
Specifications for Janitorial Services (Haywood Co. Scale Facilities)

- **General Purpose:** The State is seeking a five (5) contract for janitorial services at the Haywood County truck inspection site facilities. The janitorial services are for the scale houses located on both sides of the road, which is a total of six (6) buildings at approximately 2,904 sq. feet.

- **Site Address:**

TN Highway Patrol
Truck Inspection Site
I-40 Mile Marker 50
Brownsville, TN 38012

- **General Descriptions of Facilities:**
 - West Side – one-story building
 - Four (4) bathrooms—each with one (1) toilet, one (1) sink, and one (1) mirror; one of the bathrooms also contains one (1) urinal
 - Ten (10) trash receptacles
 - Two (2) drinking fountains
 - Three (3) paper towel dispensers
 - Three (3) soap dispensers
 - 110 sq. ft. carpeted area
 - Five (5) offices
 - Approximately 1500 sq. ft. of tile
 - Five (5) doors
 - Eighteen (18) windows

 - East Side – one-story building
 - three (3) bathrooms—each with one (1) toilet, one (1) sink, and one (1) mirror
 - nine (9) trash receptacles
 - one (1) drinking fountain
 - Two (2) paper towel dispensers
 - Two (2) soap dispensers
 - Three (3) offices
 - Approximately 1600 sq. ft. of tile
 - Four (4) doors
 - Twelve (12) windows

- **Frequency of Services**
 - Services shall be provided three (3) times per week on Monday, Wednesday, and Friday from 8 a.m. until 4 p.m., with the exception of State designated holidays.

- **The following services shall be provided Monday, Wednesday, Friday:**
 - All bathrooms shall be cleaned;
 - Mirrors, shelves, and chrome fixtures shall be polished with glass cleaner;
 - Water closets, urinals and wash basin shall be cleaned completely with disinfectant detergents per the section titled, “Cleaning Requirements” below;
 - All trash receptacles shall be emptied and replaced by liners supplied by the State;

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- The tile floor surface shall be dust and wet mopped with disinfectant detergent;
 - Drinking fountains shall be washed, disinfected, as well as, dry-shined to prevent spotting;
 - Soap, paper towels, and tissue—provided by the State—shall be replaced as needed.
 - Carpeted area shall be vacuumed;
 - Surface of desk and other furniture in the office shall be dusted. The Contractor shall move any papers on the desk to complete dusting of the desk surface, but shall be required to put paper back on the desk;
 - Concrete front opening—including sidewalks—shall be swept;
 - Trash shall be picked up inside buildings; and
 - There is 224 feet of sidewalk that is 5 feet wide and 280 feet of sidewalk that is 4 foot wide that is to be swept clean each day of service.
- **Services Required once per week:**
 - Approximately 248 sq. ft. of carpet shall be vacuumed.
- **Services Required once per month:**
 - Tile floors shall be stripped, waxed, and buffed per the section titled, “Cleaning Requirements” below;
 - The inside and outside of doors and windows shall be cleaned per the section titled, “Cleaning Requirements” below; and
 - Carpets shall be shampooed and dry per the section titled, “Cleaning Requirements” below.
- **Cleaning Requirements**
 - Window Cleaning Service
 - The Contractor shall use a tri-sodium/water solution as a cleaning agent. The solution shall be applied with a squeegee to prevent smears and streaks on windows. In addition, all tape and gummed articles shall be removed from window surface by means of a razor blade, or similar instrument, prior to cleaning.
 - The Contractor shall, if necessary, remove all items from the window, utilize a drop cloth to prevent watermarks, and upon completion of the cleaning, replace items that were moved.
 - All blinds and drapes may be removed by the Contractor to permit easy access to the window for cleaning and to prevent damage by water and/or unnecessary handling. Blinds and drapes shall be replaced and secured in their original position.
 - Water Closets and Urinals
 - All water closets, seats and urinals shall be washed inside and out with a disinfectant detergent.
 - Seats shall be left in a raised position.
 - No acid bowl cleaners shall be used.
 - Wash Basins:
 - Shall be cleaned and wiped free of all water marks. Scouring powders shall not be used.
 - Pipes under basins shall be damp wiped and polished.

- Waxing and Buffing:
 - Proper preparation of a floor prior to re-waxing is considered the most important procedure in floor maintenance. Therefore, special attention shall be given to the following requirements:
 - ✓ Apply proper wax remover, stripping agents or synthetic detergents to the floor, depending on the type of floor.
 - ✓ Scrub with a floor scrubbing machine or with a mop to remove all dead wax, soap film, dirt and stains.
 - ✓ Pick up dirty solution with mop, squeegee, wet vacuum and thoroughly rinse with clean water and dry.
 - ✓ Wax shall be applied in a thin even coat and allowed to dry. The number of coats applied will depend on the type and condition of the floor (minimum of four (4) coats of sealer/finish or two (2) coats of sealer and two (2) coats of finish).
- Carpet Shampooing (Wet/Dry method)
 - The contractor shall safely and thoroughly clean rugs and carpet using a commercial rated vacuum machine whereby all foreign matter is removed.
 - Rugs/carpets shall be pre-treated prior to shampooing and may be cleaned by either wet or dry method.
 - ✓ The wet method shall be with a completely synthetic detergent, meeting the highest commercial standards of the carpet cleaning industry.
 - All traces of dirt, grime and soil shall be removed from rugs/carpets and there shall be no excessive shrinkage which affects the appearance or durability.
 - Rugs and carpets shall be vacuumed after cleaning and shampooing with a dry/wet machine and there shall be no lingering or objectionable odor.
 - Carpet under furniture as well as exposed carpet shall be cleaned.
 - The Contractor shall be responsible for moving furniture and brushing carpet to restore flattened pile.
- **Additional Considerations:**
 - The Contractor shall be responsible for correcting any damages resulting from either the method of cleaning or faulty workmanship;
 - The Contractor shall be responsible for all cleaning supplies, with the exception of trash can liners, tissue, paper towels, and soap for the soap dispensers.
 - The State shall provide the Contractor with a sign-in/sign-out log that must be filled out by the Contractor for each occurrence of cleaning.
 - Respondents may schedule on-site appointments to view the inspection area prior to their bid being entered. The point of contact for the appoint is as follows:

Lt. Dennis Drumwright
Haywood County Scales
P.O. Box 337
Brownsville, TN 38012
901-772-3177