



## Request for Bid

### Janitorial Services

The City of Lewisburg Tennessee is requesting bids for contract Janitorial Services of a qualified contractor to provide janitorial and related services at the City Hall located at 131 E. Church Street, Historic 1<sup>st</sup> Avenue Building, 207 1<sup>st</sup> Ave., Lewisburg Police Department, 101 Water Street, Lewisburg City Court. It is the City's intent to award a three (3) year contract with the option to renew 1 additional year and to obtain a Custodial Maintenance Program for the facilities from a qualified Contractor. Such services shall encompass furnishing adequate and appropriate labor, material, supplies, equipment, and supervision for the performance of the projected work. All work must be performed in a manner satisfactory to and acceptable by the City of Lewisburg.

**Bids will be received and accepted no later than 2:00 p.m. on Thursday, April 18<sup>th</sup>, 2024. Late submissions will not be considered.** Bid information and specifications may be obtained at the City of Lewisburg, 131 E. Church Street, Lewisburg, TN 37091. For electronic copies, contact Gina Jones, 931-359-1544 or [gina.jones@lewisburtn.gov](mailto:gina.jones@lewisburtn.gov).

All bids are to be sealed and hand delivered or delivered by overnight delivery service to Gina Jones, Recorder, Lewisburg City Hall, 131 East Church Street, Lewisburg, TN 37091. All bids are to be marked "Bid: Janitorial Services". **Bids will be opened and read aloud on Thursday, April 18, 2024 at 2:00 pm at Lewisburg City Hall, 131 East Church Street, Lewisburg, TN 37091.**

A **mandatory pre-proposal conference** shall be held on Thursday, April 4, 2024 at 10:00 am. The conference will be held at Lewisburg City Hall, 131 E. Church St., Lewisburg, TN 37091. The purpose of this conference is to discuss the specifications and scope and to answer questions. There will be site visits to each facility. Only those present at this mandatory meeting shall be allowed to participate in the process. All questions should be directed to: Roy Haislip, City Manager – 931-359-1544 – [bam.haislip@lewisburgtn.gov](mailto:bam.haislip@lewisburgtn.gov)

## Cleaning Activity Specifications: **(City Hall)**

### **Weekly:**

- Receptacle Emptying and Cleaning – all trash receptacles shall be emptied according to schedule. All receptacles shall be relined with clean plastic liners. Trash shall be moved to a designated pick up location.
- Restroom Cleaning and Servicing – all restrooms shall be cleaned with proper dilutions of disinfectant/detergent cleaning products to control disease causing organisms and to prevent odors. Clean and disinfect all fixtures, exposed plumbing, clean all partitions, clean all walls, clean door frames and door handles, clean and polish mirrors, chromes, metal , counter tops. Wet mop/scrub floors with disinfectant and rinse floor. Servicing shall assure adequacy of supplies and hygienic condition of restrooms (replacing paper products as needed, furnished by City of Lewisburg).
- Floor Maintenance – all floors shall be swept or dust mopped according to schedule to present a clean and orderly appearance at all times. Floors shall present a clean and orderly appearance with no loose dirt or debris in evidence including in corners, and other places accessible to the broom or dust mop.
- Mopping – all appropriate floors shall be damp or wet mopped according to schedule to maintain a uniformly clean appearance. Spot mopping according to schedule and as needed, spill; spots and stains shall be damp mopped to assure a uniformly clean appearance. Care shall be taken to avoid splashing walls, baseboards, furnishings, etc.
- Carpet Care – carpets shall be vacuumed according to schedule paying close attention to corners, edges and areas that are inaccessible to the machine. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments.
- Stairways/Landings – sweep, dust, and mop stairways including steps and landings.
- Furnishings – dust/wipe off flat surfaces, counter tops, table tops, chairs, desks, bookcases, etc. Care shall be exercised when moving objects to clean.
- Kitchen – clean counter tops, appliances, sink basin, sweep and mop floors, remove all trash.

## Cleaning Activity Specifications: **(City Hall)**

### **Bi-Weekly:** Upstairs Meeting Chambers

- Floor Maintenance – all floors shall be swept or dust mopped according to schedule to present a clean and orderly appearance at all times. Floors shall present a clean and orderly appearance with no loose dirt or debris in evidence including in corners, and other places accessible to the broom or dust mop.
- Carpet Care – carpets shall be vacuumed according to schedule paying close attention to corners, edges and areas that are inaccessible to the machine. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments.
- Restroom Cleaning and Servicing – all restrooms shall be cleaned with proper dilutions of disinfectant/detergent cleaning products to control disease causing organisms and to prevent odors. Clean and disinfect all fixtures, exposed plumbing, clean all partitions, clean all walls, clean door frames and door handles, clean and polish mirrors, chromes, metal , counter tops. Wet mop/scrub floors with disinfectant and rinse floor. Servicing shall assure adequacy of supplies and hygienic condition of restrooms (replacing paper products as needed).
- Furnishings – dust/wipe off flat surfaces, table tops, etc. Care shall be exercised when moving objects to clean.

### Monthly:

- Windows/Glass Servicing – windows at front entrance shall be cleaned inside and out. Contractor shall provide necessary equipment, supplies and material to accomplish this task and frequency according to schedule.
- Buffing of Floors – buffing of all tile flooring shall be employed according to schedule. Any furnishings moved in order to accomplish task shall be replaced to proper position when work is completed. Caution shall be exercised to prevent splashing of walls, baseboards, or furnishings.

### Annual/Bi -Annual:

- Window/Glass Washing – the Contractor shall provide the necessary equipment, supplies, and materials to accomplish the task set out for window/glass washing for building. The Contractor shall wash and dry both inside and outside (twice a year) window/glass surfaces; wash the inside window frames and sills; dust the outside window frames and sills; and remove bird and insect nest, if found. All exterior cleaning shall be done from the ground by use of ladders, lifts, etc. Contractor will not be allowed access to the roof. It is understood this will be an additional cost per cleaning.  
**\*\* Contractor shall observe all OSHA-prescribed safety regulations and practices. All ladders, scaffolding, window anchors, safety belts, etc. shall be OSHA approved for window/glass washing. \*\***
- Stripping/Waxing Floors – the Contract shall be employed according to schedule (once per year) to remove accumulations of dirt, finish, discolorations, stains, and rust spots from finished floors. Flooding of floors with stripping solution or rinse water shall be avoided at all times. Extreme caution shall be exercised to prevent splashing of walls, baseboards or furnishings. Any furnishings moved in order to accomplish task shall be replaced to proper position when work is completed. Floors shall be re-waxed according to schedule with a sealer and coats of slip resisting floor finish. Floors shall be clean and free from scuffmarks, stains, rust, dirt, gum, old finish, etc. before finish is applied. Coats shall be applied with adequate time for drying allowed between coats. Floors shall be stripped of layers of soiled finish, heel marks, and scuffs, discolorations, and stains. After thorough rinsing, floors shall be ready for application of new or additional finish. Sealer and coats of finish shall be properly applied to floor. Finished or refinished floors shall present a uniform shine and shall not have buildups or finish along edges or in corners. Overlapping finish marks shall not be apparent and all omissions shall be blended in with additional coatings to assure uniformity. It is understood this will be an additional cost per cleaning.
- Carpet Care – cleaning of carpet as scheduled (once per year). It is understood this will be an additional cost per cleaning.

### Cleaning Activity Specifications: **(Historic 1<sup>st</sup> Ave. Building)**

#### Monthly:

- Floor Maintenance – all floors shall be swept or dust mopped according to schedule to present a clean and orderly appearance at all times. Floors shall present a clean and orderly appearance with no loose dirt or debris in evidence including in corners, and other places accessible to the broom or dust mop.
- Restroom Cleaning and Servicing – all restrooms shall be cleaned with proper dilutions of disinfectant/detergent cleaning products to control disease causing organisms and to prevent odors. Clean and disinfect all fixtures, exposed plumbing, clean all partitions, clean all walls, clean door frames and door handles, clean and polish mirrors, chromes, metal, counter tops. Wet mop/scrub floors with disinfectant and rinse floor. Servicing shall assure adequacy of supplies and hygienic condition of restrooms (replacing paper products as needed).
- Furnishings – dust/wipe off flat surfaces, table tops, mantel etc. Care shall be exercised when moving objects to clean.
- Kitchen – clean counter tops, appliances, sink basin, sweep and mop floors, remove all trash.

- Windows/Glass Servicing – door window at front entrance shall be cleaned inside and out. Contractor shall provide necessary equipment, supplies and material to accomplish this task and frequency according to schedule.

#### **Annual/Bi -Annual:**

- Window/Glass Washing – the Contractor shall provide the necessary equipment, supplies, and materials to accomplish the task set out for window/glass washing for building. The Contractor shall wash and dry both inside and outside (twice a year) window/glass surfaces; wash the inside window frames and sills; dust the outside window frames and sills; and remove bird and insect nest, if found. All exterior cleaning shall be done from the ground by use of ladders, lifts, etc. Contractor will not be allowed access to the roof. It is understood this will be an additional cost per cleaning.  
**\*\* Contractor shall observe all OSHA-prescribed safety regulations and practices. All ladders, scaffolding, window anchors, safety belts, etc. shall be OSHA approved for window/glass washing. \*\***

#### **Cleaning Activity Specifications: (Lewisburg Police Department)**

##### **Weekly:**

- Receptacle Emptying and Cleaning – all trash receptacles shall be emptied according to schedule. All receptacles shall be relined with clean plastic liners. Trash shall be moved to a designated pick up location.
- Restroom Cleaning and Servicing – all restrooms shall be cleaned with proper dilutions of disinfectant/detergent cleaning products to control disease causing organisms and to prevent odors. Clean and disinfect all fixtures, exposed plumbing, clean all partitions, clean all walls, clean door frames and door handles, clean and polish mirrors, chromes, metal , counter tops. Wet mop/scrub floors with disinfectant and rinse floor. Servicing shall assure adequacy of supplies and hygienic condition of restrooms (replacing paper products as needed, furnished by City of Lewisburg).
- Floor Maintenance – all floors shall be swept or dust mopped according to schedule to present a clean and orderly appearance at all times. Floors shall present a clean and orderly appearance with no loose dirt or debris in evidence including in corners, and other places accessible to the broom or dust mop.
- Mopping – all appropriate floors shall be damp or wet mopped according to schedule to maintain a uniformly clean appearance. Spot mopping according to schedule and as needed, spill; spots and stains shall be damp mopped to assure a uniformly clean appearance. Care shall be taken to avoid splashing walls, baseboards, furnishings, etc.
- Carpet Care in Conference room only – carpet shall be vacuumed according to schedule paying close attention to corners, edges and areas that are inaccessible to the machine. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments.
- Kitchens – clean counter tops, appliances, sink basin, sweep and mop floors, remove all trash.

#### **Cleaning Activity Specifications: (City Court- Court Room/Office/Restroom)**

##### **Weekly:**

- Receptacle Emptying and Cleaning – all trash receptacles shall be emptied according to schedule. All receptacles shall be relined with clean plastic liners. Trash shall be moved to a designated pick-up location.
- Restroom Cleaning and Servicing – all restrooms shall be cleaned with proper dilutions of disinfectant/detergent cleaning products to control disease causing organisms and to prevent odors. Clean and disinfect all fixtures, exposed plumbing, clean all partitions, clean all walls, clean door frames and door handles, clean and polish

mirrors, chromes, metal, counter tops. Wet mop/scrub floors with disinfectant and rinse floor. Servicing shall assure adequacy of supplies and hygienic condition of restrooms (replacing paper products as needed, furnished by City of Lewisburg).

- Floor Maintenance – all floors shall be swept, or dust mopped according to schedule to present a clean and orderly appearance at all times. Floors shall present a clean and orderly appearance with no loose dirt or debris in evidence including in corners, and other places accessible to the broom or dust mop.
- Mopping – all appropriate floors shall be damp or wet mopped according to schedule to maintain a uniformly clean appearance. Spot mopping according to schedule and as needed, spill; spots and stains shall be damp mopped to assure a uniformly clean appearance. Care shall be taken to avoid splashing walls, baseboards, furnishings, etc.
- Carpet Care – carpets shall be vacuumed according to schedule paying close attention to corners, edges and areas that are inaccessible to the machine. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments.
- Furnishings – **(Court Room Only)** dust/wipe off flat surfaces, countertops, table tops. Care shall be exercised when moving objects to clean.
- Kitchen – sweep and mop floors and/or vacuum, remove all trash.

#### **Additional Terms:**

##### OSHA Guideline Compliance:

MATERIAL SAFETY DATA SHEETS – The successful bidder shall furnish to the Contract Administrator copies of the Material Safety Data Sheets (MSDS) for all products used prior to beginning services and must update copies of the MSDS on an annual basis. In addition, each time a new chemical or cleaning product is introduced into use at any of the buildings, a copy of that products MSDS must be provided to the Contract Administrator, prior to the product being used. The Material Safety Data Sheets must be in compliance with OSHA Regulation 1910.1200, paragraphs g & f.

- The Contractor shall perform any and all other related and contingent miscellaneous janitorial cleaning duties which may arise from time to time as a result of accidental spilling or for whatever reason.
- The City of Lewisburg will furnish paper supplies, toilet tissue, paper towels, can liners, liquid hand soap and air fresheners. The Contractor shall be responsible for keeping the dispensers full and for all other cleaning supplies or chemicals, etc.
- No equipment, supplies or products shall be used which may be injurious or damaging to the surfaces upon which they are applied.
- The Contractor shall be held responsible for any breakage, damage, and/or loss of the City's equipment or supplies through negligence of the contractor or his employees while working on the premises.
- The Contractor shall obtain criminal background checks at its expense on all custodial personnel at the start of this contract or upon employment, and at least once per year thereafter.
- The Contractor shall be responsible for keeping the building locked (where applicable) while he/she or his/her employees are on the premises and exclude all unauthorized persons. The contractor shall be responsible for locking (where applicable) all doors and turning lights off when he or she or their employees leave the premises.
- The Contractor shall not use or allow his employees to use any City telephones, copier and other office equipment without prior approval by the City.

- The Contractor shall be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances and property of any and all description used in connection therewith. The Contractor assumes all risk of direct and indirect damage or injury to the property or persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract.
- The Contractor and all subcontractors shall, during the continuance of all work under the contract provide Workers Compensation and Employer's Liability to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, including any and all liability or damage which may arise by virtue of any statute or law in force within the City of Lewisburg or State of Tennessee.
- The Contractor and all subcontractors shall during the continuance of all work under the contract provide Comprehensive General Liability insurance to protect the Contractor and the interest of the City, its officers, employees, and agents against any and all injuries to third parties.
- The contractor shall furnish within fifteen (15) days following notification of award, Certificates of Insurance for General Liability and Workers Compensation Insurance.
- The Contractor represents himself to be an independent contractor offering such services to the general public and shall not represent himself or his employees to be an employee of the City of Lewisburg for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the City of Lewisburg, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
- The contract shall be construed according to the laws of the State of Tennessee. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- In connection with the furnishing of services under the contract, the Contractor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations and executive orders to the extent that the same may be applicable.
- Bidder shall provide proof of current business license in the City of Lewisburg.
- The contractor shall agree that funds expended for the purposes of the contract must be appropriated by the City of Lewisburg for each fiscal year included within the contract period. Therefore, the contract shall automatically terminate without penalty or termination costs if such funds are not appropriated.
- The City of Lewisburg may cancel the contract at any time by giving Contractor 30 day's prior notice in writing.

## Pricing Janitorial Services

Bids are due **on or before 2 PM** CST **Thursday, April 18th, 2024** **Late bids will not be considered.**

Name and Address of Company Submitting Bid:

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Total Price for Janitorial Services meeting the specifications and requirements as detailed above:

\$ \_\_\_\_\_ . \_\_\_\_\_  
Dollars Cents (annually)

Price in writing: \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents (annually)

- \* Are you willing to enter into a multi-year agreement according to the terms and conditions as identified?  
Yes \_\_\_\_\_ or No \_\_\_\_\_
- \* Have you inspected the work site? Yes \_\_\_\_\_ or No \_\_\_\_\_
- \* Can you furnish proof of insurance as required? Yes \_\_\_\_\_ or No \_\_\_\_\_
- \* Are you able to perform all services as required? Yes \_\_\_\_\_ or No \_\_\_\_\_

Authorized Person Submitting Quote:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

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

Phone \_\_\_\_\_ email \_\_\_\_\_

All Questions should be directed to:

Roy Haislip

City Manager

931-959-1544 - [bam.haislip@lewisburgtn.gov](mailto:bam.haislip@lewisburgtn.gov)

**Sealed Bids should be submitted to:** Gina Jones, City Recorder  
131 E. Church Street  
Lewisburg, TN 37091  
Clearly Marked - Bid: Janitorial Services