	Mike Laughrey	<b>364-5537</b>
759 Linden Street, Suite B	<b>364-5352</b>		Melanie Needham	
Dresden, TN 38225	<b>364-3055</b>	Cafeteria		
Before/After School DayCare	<b>364-9579</b>			
Early Childhood	<b>364-5258</b>		Marsha Williams, Teacher	
<b>Dresden Middle School (5-8th grades)</b>	<b>364-2407</b>	Dawn Walker	David Lewellen	<b>364-5840</b>
759 Linden Street, Suite A	<b>364-5874</b>		Justin West	
Dresden, TN 38225				
Coordinated School Health Director	<b>364-9945</b>		Bethany Allen, Director	
<b>Dresden High School (9-12th grades)</b>	<b>364-2949</b>	Claire Oliver	Chuck West	<b>364-5328</b>
7150 Highway 22	<b>364-3298</b>	Jennifer Kemp	Scott Hewett	
Dresden, TN 38225	<b>364-2827</b>	Cafeteria		
<b>Gleason School (PreK-12th grades)</b>	<b>648-5351</b>	Vicky Babb	Trish Price	<b>648-9199</b>
92-99 State Championship Drive	<b>648-9109</b>	Cindy Reynolds	Lee Lawrence	
Gleason, TN 38229	<b>648-9394</b>	Cafeteria		
Early Childhood	<b>648-2014</b>		Sherri Brawner, Teacher	
<b>Greenfield School (PreK-12th grades)</b>	<b>235-3424</b>	Julie Waddell	Don McCurley	<b>235-0216</b>
319 W. Main Street		Vicki Galey	Willie Trevathan	<b>235-3425 @HS</b>
Greenfield, TN 38230	<b>235-2588</b>	Cafeteria		
Early Childhood	<b>235-3471</b>		Julie Arnold, Teacher	
<b>Martin Primary School (PreK-2nd)</b>	<b>587-9033</b>	Wanda Fields	Tracey Bell	<b>587-6699</b>
215 S. College Street	<b>587-9304</b>		Lea Ann Crowe	
Martin, TN 38237	<b>587-3938</b>	Cafeteria		
Early Childhood #1	<b>587-4833</b>		Rebecca Taylor, Teacher	
Early Childhood #2	<b>587-4752</b>		Missy Osteen, Teacher	
<b>Martin Elementary School (3-5th grades)</b>	<b>587-2290</b>	Christie Lifsey	Terri Stephenson	<b>587-2877</b>
300 S. College Street	<b>587-2877</b>		Jane Hudgins	
Martin, TN 38237	<b>587-6447</b>	Cafeteria		
<b>Martin Middle School (6-8th grades)</b>	<b>587-2346</b>	Natalie Boyd	Nate Holmes	<b>588-0529</b>
700 Fowler Road	<b>587-4743</b>		Mike Stigall	
Martin, TN 38237	<b>587-9711</b>	Cafeteria		
<b>Westview High School (9-12th grades)</b>	<b>587-4202</b>	Marie Sadler	Jeromy Davidson	<b>588-0806</b>
8161 Highway 45	<b>587-4203</b>	Donna Stigall	John Lifsey	
Martin, TN 38237	<b>587-3613</b>	Cafeteria		
<b>Sharon School (PrK-8th grades)</b>	<b>456-2672</b>	Whitney Abernathy	Michelle Clements	<b>456-2750</b>
254 N. Woodlawn Street	<b>456-2466</b>		Cathy Carroll	
Sharon, TN 38255	<b>456-2414</b>	Cafeteria		
Early Childhood	<b>456-2366</b>		Beth Mathews, Teacher	
<b>Weakley County Schools</b>	<b>364-2247</b>	Terry Frazier	<b>Randy Frazier, Director</b>	<b>364-2662</b>
<b>Director of Schools</b>	<b>364-2186</b>	Patricia Cochran	<b>Jeff Kelley, Asst. Director</b>	
8319 Highway 22, Suite A	<b>364-2755</b>	Sheryl Cavin		
Dresden, TN 38225				
<b>Finance Department</b>	<b>364-5429</b>	Callie Croom	John Liggett, Director	<b>364-3858</b>
8319 Highway 22, Suite B				
<b>Dresden, TN 38225</b>				

ATTACHMENT D

**XII. SPECIFICATIONS**

**Cleaning Schedule**

**CLASSROOMS**

**Daily**

- Empty wastebaskets and replace liners as needed
- Spot Clean desk tops (removal of graffiti)
- Clean and sanitize counters and sinks
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum all carpet
- Spot clean carpet as needed
- Vacuum walk-off mats
- Secure any exterior doors and windows and turn off lights before leaving room

**Weekly**

- Low dust all horizontal surfaces to hand height (60") including desks, chairs and tables
- Sweep baseboards
- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- Spot clean all door glass
- Vacuum chalk rails and/or damp wipe
- Mop composition floors

**Monthly**

- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc
- Dust blinds

**Semi-Annually**

- Clean entire surface of student's desks and chairs
- Clean carpet to remove all stains, spills and soiled spots

**Annually**



## Weakley County, TN RFP #2018-04

- Refinish all floors

### OFFICES (ADMINISTRATION AND PLANT MANAGER)

#### **Daily (five days per week)**

- Empty wastebaskets and replace liners (as needed)
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust telephones
- Spot clean all windows and glass partitions to hand height
- Spot clean desk tops
- Dust mop all composition floors (with chemically treated dust mop)
- Spot mop composition floors with all purpose cleaners
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

#### **Weekly**

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards
- Damp clean window ledges

#### **Monthly**

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc
- Dust blinds

#### **Annually**

- Refinish all floors

**TEACHER WORK AREA AND DUPLICATION ROOMS**

**Daily (five days per week)**

- Empty wastebaskets and replace liners (as needed)
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust telephones
- Spot clean all windows and glass partitions to hand height
- Damp clean counter tops
- Dust mop all composition floors
- Spot mop composition floors with all purpose cleaners
- Vacuum carpet
- Spot clean carpet to remove all stains, spills, and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

**Weekly**

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards

**Monthly**

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc

**Annually**

- Clean carpet to remove all stains, spills and soiled spots
- Refinish all floors

**LIBRARY**

**Daily (five days per week)**

- Empty wastebaskets and replace liners (as needed)
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Spot clean all window glass and glass partitions to hand height
- Spot clean desk tops

## **Weakley County, TN RFP #2018-04**

- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings

### **Weekly**

- Replace all plastic liners in waste receptacles
- Low dust horizontal surfaces to hand height (70")
- Dust all book shelves (books to remain in place)
- Damp clean window ledges

### **Monthly**

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc

### **Annually**

- Refinish all floors

## **CAFETERIA AREAS**

### **Daily (five days per week)**

- Remove trash from cafeteria area
- Clean during lunch periods (empty trash, and clean up spills)
- Sweep and mop
- Burnish hard surface floors or as needed

### **Semi-Annually**

- Refinish all composition floors
- High dust above hand height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating outlets, etc

**COMMON AREAS (LOBBIES/CORRIDORS/STAIRS/ELEVATORS)**

**Daily (five days per week)**

- Spot clean interior glass partitions and doors
- Clean and sanitize water fountains
- Dust interior window ledges
- Dust mop composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Clean under entrance mats daily, inside and out
- Sweep underneath stairs
- Burnish hard surface floors or as needed

**Weekly**

- Damp clean baseboards
- Damp clean window ledges
- Dust furniture and fixtures

**Monthly**

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc
- Clean all hall walls (more often if needed)

**Semi-Annually**

- Refinish all composition floors
- Clean carpet to remove all stains, spills, and soiled spots

**RESTROOMS/DRESSING ROOMS**

**Daily**

- Check restrooms throughout the school day
- Empty wastebaskets/dispensers and replace liners
- Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals and hand basins

## **Weakley County, TN RFP #2018-04**

- Clean and polish chrome fittings
- Clean and sanitize toilet seats
- Clean and polish glass and mirrors
- Wash and sanitize exterior of containers
- Remove spots, stains and splashes from wall area and counter tops
- Clean metal partitions
- Sweep floors
- Mop floors with germicidal disinfectant at least daily
- Fill expendable supplies in restroom dispensers
- Wash and sanitize metal partitions
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc

### **Weekly**

- Low dust horizontal surfaces to hand height (70")
- Clean walls thoroughly with cleaning and sanitizing solution

### **Monthly**

- High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc
- Machine scrub floors with germicidal disinfectant

## **MULTI-PURPOSE/GYMNASIUM**

### **Daily (Five days per week)**

- Empty wastebaskets
- Remove fingerprints from doors, frames, light switched, kick plates, push plates, handles, railings, etc.
- Dust mop floors and/or vacuum all carpeted areas
- Spot mop composition floors
- Spot clean carpeted areas and remove any stains, spills or soiled spots

### **Weekly**

- Replace all plastic can liners in waste receptacles
- Low dust horizontal surfaces to hand height (70")
- Sweep baseboards

## **Weakley County, TN RFP #2018-04**

- Clean bleachers, remove all trash, sweep, and clean floor underneath

### **Monthly**

- High dust above hand height (70") all horizontal surfaces including shelves and molding

\*Note: Scrub composition floors as needed

### **Special Events During Regular Cleaning Operation Hours (Ballgames, Plays, Concerts, PTA Meetings, Board Meetings, etc.)**

- a. Check and maintain clean restrooms, halls, lobbies, etc.

## **GROUND MAINTENANCE IMMEDIATELY SURROUNDING THE BUILDING**

### **Daily**

- Remove trash and debris around entrances
- Empty trash containers

## **DAY PORTER DUTIES**

- Monitor all restrooms after each class break-mop floor, spot clean sinks, vanities, counter tops, mirrors, floors, and walls, pick up paper and flush commodes and urinals, and take out trash
- Pick up trash outside of building at least one (1)time per day
- Change light bulbs and tubes
- Clean and mop any accident that may occur during the day
- Respond to clean up request by Account Manager or Principal
- Clean electrical rooms and storage closets

### **Management of Energy Consumption**

- Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room
- Cleaning personnel are not to change or override established heating and cooling temperatures in schools

**Weakley County, TN RFP #2018-04**

**Annually for all schools (Note: Annual services are to begin immediately following the end of each school year and be completed no later than August 1 of each year)**

- Completely strip or scrub tile and refinish composition floors applying a minimum of six (6) coats of wax on all hallways, cafeterias, and high traffic areas and a minimum of four (4) coats of wax in all classrooms
- Wash all windows and glass partitions on the inside and outside

**Notification of needed repairs**

- Cleaning personnel and/or supervisor to advise Account Manager of all needed repairs at the end of each day or sooner if appropriate

## **Weakley County, TN RFP #2018-04**

### **Light Maintenance**

Vendor will be required to accomplish minor maintenance within each individual facility. The responsibilities will be accomplished on an as required basis and will be at the specific instruction of the school Principal. All maintenance related supplies, equipment and/or tools will be provided by the Weakley County Board of Education. The following job responsibility outline is a sample overview for the nature of maintenance activities and responsibilities that will be required of and performed by the daytime custodians at each location.

1. Replace light bulbs.
2. Replace ceiling tiles when required.
3. Cut off water supply until maintenance employees can respond.
4. Assist maintenance employees in monitoring mechanical and boiler rooms for mechanical problems.
5. Clean all HVAC return and supply air grills in all classrooms and common areas on a monthly basis.



**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

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

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

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

My commission expires: \_\_\_\_\_