

**PUBLIC NOTICE**  
**REQUEST FOR PROPOSAL**  
**#1202 JANITORIAL SERVICES FOR MUNICIPAL BUILDINGS**

The City of Springfield will be accepting sealed proposals for retaining the services of a Professional Contractor to provide janitorial services for municipal buildings.

Special and specific proposal qualifications are available at [www.springfieldtn.gov](http://www.springfieldtn.gov). Requests for clarification may be sent in writing to [Candice.Tillman@springfieldtn.gov](mailto:Candice.Tillman@springfieldtn.gov) on or before Tuesday, April 13, 2022.

Please reference **Proposal Number “1202 Janitorial Services for Municipal Buildings”** on the outside of the sealed envelope. Please provide three (3) hard copies and one (1) digital copy of the proposal. **Sealed** proposals must be received in the Office of the City Recorder, 405 N. Main St., Springfield, TN 37172 by 2:00 PM local time, Wednesday, April 20, 2022. Late submissions will not be accepted.

The City reserves the right to reject any or all Proposals, to waive any informality or irregularity in any Proposal received, and to be the sole judge of the merits of the respective Proposal received. Final award will be subject to the execution of the contract. The City reserves the right to negotiate a final contract that is in the best interest of the City.

Lisa H. Crockett  
City Recorder

# REQUEST FOR PROPOSALS

## #1202 JANITORIAL SERVICES FOR MUNICIPAL BUILDINGS

### Project Description

The City of Springfield (“City”) is currently seeking to retain the services of a Professional Contractor (“Contractor”) to provide janitorial services in accordance with the specifications contained herein. The City has established special and specific qualifications for the proposals to assure the quality of the provided service.

### Schedule

Proposals Due – April 20, 2022

Contract Award – May 17, 2022

Note: This is the City's desired schedule. The City reserves the right to modify the schedule. Notice to proceed will be issued shortly after contract award.

### Scope of Work

The work includes furnishing all labor, equipment, and cleaning agents/chemicals required to complete the work at various sites throughout the City. Your proposal must include the required services at each of the facilities listed below.

Facilities include:

Location	Operating Hours	Service Schedule	Notes
Gas Department (1311 R.W. Gordon Dr.)	Mon-Fri 7:30am-4:30pm Sat-Sun Closed	1 day a week Saturday	One-story building consisting of restrooms, administrative offices, and conference room.
Electric Department (1100 Central Ave. West)	Mon-Fri 7:30am-4:30pm Sat-Sun Closed	3 days a week Mon-Sat (alternating days) 4:30pm-7:30am	One-story building consisting of restrooms, administrative offices, and conference room.

Water Department (924 Central Ave. West)	Mon-Fri 7:30am-4:30pm Sat-Sun Closed	3 days a week Tu, Th, Sat 4pm-6am	One-story building consisting of restrooms, administrative offices, and conference room.
Public Works Department (2809 Clinard Dr.)	Mon-Fri 7:30am-4:30pm Sat-Sun Closed	3 days a week 6pm-6am Mon, Wed, Fri	One-story building consisting of restrooms, administrative offices, and break room.
Police Department (802 Willow St.)	24-hour a day 7 days per week	3 days a week 7:30am-4:30pm	Any person cleaning will have to be fingerprinted for criminal history records check through Identigo.
Parks & Recreation Department (401 N. Main St.)	Mon-Fri, 6:30 am-7pm Sat-Sun Closed	4 days a week 8pm-6am *The Center hours may vary depending on the facility rental schedule. City staff will provide an event calendar each month.	Recreational and social center for Springfield community. Two-story building consisting of administrative offices, classrooms/meeting rooms, restrooms, fitness center, two kitchens, gym, and walking track. In addition to daily programming, facility rentals and events occur most weekends.
City Hall (405 N. Main St.)	Mon-Fri 7:30am-4:30pm Sat-Sun Closed	3 days a week Mon-Fri 7am-7pm	City Hall houses the administrative offices and board room in a two-story structure. Occasional special meetings to be announced.

Janitorial services will not be required at any of the above facilities on official holidays except for the Police Department which is open on all holidays. Official holidays are as follows:

New Year's Day  
Martin Luther King, Jr. Day  
Good Friday  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day and the Day after Thanksgiving  
Christmas Eve and Christmas Day

The City requires regular service at each facility, as indicated above. The City also requires emergency, on-call service, and additional janitorial services associated with events, as needed. The City requests that the Contractor propose a flat, not-to-exceed fee for the regular service outlined here and in the attached scope of work. The Contractor may, however, propose an hourly rate or per-job rate for emergency services and additional calls for service.

### **Insurance Requirements**

The contractor will be required to maintain insurance coverage for Personal Injury and Worker's Compensation, with the City of Springfield named as an "Additional Insured."

### **Fee Schedule**

Payment for work completed will be based on progress to date each month for the work described in the Scope of Services. The contractor should include all incidental costs in each item of the Fee Schedule listed above in the attached Bid Proposal Form, as the City will not pay additional costs associated with Contractor's services.

Contractor's proposal must clearly define the fee for regular service and Contractor's expected payment schedule. If the contractor proposes to provide emergency/additional services for additional fees, those fees must be clearly defined.

### **Proposals**

Please submit three (3) copies of the proposal incorporating all requirements set forth in this Request for Proposal along with a statement of qualifications for undertaking the proposed services. Proposals shall include the following information:

Cover Letter (1-page) containing at a minimum:  
Company name, contact name, address, fax number, and email  
address

- (1) General Information
  - a. Description of firm/team
  - b. Legal company organization; organization chart with names

- c. List of applicable licenses

(2) Team Experience & Qualifications

- a. Applicant's overall reputation, service capabilities and quality as it relates to this project.
- b. Briefly describe each team member's role.
- c. Each bidder must provide a list of other cities and towns in middle Tennessee, for which contracts have been completed or are currently in force, during the past five (5) years.
- d. Identify proposed sub consultants/subcontractors, and your method of sub consultants/subcontractor selection, if applicable.
- e. Current workload and ability to proceed promptly.
- f. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- g. Relevant factors impacting the quality of value of work Include the completed **BID PROPOSAL FORM** in as a separate sealed envelope

**Request for Clarification**

All requests for clarification in specifications regarding this RFP/RFQ must be submitted in writing no later than Tuesday, April 13, 2022 to Candice Tillman, Assistant City Manager:

Email: candice.tillman@springfieldtn.gov

Mail: Candice Tillman  
Assistant City Manager  
City of Springfield  
405 North Main Street  
Springfield, TN 37172

Any questions or comments directed by a respondent to persons outside of the individual listed above are inappropriate and such activity may result in that proposal being deemed non-responsive.

**Optional Interviews**

The selection committee reserves the right to select a short list of the highest scoring respondents for interviews. Interviews will be scored based upon the method of evaluation criteria scores.

The City will enter into negotiations with the highest ranked respondent to finalize a contract for the contract period. If a contract cannot be successfully negotiated with the highest ranked respondent, then negotiations will be terminated with that respondent and the City will enter negotiations with the next highest ranked respondent until an agreement is reached or an impasse is declared.

**Notice of Award and Appeal Process**

The City intends to select a single Contractor. The selected Contractor will be identified by the selection committee and a notification letter will be sent to all respondents. Any respondent wishing to appeal the recommendation must do so in writing and within seven (7) business days of the notice being sent.

The City Manager or designee will recommend entering into a contract with the selected vendor at the May 17, 2022 Board of Mayor and Aldermen meeting.

## **General Terms & Conditions**

The City reserves the right to reject any or all Proposals, to waive any informality or irregularity in any Proposal received, and to be the sole judge of the merits of the respective Proposal received.

Final award will be subject to the execution of the contract. The City reserves the right to negotiate a final contract that is in the best interest of the City.

## **Submittal Instructions**

Proposals should be submitted in a **sealed** envelope, or other **sealed** container, which is clearly marked "#1202 Janitorial Services for Municipal Buildings". Please provide three (3) hard copies and one (1) digital copy of the Proposal.

Proposals should be submitted to:

Lisa Crockett, City Recorder  
City of Springfield  
405 North Main Street  
Springfield, TN 37172

**Submission Date and Time: Wednesday, April 20, 2022 at 2:00 p.m. Local time**

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**

Enclosures:

- (1) Scope of Services
- (2) City of Springfield Bid Proposal Form

**CITY OF SPRINGFIELD SCOPE OF SERVICES  
JANITORIAL MAINTENANCE OF MUNICIPAL BUILDINGS**

**Scope of Deliverables:**

**1. DUTY OF CONTRACTOR:**

The work covered by the specifications involves janitorial cleaning services for the cleaning of municipal buildings. The CONTRACTOR will have the primary responsibility for all cleaning activities, which is more fully detailed in the service schedule. The service schedule provides a general outline of major tasks applicable to the agreement and must not be construed to be a complete listing of all cleaning tasks required to perform this agreement to standards acceptable to the CITY.

**2. HOURS OF SERVICE:**

Janitorial work is generally to be performed during “non-working hours” (after 5pm) unless more specifically described herein. The CONTRACTOR shall provide twenty- four (24) hour emergency response service. The response time for emergency work ordered by the CITY shall be within three (3) hours from receipt of a call until a contract janitorial staff member is on site. Emergency work shall be remediated immediately within limitations of material availability.

**3. SERVICE SCHEDULE:**

The CONTRACTOR shall provide service according to the following location, frequency, and service schedules:

**a. LOCATION AND FREQUENCY OF SERVICE:**

<b>Location</b>	<b>Operating Hours</b>	<b>Service Schedule</b>	<b>Notes</b>
Gas Department (1311 R.W. Gordon Dr.)	Mon-Fri 7:30am-4:30pm Sat-Sun Closed	1 day a week Saturday	One-story building consisting of restrooms, administrative offices, and conference room.
Electric Department (1100 Central Ave. West)	Mon-Fri 7:30am-4:30pm Sat-Sun Closed	3 days a week Mon-Sat (alternating days) 4:30pm-7:30am	One-story building consisting of restrooms, administrative offices, and conference room.

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Police Department (802 Willow St.)	24-hour a day 7 days per week	3 days a week 7:30am-4:30pm	Any person cleaning will have to be fingerprinted for criminal history records check through Identigo.
Parks & Recreation Department (401 N. Main St.)	Mon-Fri, 6:30 am-7pm Sat-Sun Closed	4 days a week 8pm-6am *The Center hours may vary depending on the facility rental schedule. City staff will provide an event calendar each month.	Recreational and social center for Springfield community. Two-story building consisting of administrative offices, classrooms/meeting rooms, restrooms, fitness center, two kitchens, gym, and walking track. In addition to daily programming, facility rentals and events occur most weekends.
City Hall (405 N. Main St.)	Mon-Fri 7:30am-4:30pm Sat-Sun Closed	3 days a week Mon-Fri 7am-7pm	City Hall houses the administrative offices and board room in a two-story structure. Occasional special meetings to be announced.

**b. SCHEDULE OF WORK TO BE PERFORMED:**

Daily Tasks:

1. Vinyl and linoleum- Sweep with an anti-dust treated mop. Wet mop all kitchen floors.
2. Carpet and mats- Vacuum traffic areas. These areas are main entries at all doors, lobbies, main corridors in buildings and open areas.
3. Drinking fountains- clean, disinfect, and polish.
4. Glass and Windows- building entrances and lobby; Spot clean all interior and exterior glass surfaces to a height of 8"; removing any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas as seen on a regular basis. Cleaning of glass areas shall include window and door frames and shall extend the full distance of the entrance as seen on a regular basis.
5. Wastebaskets- empty and reline: Empty and reline plastic liners when dirty, ripped, or damaged with appropriate size and strength. Replace plastic liners on a monthly basis regardless of condition. Remove all other boxes, cardboard and containers to designated dumpsters. Break down all cardboard boxes before discarding in dumpster.
6. Recycle bins- Empty on an as-needed basis. Empty into recycling bins only. Do not mix garbage with recyclables.
7. Restrooms- clean, disinfect, restock supplies. Clean and disinfect all sinks, urinals, toilets, partitions, countertops, and plumbing. Damp mop floors with NABC disinfectant; clean and polish chrome and stainless fixtures; clean, disinfect and deodorize interior and exterior of sanitary napkin depositories; replace disposal bags and plastic trash liners. Clean mirrors- to be streak free; install disinfectant in floor drains and deodorizers in urinals. Fill all dispensers (soap, toilet paper, seat covers, paper towels, sanitary supplies).
8. Showers, locker rooms or dressing rooms- Clean and disinfect all walls, floors, and curtains. Entire area to be free of soap scum, fungi, hair, urine deposits, and unpleasant odors. Floors and tiled areas to be free of streaks and mildew. Install disinfectant in floor drains, disinfect HVAC vents and diffusers, clean all light fixtures, clean and polish chrome and stainless fixtures and clean mirrors to be streak free. Refinish floors to maintain original appearance. Vacuum all carpet areas and remove all stains. Locker areas- clean and disinfect lockers inside and outside if unlocked. Do not disturb private belongings.
9. Kitchen sinks, counters, and appliances- wash and disinfect. Include all kitchen tabletops if in area and generally up all floor areas.
10. Classroom/Meeting room countertops, sinks, fixtures- damp wipe.

Weekly Tasks (to be performed at least once per week):

1. Vinyl and Linoleum- Damp or wet mop—Use warm water with commercial-grade cleaner that leaves no visible or sticky cleaner residue when dry. Rinse, if necessary, with clear, warm water and clean mop. Wipe any and all baseboards free of moisture and dirt. Protect all wall surfaces.
2. Stone, marble, slate, granite, ceramic tile travertine floors, stairs—damp mop with good quality cleaner recommended for marble, slate, granite ceramics and travertine on a dedicated mop. The floors are to be free of dust, dirt, cleaning material residue, streaks, mop strands, grease, and spills and thoroughly maintained to present an acceptable gloss. Protect all walls from splashing and wipe all baseboards of moisture and chemicals. Polish wood moldings if necessary to prevent any moisture damage.
3. Carpet and mats— Vacuum carpets with an industrial grade vacuum. Vacuum the entire carpeted area, including under chairs, tables, around furniture legs and other easily moved items. Return moved items to their original position. Pick up staples and other hard to remove items by hand if necessary. Vacuum hard to reach areas such as behind desks and furniture as needed. The carpet shall be free of visible dirt, litter, and soil.
4. Wall, doors, and ceilings—spot clean—Remove any and all fingerprints, smudges, dirt or accumulations from these areas as seen and on a regular basis.
5. Doors and entrances—clean and polish (interior and exterior)—Clean and polish interior and exterior surfaces to a height of 8", removing any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas. Cleaning of doors and entrances shall extend the full distance of the entrance front as seen and on a regular basis.
6. Dusting—removal of all accumulated dust, dirt, and debris from the surfaces, corners, crevices of all shelving, desks, bookcases, tables, partition tops, window ledges and baseboards. Use treated mops and cloths to help prevent the redistribution of it into the air. **Desktops are to be dusted only if papers have been removed.**
7. Kitchen appliances and cabinets-damp wipe cabinet fronts and pulls, towel dispensers, and exterior of appliances (refrigerator, freezer, microwave, oven, stove, and, ovens).
8. Classroom/meeting room fixtures and sinks- clean and sanitize.
9. Staircases and railings—dust and wipe—Dust and wipe all staircase areas, including all railings and areas around and underneath stairs, vacuum carpet areas, spotclean carpet.
10. Door handles, and light switches—clean and disinfect—Using damp cloth to remove all smudges, fingerprints and dirt—apply disinfectant.
11. Janitorial closets—clean, organize, and stock on a regular basis—Maintain all MSDS information in each closet.

Monthly Tasks (to be performed at least once per month):

1. Vinyl and linoleum --clean and wax floors (exclude waxing restroom floors). Traffic areas—Dust entire floor and all corners with treated mop, damp mop and remove any spots or stains. Allow flooring to dry completely. Apply wax in traffic areas only (exclude restroom floors), feathering out to corners. Corners are to be waxed only as part of complete stripping process. Pour enzyme down restroom floor drains. Machine scrub restroom floors monthly.
2. Stone, marble, slate, granite, ceramic tile travertine floors, stairs- strip and seal. Apply stripping solution, machine scrub (conventional machine) and wet vacuum stripping. This will be followed by an application of a neutralizer rinse, followed by damp mopping with clear water. When floor is dry, apply finish or sealer. Protect all wall finishes and wipe down all baseboards to be free of moisture and residue. Polish as needed.
3. Spot clean high-traffic carpet areas/mats. These areas are main entries at all doors, elevator lobbies, and elevators and where food is available, main corridors in buildings and open landscaped areas. Evenings and/or weekends will be required.
4. Dusting- Removal of all accumulated dusty, dirt, debris, and cobwebs from the surfaces, corners, crevices, light fixtures, window coverings, window ledges, doorframes and jambs, blinds as needed. Remove cobwebs from inside of rooms, corners of ceilings. Clean HVAC vent and ceiling tiles as needed.
5. Stairwells- dust, vacuum, and then wet mop interior. Includes interior fire escape staircases.
6. Furniture- clean and polish all wooden furniture with approved polish as needed. Do not disturb any paperwork or desks, tables, and files. Vacuum upholstered furniture.
7. Kitchen floors- degrease and disinfect. Mop all kitchen floors with disinfectant. Refinish, if necessary, to maintain original appearance. Recreation Center and Teen Center kitchen appliances- damp wipe exterior of appliances (refrigerator, freezer, microwave, and oven).
8. Trash – Wash and disinfect hallway trash receptacles.

Quarterly Tasks (to be performed at least once every three months):

1. Carpet clean—all areas. Vacuum all areas to be cleaned (thoroughly) clean as needed with good-quality cleaner and/or solvent, hot-water steam and vacuum extraction. Cover wet traffic areas with paper until dry. Use ventilating fans to hasten drying in heavy-use areas. Use water-resistant coated pads under furniture.
2. Interior glass and windows—all areas, including skylights—Clean all interior glass surfaces, removing any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas as seen on a regular basis. Cleaning of interior glass areas shall include window frames and ledges.

3. Exterior glass and windows—all areas, including skylights. Clean all exterior glass surfaces, removing any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas as seen on a regular basis. Cleaning of exterior glass areas shall include window frames and ledges.
4. Wastebaskets/trash containers- wash and disinfect. Clean and disinfect all wastebaskets and trash containers in all interior locations.
5. Refrigerators and stove- Clean and disinfect, cleaning of hood range, oven and all surface areas.
6. Air vents, thresholds, grease traps, and grills- Clean.

**CONTRACTOR May Not:**

1. Store unrinsed or unclean mops or mop buckets in the storage areas.
2. Make unauthorized alterations to the building.
3. Use equipment or any portion of the facilities not related to performance of this service schedule.
4. Use product that will cause damage to any surfaces or use any chemicals not approved by the CITY.

**General Provisions Regarding Floor Coverings:** Floor coverings vary in each building. They may include, but not be limited to: carpet, vinyl, terrazzo, ceramic tile, concrete, and wood floor coverings. The CONTRACTOR shall be responsible for performing the prescribed and appropriate cleaning method for each type of floor covering. A double mop system shall be used. Restroom mops shall be different from all other areas.

See Attachment I, Scope of Work for CITY Facilities, for abridged building provisions for each facility.

**4. ADDITIONAL SERVICES:**

The CONTRACTOR, as a provider of janitorial services for CITY, shall be required to provide additional services as requested by the Department Head. The

Department Head shall request with 48-hour notice. The 48-hour noticing requirement shall not apply, however, should the Manager determine that the service is an emergency, and required for public health and safety. In case of an emergency, CONTRACTOR is to provide service within three (3) hours of notification by CITY.

**5. CONTRACTOR STAFFING; BUILDING ACCESS:**

The CONTRACTOR shall provide labor, equipment, tools, supplies, (unless otherwise noted), supervision, management and other resources and services needed to perform the duties required.

Employees of the CONTRACTOR are subject to final approval by the CITY and will be required to adhere to CITY safety regulations and policies. The CONTRACTOR agrees that it will, upon notice, immediately remove any supervisor or employee who is unsatisfactory to the CITY.

The CONTRACTOR shall not represent that it or its employees are agents or employees of the CITY.

Personnel shall be thoroughly trained and qualified in the work assigned to them including Cal/OSHA's Hazardous Communication Program training and proper blood- borne pathogen procedures using an established program, prior to working in any CITY building or immediately supervised by such trained and qualified supervisor.

Only assigned personnel will be permitted on CITY premises. A list of employees and potential employees, which includes date of birth, social security numbers, and valid ID shall be submitted to the Department Head. The CONTRACTOR shall provide Department of Justice background checks on all employees proposed for work assignment at the Police Department. The CITY reserves the right to conduct background checks and reject any employee that represents a liability or potential liability. All CONTRACTOR employees shall display identification cards at all times that include their name and company or a uniform shirt that identifies them.

The CONTRACTOR'S employees need to supervise all work in such a way as not to interfere with CITY activities. A schedule of CITY activities will be supplied to the service provider monthly and as necessary.

The CONTRACTOR shall establish and implement methods of ensuring that keys are not lost or misplaced and are not used by unauthorized person. No keys shall be duplicated. Report a lost key immediately to the Department Head. Costs associated with key replacement and/or a need to re-key locks because of the replacement key, will be the sole responsibility of the CONTRACTOR.

**6. SUBCONTRACTORS:**

CONTRACTORS shall not assign, transfer, or enter into any subcontract under this Agreement, nor any part thereof, without first obtaining the written consent of the Department Head or his/her designee. If CONTRACTOR is permitted to subcontract any part of this Agreement, CONTRACTOR shall be responsible to CITY for the acts and omissions of its subcontractor as it is for persons directly employed by CONTRACTOR. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and CITY. All persons engaged in the work shall be considered employees of CONTRACTOR. The CITY shall deal directly with and shall make all payments to CONTRACTOR.

**7. MATERIALS:**

CITY shall provide materials necessary to complete the work such as toilet tissue, paper towels, trash can liners, hand soap, and cleaning equipment. CONTRACTOR shall provide all cleaning agents/chemicals. All cleaning supplies shall be approved by CITY prior to use. The CONTRACTOR may consult with CITY on specific materials currently in use by the CITY.

**8. STANDARDS OF PERFORMANCE:**

The CONTRACTOR shall ensure that the CITY buildings are continually maintained consistent with highest industry standards and shall provide regular and systematic inspections by its own supervisory personnel of all premises where services are performed under this Agreement. Written documentation of inspections must be maintained by the CONTRACTOR and may be reviewed by the CITY upon request.

Performance standards shall include, but not be limited to:

1. The absence of litter or undesirable debris.
2. The absence of dust on any surface that is able to be dusted.
3. The complete, comprehensive and thorough cleaning of any item, including corners, inside, outside, top and bottom, under and over all surfaces.
4. The absence of surface marks, spills or other residue that can be eliminated by damp or wet cleaning.

5. The absences of soil, wax or other buildup, which can be eliminated by heavy duty, cycle or project cleaning.
6. The absence of minor spots, marks, or other soil that can be eliminated by spot cleaning.
7. The absence of germs, bacteria, fungus, molds and other sources of infections in restrooms and trash receptacles through the proper use of disinfectants and sanitizers.
8. The cleaning of toilets and urinals making sure to clean upper and lower lips, the water line, the outside, toilet seat and the area behind the toilet.
9. All problems discovered on preventative custodial maintenance, which require repairs should be immediately brought to the attention of the Building Maintenance staff.

**9. RECORD KEEPING:**

The CONTRACTOR shall record all work other than daily services, showing date of performance, area where work is performed, and percentage of work performed. Records will be made available to the Department Head.

**10. SUPERVISION:**

The CONTRACTOR agrees that its performance of each of the provisions of this Agreement shall be to the standards set by CITY's Department Head or his/her designee to insure cleanliness, health, and sanitation within CITY. All work shall be done in a thorough and professional manner in accordance with generally accepted good practices in the industry. The CONTRACTOR shall designate a contact person to be available daily during business hours, as well as a contact person(s) to be available daily during off-hours for emergencies.

**11. SAFETY; ACCIDENTS; EQUIPMENT SAFETY:**

The CONTRACTOR shall post proper signage around all maintenance activities and ensure a safe work site. Restrooms must be closed to the public during maintenance activities.

Any and all accidents, regardless of how minor, involving another person, private property, or vehicle, shall be reported immediately to the CITY's Department Head or his/her designee and be provided a copy of any reports.

The CONTRACTOR is obligated to protect all the public and private utilities from damage, including all water, sewer, gas, or other conduits, all hydrants and all other property that could become damaged during the process of providing these services.

**12. HOLIDAYS:**

Janitorial services will not be required on the below official holidays:

New Year's Day  
Martin Luther King, Jr. Day  
Good Friday  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day and the Day after Thanksgiving  
Christmas Eve and Christmas Day

**13. LIQUIDATED DAMAGES:**

When the CONTRACTOR fails to perform, as specified, the services required in this agreement, the CITY shall have been damaged by that lack of performance. The CONTRACTOR shall agree to the following liquidated damages:

- a. If trained personnel do not report to the CITY's representative within two (2) hours of the start of any shift, the CITY will enforce liquidated damages of one-hundred dollars (\$100) per occurrence to be deducted from the monthly invoice. The CONTRACTOR will be notified by telephone or email within twenty-four (24) hours of failure to report and assessment of liquidated damages.
- b. If the CONTRACTOR fails to perform any contracted service or any part of a contracted service, the CITY will enforce liquidated damages. The CONTRACTOR will be notified by telephone or email within twenty-four (24) hours of the failure to perform and performance will be required within twenty-four hours after receipt of such telephone call or email. If the contracted service does not occur within twenty-four (24) hours after receipt of such telephone call or email, the CITY will be damaged and liquidated damages of one-hundred dollars (\$100) per occurrence will be deducted from the monthly invoice. Liquidated damages of one-hundred dollars (\$100) per occurrence will continue to be assessed per day until the required service is performed.

**14. CITY RESPONSIBILITIES:**

CITY shall manage its buildings and facilities' operations. CITY shall maintain adequate emergency backup supply and stock of toilet tissue, paper towels, trash can liners, and hand soap.

**15. LAWS AND REGULATIONS:**

The CONTRACTOR acknowledges that it has knowledge of all provisions of all Federal, State, and local laws, ordinances, and regulations pursuant to performing the work, and CONTRACTOR agrees to observe all of the terms of all applicable laws and ordinances that may hereafter be in effect, and all amendments thereto, and agrees to observe such regulation not in conflict with this Agreement as may be enacted by City Council during the term of this Agreement.

**16. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE:**

The CONTRACTOR shall assume all responsibility for damages to property or injuries to persons, including accidental death, attorney fees, and costs of defense which may be caused by CONTRACTOR's performance of this Agreement, whether such performance be by itself, its subcontractor, or anyone directly or indirectly employed by CONTRACTOR or is subcontractors and whether such damage shall accrue or be discovered before or after termination of this Agreement. Full insurance and indemnity requirements are included in the Agreement for Janitorial Services.

**Attachment I- City of Springfield Janitorial Services Scope of Work  
 Facility: Water and Wastewater Department – 11,400 sq ft  
 924 Central Avenue West, Springfield, TN 37172**

		Frequency			
Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly
<b>Restrooms</b>					
Sinks, toilets, urinals, partitions, countertops, and plumbing	Clean and disinfect	X			
Walls, doors, and ceilings	Spot clean; remove fingerprints, smudges, cobwebs, etc.- <i>Weekly</i>		X		
Floors	a. Sweep- <i>Daily</i> b. Damp/Wet mop with warm water and cleaner- <i>Weekly</i> c. Machine scrub floors; install enzyme in floor drain- <i>Monthly</i>	X	X		
Wastebaskets/Trash	a. Empty/clean/reline trash receptacles- <i>Daily</i> b. Wash and disinfect receptacles (interior and exterior) - <i>Monthly</i>	X			
Mirrors	Clean mirrors to be streak free. - <i>Daily</i>	X			
Chrome/Stainless Fixtures (including door handles, rails, etc.)	Clean and polish	X			
Sanitary Dispensers	Clean, disinfect, deodorize interior and exterior; empty and replace disposal bags as needed.	X			
Air Vents (lower than 10')	Dust and clean.				X
Paper towel, seat covers, soap, and toilet paper dispensers	Refill as needed.	X			
<b>Kitchens</b>					
Sinks, counters, and fixtures	Clean, sanitize, and polish	X			
Wastebaskets/Trash	a. Empty/clean/ reline trash receptacles; empty recycling containers. - <i>Daily</i> b. Wash and disinfect receptacles (interior and exterior) - <i>Monthly</i>	X			
Soap and Paper Towel Dispensers	Refill as needed	X			
Cabinets and appliances	Damp wipe cabinet fronts and pulls, towel dispensers, and appliances (exterior of refrigerator, freezer, stove, microwave, oven, dishwasher) - <i>Weekly</i>				
Walls, doors, and ceilings	Spot clean; remove fingerprints, smudges, cobwebs, etc.- <i>Weekly</i>		X		
Air Vents (less than 10'), thresholds, grease traps, and grills	Clean				X
Floors	a. Wet mop- <i>Daily</i> b. Degrease and mop with disinfectant- <i>Monthly</i> c. Machine scrub tile floors - <i>Quarterly</i>	X		X	

Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly
<b>Offices</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles. Empty recycling containers.	X			
Furniture (including desks, chairs, tables, cabinets, etc., without disturbing paperwork)	Dust and place furniture in correct locations	X			
Floors	a. Vacuum as needed- <i>Daily</i> b. Vacuum entire carpeted area including under/around furniture- <i>Weekly</i>	X			
Doors, windows, ledges, ceilings, and walls	a. Clean entrance glass doors as needed- <i>Daily</i> b. Remove all marks and cobwebs as needed- <i>Weekly</i>		X	X	
Light switches, and door handles	Dust and disinfect	X			
<b>Lobby and Common Areas</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles; empty recycling containers- <i>Daily</i> Wash and disinfect receptacles (interior and exterior) - <i>Monthly</i>	X			
Furniture	Dust; place in correct locations- <i>Weekly</i> Vacuum upholstered furniture- <i>Monthly</i>		X	X	
Drinking Fountains	Clean, disinfect, and polish	X			
Floors	Sweep, dust mop all hard floors; vacuum traffic carpeted areas- <i>Daily</i> Damp/wet mop floors- <i>Weekly</i>	X	X		
Windows and glass doors	Spot clean all glass- <i>Daily</i>	X			
Doors, window ledges, ceilings, and walls	Clean entrance glass doors as needed- <i>Daily</i> Remove all marks and cobwebs as needed- <i>Weekly</i>	X		X	
Window Coverings (Drapes and blinds)	Dust and spot clean as needed.				X
<b>Classrooms</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles. Empty recycling containers.	X			
Floors	Sweep, dust mop all hard floors; vacuum carpeted areas as needed (around furniture if needed) - <i>Daily</i> Damp/wet mop floors- <i>Weekly</i> Machine scrub all tile floors - <i>Monthly</i>	X	X	X	
Doors, windows ledges, ceilings, and walls	Remove all marks and cobwebs as needed- <i>Weekly</i>		X		
Window Coverings (Drapes and blinds)	Dust and spot clean as needed.			X	

Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly
<b>Classrooms</b>					
Furniture	Dust and place furniture in correct locations		X		
Windows	Spot clean glass and remove all cobwebs- <i>Weekly</i>			X	
Counters, sinks, and fixtures	Damp wipe- <i>Daily</i> Clean and sanitize sinks and fixtures- <i>Weekly</i>	X	X		
Soap and paper towel dispensers	Refill as needed.	X			
Air vents (under 10') and thresholds	Clean			X	
<b>Janitor Closets, Mechanical Equipment and Server Rooms</b>					
Closets	All closets shall be kept clean and neatly arranged. Tools and supplies should be properly stored.	X			
Mops	Empty and clean mop buckets. Sanitize mop heads and hang up to dry	X			
Wastebaskets/Trash	Remove trash	X			
Floors	Sweep and mop floors. Change mop heads as needed.		X		
Air vents and thresholds	Clean				X

## Attachment I- City of Springfield Janitorial Services Scope of Work

**Facility: Public Works Department– 12,300 sq ft**

**2809 Clinard Dr, Springfield, TN 37172**

		Frequency			
Area/Item	Work Description	Wed	Week End	Monthly	Quarterly
<b>Restrooms</b>					
Sinks, toilets, urinals, partitions, countertops, and plumbing	Clean and disinfect	X	X		
Walls, doors, baseboards and ceilings	Spot clean; remove fingerprints, smudges, cobwebs, etc.- <i>Weekly</i>		X		
Floors	Sweep - <i>Daily</i> Damp/Wet mop with warm water and cleaner - <i>Weekly</i> Machine scrub floors; install enzyme in floor drain - <i>Monthly</i>	X	X	X	
Wastebaskets, trash	Empty and reline trash receptacles - <i>Daily</i> Wash and disinfect receptacles (interior and exterior) - <i>Monthly</i>	X	X	X	
Mirrors	Clean mirrors to be streak free - <i>Daily</i>	X	X		
Chrome/Stainless Fixtures (including door handles, rails, etc.)	Clean and polish	X	X		
Air vents	Damp dust and clean				X
Paper towel, soap, and toilet paper, urinal deodorizers	Refill as needed	X	X		
<b>Kitchen</b>					
Sinks, counters, and fixtures	Clean, sanitize, and polish		X		
Wastebaskets, trash, recycling	Empty and reline trash receptacles; empty recycling containers - <i>Daily</i> Wash and disinfect receptacles (interior and exterior) - <i>Monthly</i>	X	X	X	
Soap and paper towel dispensers	Refill as needed	X	X		
Cabinets and appliances	Damp wipe cabinet and appliances exterior, fronts and pulls - <i>Weekly</i> Purge refrigerator contents last working day; clean interior microwave - <i>Monthly</i> Thoroughly clean interior of refrigerator and stove - <i>Quarterly</i>		X	X	X
Walls, doors, baseboards and ceilings	Spot clean; remove fingerprints, smudges, cobwebs, etc. - <i>Weekly</i>		X		
Air vents	Damp dust and clean				X
Floors	Damp/Wet mop with warm water and cleaner - <i>Weekly</i>		X		

Area/Item	Work Description	Wed	Week End	Monthly	Quarterly
<b>Offices</b>					
Wastebaskets, trash, recycling	Empty and reline trash receptacles. Empty shredder and recycling containers - <i>Daily</i> Wash and disinfect receptacles (interior and exterior) - <i>Monthly</i>	X	X	X	
Furniture (including desks, chairs, tables, cabinets, printers, etc., without disturbing paperwork)	Damp dust all surfaces and return in correct location		X		
Floors	Sweep, dust mop all hard floors; vacuum traffic carpeted areas - <i>Daily</i> Damp/wet mop floors - <i>Weekly</i>	X	X		
Doors, windows, ledges, ceilings, baseboards and walls	Clean entrance glass doors as needed - <i>Daily</i> Remove all marks and cobwebs as needed - <i>Weekly</i> Clean windows (interior and exterior) – <i>Quarterly</i>	X	X		X
Air vents	Damp dust and clean				X
Light switches, and door handles	Dust and disinfect		X		
<b>Lobby and Common Areas</b>					
Wastebaskets, trash, recycling	Empty and reline trash receptacles; empty recycling containers - <i>Daily</i> Wash and disinfect receptacles (interior and exterior) - <i>Monthly</i>	X	X	X	
Furniture	Damp dust all surfaces and return in correct locations - <i>Weekly</i> Vacuum upholstered furniture - <i>Monthly</i>		X	X	
Drinking fountains and ice machine	Clean, disinfect and polish		X		
Floors	Sweep, dust mop all hard floors; vacuum traffic carpeted areas - <i>Daily</i> Damp/wet mop floors - <i>Weekly</i> Machine scrub all tile floors - <i>Monthly</i>	X	X	X	
Windows and glass doors	Spot clean all glass - <i>Daily</i>	X	X		
Doors, window ledges, ceilings, baseboards and walls	Clean entrance glass doors as needed - <i>Daily</i> Remove all marks and cobwebs as needed - <i>Weekly</i> Clean windows (interior and exterior) – <i>Quarterly</i>	X	X		X
Air vents (less than 10")	Damp dust and clean				X
Window coverings (drapes and blinds)	Damp dust and spot clean as needed			X	

Area/Item	Work Description	Wed	Week End	Monthly	Quarterly
<b>Janitor Closets, Mechanical Equipment and Server Rooms</b>					
Closets	All closets shall be kept clean and neatly arranged. Tools and supplies should be properly stored.		X		
Mops	Empty and clean mop buckets. Sanitize mop heads and hang up to dry		X		
Wastebaskets, trash	Remove trash		X		
Safety hazards	Report safety hazards immediately. Keep SDS records.	X	X		
Floors	Sweep. Change mop heads as needed.		X		
Air vents	Damp dust and clean				X

## Attachment I- City of Springfield Janitorial Services Scope of Work

**Facility: Electric Department – 5,180 sq ft**

**1000 Central Ave, Springfield, TN**

		Frequency			
Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly
<b>Restrooms</b>					
Sinks, toilets, urinals, partitions, countertops, and plumbing	Clean and disinfect	X			
Walls, doors, and ceilings	Spot clean; remove fingerprints, smudges, cobwebs, etc- <i>Weekly</i>		X		
Floors	Sweep- <i>Daily</i> Damp/Wet mop with warm water and cleaner- <i>Weekly</i> Machine scrub floors; install enzyme in floor drain- <i>Monthly</i>	X	X	X	
Wastebaskets/Trash	Empty/clean/reline trash receptacles- <i>Daily</i> Wash and disinfect receptacles (interior and exterior)- <i>Monthly</i>	X		X	
Mirrors	Clean mirrors to be streak free. - <i>Daily</i>	X			
Chrome/Stainless Fixtures (including door handles, rails, etc.)	Clean and polish	X			
Sanitary Dispensers	Clean, disinfect, deodorize interior and exterior; empty and replace disposal bags as needed.	X			
Air Vents (lower than 10')	Dust and Clean			X	
Paper towel, seat covers, soap, and toilet paper dispensers	Refill as needed	X			
<b>Kitchens</b>					
Sinks, counters, and fixtures	Clean, sanitize, and polish	X			
Wastebaskets/Trash	Empty/clean/ reline trash receptacles. - <i>Daily</i> Wash and disinfect receptacles (interior and exterior)- <i>Monthly</i>	X		X	
Soap and Paper Towel Dispensers	Refill as needed	X			
Cabinets and appliances	Damp wipe cabinet fronts and pulls, towel dispensers, and appliances (exterior of refrigerator, freezer, stove, microwave, oven, dishwasher)- <i>Weekly</i>		X		
Walls, doors, and ceilings	Spot clean; remove fingerprints, smudges, cobwebs, etc- <i>Weekly</i>		X		
Air Vents (less than 10'), thresholds, grease traps, and grills	Clean				X
Floors	Wet mop- <i>Daily</i> Degrease and mop with disinfectant- <i>Monthly</i> Machine scrub tile floors - <i>Quarterly</i>	X		X	X

Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly
<b>Offices</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles. Empty recycling containers.	X			
Furniture (including desks, chairs, tables, cabinets, etc., without disturbing paperwork)	Dust and place furniture in correct locations		X		
Floors	Vacuum as needed- <i>Daily</i> Vacuum entire carpeted area including under/around furniture- <i>Weekly</i> Shampoo, extract traffic carpet areas if needed- <i>Quarterly</i>	X	X		X
Doors, windows, ledges, ceilings, and walls	a. Clean entrance glass doors as needed- <i>Daily</i> b. Remove all marks and cobwebs as needed- <i>Weekly</i>	X	X		
Light switches, and door handles	Dust and disinfect		X		
<b>Lobby and Common Areas</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles; empty Recycling containers- <i>Daily</i> Wash and disinfect receptacles (interior and exterior)- <i>Monthly</i>	X		X	
Furniture	Dust; place in correct locations- <i>Weekly</i> Vacuum upholstered furniture- <i>Monthly</i>		X	X	
Drinking Fountains	Clean, disinfect, and polish	X			
Floors	Sweep, dust mop all hard floors; vacuum traffic carpeted areas- <i>Daily</i> Damp/wet mop floors- <i>Weekly</i> Machine scrub all tile floors. - <i>Monthly</i> Shampoo and extract carpeted floors if needed- <i>Quarterly</i>	X	X	X	X
Windows and glass doors	Spot clean all glass- <i>Daily</i>	X			
Doors, window ledges, ceilings, and walls	Clean entrance glass doors as needed- <i>Daily</i> Remove all marks and cobwebs as needed- <i>Weekly</i>	X	X		
Window Coverings (Drapes and blinds)	Dust and spot clean as needed			X	
<b>Classroom / Meter Room</b>					
Counters, tables, and fixtures	Damp wipe.	X			
Trash cans	Empty/clean/reline trash receptacles. Empty recycling containers.	X			
Windows and glass doors	Clean windows and doors		X		
Doors, ceilings, and walls	Remove all marks and cobwebs.	X			
Floors	Sweep, dust mop and/or damp mop floors- <i>Daily</i> Wet mop floor with hot water only- <i>Weekly</i> Machine scrub tile floors - <i>Quarterly</i>	X	X		X
Air vents (under 10'), thresholds, and clay trap	Clean out clay trap as needed- <i>Monthly</i> Clean air vents and thresholds- <i>Quarterly</i>			X	X

Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly
<b>Linemen's Breakroom</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles. Empty recycling containers.	X			
Floors	Sweep, dust mop all hard floors; vacuum carpeted areas as needed (around furniture if needed)- <i>Daily</i> Damp/wet mop floors- <i>Weekly</i> Machine scrub all tile floors - <i>Monthly</i>	X	X	X	X
Doors, windows ledges, ceilings, and walls	Remove all marks and cobwebs as needed- <i>Weekly</i>		X		
Window Coverings (Drapes and blinds)	Dust and spot clean as needed		X		
Furniture	Dust and place furniture in correct locations		X		
Windows	Spot clean glass and remove all cobwebs- <i>Weekly</i>		X		
Counters, sinks, and fixtures	Damp wipe- <i>Daily</i> Clean and sanitize sinks and fixtures- <i>Weekly</i>	X	X		
Soap and paper towel dispensers	Refill as needed.	X			
Air vents(under 10') and thresholds	Clean			X	
<b>Janitor Closets</b>					
Closets	All closets shall be kept clean and neatly arranged. Tools and supplies should be properly stored.	X			
Mops	Empty and clean mop buckets. Sanitize mop heads and hang up to dry	X			
Wastebaskets/Trash	Remove trash				
Safety Hazards	Report safety hazards immediately. Keep MSDS records.	X			
Floors	Sweep and mop floors. Change mop heads as needed.		X		
Air vents and thresholds	Clean				X

**Attachment I- City of Springfield Janitorial Services Scope of Work  
Facility: Parks & Recreation Department– 22,880 sq ft**

**401 North Main Street, Springfield, TN**

Area/Item	Work Description	Frequency			
		Daily	Weekly	Monthly	Quarterly
<b>Restrooms</b>					
Sinks, toilets, urinals, partitions, countertops, and plumbing	Clean and disinfect	X			
Walls, doors, and ceilings	Spot clean; remove fingerprints, smudges, cobwebs, etc.- <i>Weekly</i>				
Floors	Sweep- <i>Daily</i> Damp/Wet mop with warm water and cleaner- <i>Weekly</i>	X	X		
Wastebaskets/Trash	Empty/clean/reline trash receptacles as needed Wash and disinfect receptacles (interior and exterior) - <i>Monthly</i>	X			
Mirrors	Clean mirrors to be streak free. - <i>Daily</i>	X			
Chrome/Stainless Fixtures (including door handles, rails, etc.)	Clean and polish	X			
Sanitary Dispensers	Clean, disinfect, deodorize interior and exterior; empty and replace disposal bags as needed.	X			
Air Vents (lower than 10')	Dust and Clean				
Paper towel, seat covers, soap, and toilet paper dispensers	Refill as needed	X			
<b>Kitchens</b>					
Sinks, counters, and fixtures	Clean, sanitize, and polish	X			
Wastebaskets/Trash	Empty/clean/ reline trash receptacles; empty recycling containers. <i>As needed</i> Wash and disinfect receptacles interior and exterior) - <i>As needed</i>	X			
Soap and Paper Towel Dispensers	Refill as needed	X			
Cabinets and appliances	Damp wipe cabinet fronts and pulls, towel dispensers, and appliances (exterior of refrigerator, freezer, stove, microwave, oven, dishwasher) - <i>Weekly</i>	X	X		
Walls, doors, and ceilings	Spot clean; remove fingerprints, smudges, cobwebs, etc.- <i>Weekly</i>	X	X		
Floors	Wet mop- <i>Daily</i> Degrease and mop with disinfectant- <i>Monthly</i> Machine scrub tile floors - <i>Quarterly</i>	X	X		X

Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly
<b>Lobby and Common Areas</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles; empty recycling containers- As needed	X			
	Wash and disinfect receptacles (interior and exterior) - As needed	X			
Furniture	Dust; place in correct locations- <i>Weekly</i> Vacuum upholstered furniture- <i>Monthly</i>				
Drinking Fountains	Clean, disinfect, and polish	X			
Floors	Sweep, dust mop all hard floors; vacuum traffic carpeted areas- <i>Daily</i>	X			
	Damp/wet mop floors- As needed	X			
	Machine scrub all tile floors. - <i>Monthly</i>	X			
	Shampoo and extract carpeted floors if needed- <i>Quarterly</i>				
Windows and glass doors	Spot clean all glass- <i>Daily</i>	X			
Doors, window ledges, ceilings, and walls	Clean entrance glass doors as needed- <i>Daily</i>	X			
	Remove all marks and cobwebs as needed- <i>Weekly</i>	X			
<b>Janitor Closets, Mechanical Equipment and Server Rooms</b>					
Mops	Empty and clean mop buckets. Sanitize mop heads and hang up to dry	X			
Wastebaskets/Trash	Remove trash				
Safety Hazards	Report safety hazards immediately. Keep MSDS records.	X			
Floors	Sweep and mop floors. Change mop heads as needed.	X			

## Attachment I- City of Springfield Janitorial Services Scope of Work

**Facility: Gas Department– 21,025 sq ft**

**1311 RW Gordon Drive, Springfield, TN**

		Frequency			
Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly
<b>Restrooms</b>					
Sinks, toilets, urinals, partitions, countertops, and plumbing	Clean and disinfect		X		
Walls, doors, and ceilings	Spot clean; remove fingerprints, smudges, cobwebs, etc.- <i>Weekly</i>		X		
Floors	Sweep- Damp/Wet mop with warm water and cleaner- <i>Weekly</i> Machine scrub floors; install enzyme in floor drain- <i>Monthly</i>		X	X	
Wastebaskets/Trash	Empty/clean/reline trash receptacles Wash and disinfect receptacles (interior and exterior) - <i>Monthly</i>		X		
Mirrors	Clean mirrors to be streak free.			X	
Chrome/Stainless Fixtures (including door handles, rails, etc.)	Clean and polish		X		
Sanitary Dispensers	Clean, disinfect, deodorize interior and exterior; empty and replace disposal bags as needed.		X		
Air Vents (lower than 10')	Dust and Clean			X	
Paper towel, seat covers, soap, and toilet paper dispensers	Refill as needed		X		
<b>Kitchens</b>					
Sinks, counters, and fixtures	Clean, sanitize, and polish		X		
Wastebaskets/Trash	Empty/clean/ reline trash receptacles; empty recycling containers. - <i>Weekly</i> Wash and disinfect receptacles (interior and exterior)- <i>Monthly</i>		X	X	
Soap and Paper Towel Dispensers	Refill as needed		X		
Cabinets and appliances	Damp wipe cabinet fronts and pulls, towel dispensers, and appliances (exterior of refrigerator, freezer, stove, microwave, oven, dishwasher)- <i>Weekly</i>		X		
Walls, doors, and ceilings	Spot clean; remove fingerprints, smudges, cobwebs, etc.- <i>Monthly</i>			X	
Air Vents (less than 10'), thresholds, grease traps, and grills	Clean				X
Floors	Wet mop- <i>Daily</i> Degrease and mop with disinfectant- <i>Monthly</i> Machine scrub tile floors - <i>Quarterly</i>		X	X	X

Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly
<b>Offices</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles. Empty recycling containers.		X		
Furniture (including desks, chairs, tables, cabinets, etc., without disturbing paperwork)	Dust and place furniture in correct locations		X		
Floors	Sweep Damp/Wet mop with warm water and cleaner- <i>Weekly</i> Machine scrub floors; install enzyme in floor drain- <i>Quarterly</i>		X		X
Doors, windows, ledges, ceilings, and walls	Clean entrance glass doors as needed. Remove all marks and cobwebs as needed- <i>Weekly</i>		X		
Light switches, and door handles	Dust and disinfect		X		
<b>Lobby and Common Areas</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles; empty recycling containers. Wash and disinfect receptacles (interior and exterior)- <i>Monthly</i>		X	X	
Furniture	Dust; place in correct locations- <i>Weekly</i> Vacuum upholstered furniture- <i>Monthly</i>		X	X	
Drinking Fountains	Clean, disinfect, and polish		X		
Floors	Sweep, dust mop all hard floors; vacuum traffic carpeted areas. Damp/wet mop floors- <i>Weekly</i> Machine scrub all tile floors. - <i>Monthly</i> Shampoo and extract carpeted floors if needed- <i>Quarterly</i>		X	X	X
Windows and glass doors	Spot clean all glass.			X	
Doors, window ledges, ceilings, and walls	Clean entrance glass doors as needed. Remove all marks and cobwebs as needed- <i>Weekly</i>			X	
Window Coverings (Drapes and blinds)	Dust and spot clean as needed				X
<b>Janitor Closets, Mechanical, Equipment, and Server Rooms</b>					
Closets	All closets shall be kept clean and neatly arranged. Tools and supplies should be properly stored.			X	
Mops	Empty and clean mop buckets. Sanitize mop heads and hang up to dry			X	
Safety Hazards	Report safety hazards immediately. Keep MSDS records.		X		
Floors	Sweep and mop floors. Change mop heads as needed.		X		
Air vents and thresholds	Clean				X

## Attachment I- City of Springfield Janitorial Services Scope of Work

**Facility: City Hall – 16,388 sq ft**

**405 North Main Street, Springfield, TN**

Area/Item	Work Description	Frequency			
		Daily	Weekly	Monthly	Quarterly
<b>Restrooms</b>					
Sinks, toilets, urinals, partitions, countertops, and plumbing	Clean and disinfect	X			
Walls, doors, and ceilings	Spot clean; remove fingerprints, smudges, cobwebs, etc.- <i>Weekly</i>		X		
Floors	Sweep- <i>Daily</i> Damp/Wet mop with warm water and cleaner- <i>Weekly</i> Machine scrub floors; install enzyme in floor drain- <i>Monthly</i>		X	X	
Wastebaskets/Trash	Empty/clean/reline trash receptacles Wash and disinfect receptacles (interior and exterior) - <i>Monthly</i>	X		X	
Mirrors	Clean mirrors to be streak free.	X			
Chrome/Stainless Fixtures (including door handles, rails, etc.)	Clean and polish		X		
Sanitary Dispensers	Clean, disinfect, deodorize interior and exterior; empty and replace disposal bags as needed.		X		
Air Vents (lower than 10')	Dust and Clean			X	
Paper towel, soap, and toilet paper dispensers	Refill as needed		X		
<b>Kitchens</b>					
Sinks, counters, and fixtures	Clean, sanitize, and polish		X		
Wastebaskets/Trash	Empty/clean/ reline trash receptacles; empty recycling containers. - <i>Daily</i> Wash and disinfect receptacles (interior and exterior)- <i>Monthly</i>	X		X	
Soap and Paper Towel Dispensers	Refill as needed	X			
Cabinets and appliances	Damp wipe cabinet fronts and pulls, towel dispensers, and appliances (exterior of refrigerator, freezer, stove, microwave, oven, dishwasher)- <i>Weekly</i>		X		
Walls, doors, and ceilings	Spot clean; remove fingerprints, smudges, cobwebs, etc.- <i>Monthly</i>			X	
Air Vents (less than 10'), thresholds, grease traps, and grills	Clean				X
Floors	Wet mop- <i>Daily</i> Degrease and mop with disinfectant- <i>Monthly</i> Machine scrub tile floors - <i>Quarterly</i>	X		X	X

Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly
<b>Offices</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles. Empty recycling containers.	X			
Furniture (including desks, chairs, tables, cabinets, etc., without disturbing paperwork)	Dust and place furniture in correct locations		X		
Floors	Sweep- <i>Daily</i> Damp/Wet mop with warm water and cleaner- <i>Weekly</i> Machine scrub floors; install enzyme in floor drain- <i>Quarterly</i>	X	X		X
Doors, windows, ledges, ceilings, and walls	Clean entrance glass doors as needed. Remove all marks and cobwebs as needed- <i>Weekly</i>		X		
Light switches, and door handles	Dust and disinfect		X		
<b>Lobby and Common Areas</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles; empty recycling containers- <i>Daily</i> Wash and disinfect receptacles (interior and exterior)- <i>Monthly</i>	X		X	
Furniture	Dust; place in correct locations- <i>Weekly</i> Vacuum upholstered furniture- <i>Monthly</i>		X	X	
Drinking Fountains	Clean, disinfect, and polish		X		
Floors	Sweep, dust mop all hard floors; vacuum traffic carpeted areas- <i>Daily</i> Damp/wet mop floors- <i>Weekly</i> Machine scrub all tile floors. - <i>Monthly</i> Shampoo and extract carpeted floors if needed- <i>Quarterly</i>	X	X	X	X
Windows and glass doors	Spot clean all glass.			X	
Doors, window ledges, ceilings, and walls	Clean entrance glass doors as needed. Remove all marks and cobwebs as needed- <i>Weekly</i>			X	
Window Coverings (Drapes and blinds)	Dust and spot clean as needed				X

Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly
<b>Janitor Closets, Mechanical Equipment and Server Rooms</b>					
Closets	All closets shall be kept clean and neatly arranged. Tools and supplies should be properly stored.			X	
Mops	Empty and clean mop buckets. Sanitize mop heads and hang up to dry			X	
Wastebaskets/Trash	Remove trash	X			
Safety Hazards	Report safety hazards immediately. Keep MSDS records.		X		
Floors	Sweep and mop floors. Change mop heads as needed.		X		
Air vents and thresholds	Clean				X
<b>Elevator</b>					
Floor	Vacuum		X		
Door/Control buttons	Clean	X			

**Attachment I- City of Springfield Janitorial Services Scope of Work**  
**Facility: Police Department– 7,420 sq ft**  
**802 Willow St, Springfield, TN**

Area/Item	Work Description	Frequency			
		Daily	Weekly	Monthly	Quarterly
<b>Restrooms</b>					
Sinks, toilets, urinals, partitions, countertops, and plumbing (6 total)	Clean and disinfect	X			
Walls, doors, and ceilings	Spot clean; remove fingerprints, smudges, cobwebs, etc.- <i>Weekly</i>		X		
Floors	a. Sweep- <i>Daily</i> b. Damp/Wet mop with warm water and cleaner- <i>Weekly</i>	X	X		
Wastebaskets/Trash	Empty/clean/reline trash receptacles- <i>Daily</i> Wash and disinfect receptacles - <i>Monthly</i>	X		X	
Mirrors	Clean mirrors to be streak free. - <i>Daily</i>	X			
Chrome/Stainless Fixtures (including door handles, rails, etc.)	Clean and polish	X			
Air Vents (lower than 10')	Dust and clean.				X
Paper towel, seat covers, soap, and toilet paper dispensers	Refill as needed.	X			
<b>Hall Area</b>					
Sinks and counter	Clean and sanitize	X			
Wastebaskets/Trash	Empty trash receptables Wash and disinfect receptacles	X		X	
Soap and Paper Towel Dispensers	Refill as needed	X			
Cabinets	Damp wipe cabinet fronts and pulls, towel dispensers, and appliances		X		
Air Vents (less than 10'), thresholds, grease traps, and grills	Clean				X
Floors	Wet mop		X		

Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly
<b>Offices- Administration</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles. Empty recycling containers.	X		X	
Furniture (including desks, chairs, tables, cabinets, etc., without disturbing paperwork)	Dust		X		
Floors	Vacuum entire carpeted area including under/around furniture		X		
Doors, windows, ledges, ceilings, and walls	Clean entrance glass doors as needed- <i>Daily</i> Remove all marks and cobwebs as needed- <i>Weekly</i>		X		
Light switches, and door handles	Dust and disinfect		X		
<b>Lobby, Basement, and Detective Hallway</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles Wash and disinfect receptacles - <i>Monthly</i>	X		X	
Furniture (Basement) Lights (Front Lobby)	Dust		X	X	
Drinking Fountains	Clean, disinfect, and polish	X			
Floors	Sweep, dust mop all hard- <i>Daily</i> Damp/wet mop floors- <i>Weekly</i>	X	X		
Doors, window ledges, ceilings, and walls	Clean entrance glass doors as needed- <i>Daily</i> Remove all marks and cobwebs as needed- <i>Weekly</i>	X	X		
<b>Records Rooms</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles.	X			
Furniture	Dust desks and filing shelves		X		
Doors, ceilings, and walls	Remove all marks and cobwebs.		X		
Floors	Sweep, dust mop and/or damp mop floors- <i>Daily</i> Damp/Wet mop floor with hot water only- <i>Weekly</i>	X	X		
Windows	Clean glass at Records Window		X		
Air vents (under 10'), thresholds, and clay trap	Clean out clay trap as needed- <i>Monthly</i> Clean air vents and thresholds- <i>Quarterly</i>			X	X

Area/Item	Work Description	Daily	Weekly	Monthly	Quarterly
<b>Training Room</b>					
Wastebaskets/Trash	Empty/clean/reline trash receptacles.	X			
Doors, windows ledges, and ceilings	Remove all marks and cobwebs as needed		X		
Floors	Vacuum carpet		X		
Furniture	Dust		x		
<b>Elevator</b>					
Floor	Vacuum		X		
Door/Control buttons	Clean	X			

**CITY OF SPRINGFIELD CITY BID PROPOSAL FORM**

PROJECT TO BID:	CONTRACT PERIOD:
CITY OF SPRINGFIELD-JANITORIAL SERVICES	APRIL 19, 2022-APRIL 18, 2023

1. COMPANY NAME		
2. CONTRACTOR LICENSE NUMBER	3. FEDERAL TAX ID NUMBER	4. YEARS IN BUSINESS
5. BILLING ADDRESS	6. CITY	7. STATE/ZIP
8. TELEPHONE	9. FAX	10. EMAIL
11. CONTACT PERSON	12. TITLE	

**SERVICES AND PRICING**

Building/Facility Site	Square Footage	# of Monthly Services (3 days Per week) unless noted	Projected Hours for Annual Maintenance	Cost per Monthly Service (including all labor, materials, and equipment necessary to perform the work)
<b>Gas Department</b> 1311 R.W. Gordon Drive	12,255	12		\$
<b>Police Department</b> 802 Willow Street	16,000	12		\$
<b>Electric Department</b> 1000 Central Avenue	5,180	12		\$
<b>Water/Wastewater Department</b> 924 Central Avenue West	13,500	12		\$
<b>Public Works Department</b> 2809 Clinard Drive	38,702	12		\$
<b>Parks &amp; Recreation Department</b> 401 North Main Street	44,573	12		\$
<b>City Hall</b> 405 North Main Street	16,456	12		\$
<b>TOTAL FACILITY COSTS (MONTHLY)</b>				\$

Additional Services	Hourly Rate- Including Labor and Equipment
Emergency Call- During Regular Business Hours (after 4:30pm Monday-Friday)	\$
Day Porter Service	\$
Emergency Call- Non Business Hours	\$

Please list any other qualifications, certifications, training and/or relevant services to be provided below or on additional sheet(s) if necessary.

**BIDDER REFERENCES**

Please include at least three (3) organizations which can be used as references for performance of similar services. Bidders shall endeavor to include references from public sector agencies.

AGENCY/COMPANY NAME	
CONTACT PERSON	CONTACT PHONE
DESCRIPTION OF SERVICES	

AGENCY/COMPANY NAME	
CONTACT PERSON	CONTACT PHONE
DESCRIPTION OF SERVICES	

AGENCY/COMPANY NAME	
CONTACT PERSON	CONTACT PHONE
DESCRIPTION OF SERVICES	

In accordance with the Invitation for Bid, General Conditions and Specification, the undersigned declares that the services offered is in accordance with all requirements of the CITY detailed therein. Further, the undersigned declares that he/she is authorized to enter into agreement on behalf of the above named business and it is hereby understood that the above bid reflects the cost of street sweeping services detailed in the specifications.

SIGNATURE	PRINTED NAME	DATE
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# IRAN DIVESTMENT ACT NOTICE

Tenn. Code Ann. § 12-12-106 requires the chief procurement officer to publish, using credible information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105.

For these purposes, the State intends to use the attached list of “Entities determined to be non-responsive bidders/offerers pursuant to the New York State Iran Divestment Act of 2012.”

While inclusion on this list would make a person ineligible to contract with the state of Tennessee, if a person ceases its engagement in investment activities in Iran, it may be removed from the list.

If you feel as though you have been erroneously included on this list please contact the Central Procurement Office at [CPO.Website@tn.gov](mailto:CPO.Website@tn.gov).

List Date: August 24, 2021

Source: <https://www.ogs.ny.gov/iran-divestment-act-2012>

1. Ak Makina, Ltd.
2. Amona
3. Bank Markazi Iran (Central Bank of Iran)
4. Bank Mellat
5. Bank Melli Iran
6. Bank Saderat Iran
7. Bank Sepah
8. Bank Tejarat
9. China Precision Machinery Import- Export Corporation (CPMIEC)
10. ChinaOil (China National United Oil Corporation)
11. China National Offshore Oil Corporation (CNOOC)
12. China National Petroleum Corporation (CNPC)
13. Indian Oil Corporation
14. Kingdream PLC
15. Naftiran Intertrade Co. (NICO)
16. National Iranian Tanker Co. (NITC)
17. Oil and Natural Gas Corporation (ONGC)
18. Oil India, Ltd.
19. Persia International Bank
20. Petroleos de Venezuela (PDVSA Petróleo, SA)
21. PetroChina Co., Ltd.
22. Petronet LNG, Ltd.
23. Sameh Afzar Tajak Co. (SATCO)
24. Shandong FIN CNC Machine Co., Ltd.
25. Sinohydro Co., Ltd.
26. Sinopec Corp. (China Petroleum & Chemical Corporation)
27. SKS Ventures
28. SK Energy Co., Ltd.
29. Som Petrol AS
30. Unipet (China International United Petroleum & Chemicals Co., Ltd.)
31. Zhuhai Zhenrong Co.

# IRAN DIVESTMENT ACT

“By the submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not a person included within the list created pursuant to § 12-12-106.”

Signature: \_\_\_\_\_

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

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