



# Robertson County Tennessee

*Jody Stewart, Finance Director*

*Finance Department*

523 South Brown Street, Springfield, TN 37172

(615) 384-0202

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POST DATE: **April 6, 2022**

## **BID 1492: Housekeeping Services for Robertson County Board of Education**

Pre-Bid Meeting: **April 14, 2022 at 10:00 AM**

The pre-bid meeting will be held at Robertson County School Building and Grounds Dept located at 3470 Highway 41 South Springfield, TN 37172

Sealed bids must be received by: **April 28, 2022 at 2:00 PM**

Robertson County Finance Office  
523 South Brown Street  
Springfield, TN 37172

**THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, ITEM BID, TIME OF BID OPENING, DATE OF BID OPENING, BID NO. 1492 AND MUST BE MARKED "SEALED BID, DO NOT OPEN."**

Bids are opened and read aloud to the public at the Robertson County Finance Office, 523 S. Brown Street, Springfield, TN 37172 immediately after the bid receipt deadline. Each vendor may submit more than one bid provided each bid meets the stated specifications. Each bid must be submitted in a separate sealed envelope with the appropriate notation on the outside. All bids must be signed by an authorized agent and submitted on the prescribed forms. Submission of bids by telegraph, telephone, or other electronic means is strictly prohibited. Any brand name called for the bid specifications is provided as a reference only. Alternate brand name items offered for bid must be equivalent as to function, basic design, type and quality of material, method of construction, and any required dimensions. Bidder must attach a letter of exception to specifications.

For assistance with technical / product information contact Clint Corbin, Supervisor, Schools – Building and Grounds at (615) 384-0213. For assistance with bid procedures contact Taylor Tomblin, Robertson County Finance Office at (615) 384-0202 or by email: [ttomblin@robcofn.org](mailto:ttomblin@robcofn.org).

**Note: Robertson County reserves the right to reject any or all bids, to waive any technicalities or informalities, and to accept any bid deemed in the best interest of the County. All bids will be considered in accordance with Title VI and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.**



ROBERTSON COUNTY SCHOOLS

SPECIFICATIONS

For

HOUSEKEEPING SERVICES

March 2022

If you have questions regarding information included herein, please contact:

Clint Corbin, Supervisor

Robertson County Schools Department of Buildings & Grounds

3470 Hwy 41 South, Springfield, TN (615)384-0213

Email: [clint.corbin@rcstn.net](mailto:clint.corbin@rcstn.net)

Please submit a proposed cost for the properties listed below based on the attached specifications:

School/Office Name	Additional Information	Annual Price
Bransford Elementary		\$
Cheatham Park Elementary	Include 2 single portables	\$
Coopertown Elementary		\$
Coopertown Middle School		\$
Crestview Elementary		\$
East Robertson Elementary		\$
East Robertson High	Include 3 single portables	\$
Greenbrier Elementary		\$
Greenbrier High		\$
Greenbrier Middle	Include 4 single and 2 double portables	\$
Jo Byrns School Elementary		\$
Jo Byrns High School		\$
Krisle Elementary	Include 3 single portables	\$
Springfield High		\$
Springfield Middle	Include 6 double portables	\$
Watauga Elementary		\$
Westside Elementary	Includes 2 double portables	\$
White House Heritage Elementary		\$
White House Heritage High		\$
Robert Woodall Primary		\$
Robertson Co. Schools Central Office		\$
Transportation and Bus Garage Office		\$
Building & Grounds/ Teacher Center		\$
	LUMP SUM TOTAL	\$
Annual Pricing	Single portable (24 x 46)	\$
Annual Pricing	Double portable (28 x 64)	\$
Hourly Rate	For Services & Extra Events	\$
Square Foot Rate	For Additional Spaces	\$
Daily Rate	For Calendar Year Adjustments	\$

**All pricing is firm for one hundred twenty (120) days.**

\_\_\_\_\_  
**Authorized Signature, Title (Owner/ Corporate Officer)**

\_\_\_\_\_  
**Date**

**Printed Name:** \_\_\_\_\_

**Company Name** \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Fax No.

Contact preferred email address: \_\_\_\_\_

I. Purpose of Request for Proposal

The purpose of this Request for Proposal is to solicit proposals from qualified Vendors for housekeeping services for Robertson County Schools (hereinafter called "the schools"), located in Robertson County, TN.

II. Nature of Proposal

Each interested vendor shall be responsible for the review of information contained herein, other information which may be requested, site visitation as required, and other efforts as necessary for the submission of a comprehensive proposal which will represent the Vendor's best offer as a supplier of housekeeping services for the schools.

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

Each proposal shall contain one (1) unbound or loose leaf original marked "MASTER" and five (5) individually bound exact copies.

III. Program Requirements

A. General

The Vendor shall furnish all supervision, cleaning personnel, equipment, supplies, tools, and other materials required for custodial services for the Robertson County School System. No part of this contract may be assigned to a sub-vendor.

B. Level of Cleanliness

It will be the responsibility of the Vendor to provide housekeeping services for the individual locations in keeping with high standards of an educational institution from the perspectives of sanitation, public relations and protection of the physical facility.

IV. Scope of Program

A. General

In general, the overall requirement is to provide complete custodial services as required for the schools which serve 11,000+ students and faculty from 6:00 AM to 9:00 PM, Monday through Friday each week with activities scheduled on nights and weekends.

B. Space

To the extent possible, additional detailed information shall be furnished to the Vendor upon request; however, through actual measurement, use of existing drawings and/or other means, it shall be the responsibility of the Vendor to verify measurements as deemed applicable for the submission of a proposal.

V. Special Requirements for the Submission of a Proposal

A. Bid Bond

A bid bond executed by a security company authorized to do business in the state of Tennessee, in the amount of 5% of the total amount of the bid, must be submitted to the Robertson County finance department within (10) ten working days of the bid being accepted by the Robertson County School Board. The security bond must be made payable to the Robertson County School Board.

B. Qualifications

Each Vendor shall submit evidence of qualifications which would influence the ability to satisfactorily perform the housekeeping services defined elsewhere in this document (see evaluation criteria for additional pertinent details). Vendor must list at least three (3) accounts similar in size, type, and quality of cleaning with this proposal, and each vendor must have had an existing (established) operation for at least (4) four years.

C. Pre-Bid Conference and Tour of Facility

Each Vendor, to be eligible for the submission of a proposal, shall attend a pre-bid conference and facility tour. This pre-bid conference shall be held at 3470 Hwy 41 South, Springfield TN. 37072 on April 14, 2022 at 10:00 AM. Facility tour will be scheduled at the time of pre-bid conference.

D. Copies of Proposal

As previously stated, each proposal shall include: one (1) unbound original with pricing marked "MASTER" and five (5) complete and individually bound copies.

E. Format of Proposal

Each proposal shall be formatted identically to the outline of this request to facilitate evaluation by the committee members with a minimum of effort and delay. Each proposal shall include information and materials that are clearly marked and segregated to aid in locating pertinent information.

F. Acceptance of Proposal and Rejections

1. Robertson County Schools intends to award the qualified Vendor whose offer, conforming to the conditions and requirements requested, shall be most advantageous to the Robertson County School System. The committee's evaluation of criteria, cost and other factors will be taken into consideration. Failure to comply with or omission of requested items may result in rejection of the proposal.
2. The Robertson County Schools reserves the right to reject any or all offers and to waive informalities and minor irregularities in proposals received.
3. This Request for Proposal does not commit Robertson County Schools to contract for services from this solicitation.
4. A duly authorized written contract furnished to the successful Proposer, within the time of acceptance specified in the offer (120 days), shall be deemed to result in a binding contract upon receipt of the Proposer's acceptance and the issuance of the Performance Bond to the Robertson County School Board as stated herein.

G. Firm Offer

By submission of a proposal, the Proposer agrees to a firm offer for one hundred twenty (120) calendar days from opening date.

A separate per square foot cost shall be proposed for portables, additional classrooms or addition of other spaces. A fixed hourly rate shall be proposed for billing extra events and services. The contract shall be based on one hundred eighty (180) school days, including before school clean up and clean up during holiday breaks. Days missed because of weather or other factors will be made up during the school year or during summer school sessions. The Vendor shall propose a daily fee should adjustments become necessary. The Vendor and Robertson County Schools must approve the make-up schedule and fee.

VI. Evaluation of Proposals

A. Evaluation

Officials of the Robertson County schools will conduct an evaluation of all proposals submitted in response to this solicitation. In the process of evaluation, the total Vendor's proposal shall be considered. However, particular attention will be paid to those criteria that are referenced in Section VI. B.

If additional information is required during the evaluation process, the Vendor shall be notified and shall respond in writing or in person as requested.

B. Criteria

Specific criteria, which will be utilized by the school officials referenced above, are listed below:

1. Qualifications (corporate)
  - a. Experience
  - b. Financial Stability
  
2. Personnel
  - a. Supervision
    1. Qualifications of Supervisors
    2. Experience of Supervisors
  
  - b. Management
    1. Qualifications of Managers
    2. Experience of Managers  
(Specify proposed supervision for day shift and night shift)
  
3. Supplies proposed for General Cleaning Equipment
  
4. Equipment
  
5. Training Programs
  
6. Recruitment Program
  
7. Personnel Handbook
  
8. Quality Control Program
  
9. Proposal's format identical to Request for Proposal

VII. Contract

A. Award

It is the intent to award a contract, assuming satisfactory proposals are received. Any award made shall be for twelve (12) months, beginning on July 1, 2022 and ending on June 30, 2023, with the option for up to four (4) one year extensions, not to exceed a total of five (5) consecutive years. Each contract period shall coincide with the Robertson County Board of Education fiscal year of July 1<sup>st</sup> through the following June 30<sup>th</sup> and each extension is subject to the availability of funds. Under no circumstances shall any extension period be awarded beyond five (5) consecutive years.

Robertson County Schools shall make the final approval for any extensions based upon recommendations of the authorized School representatives and the Vendor. In case of extensions, the cost per year, approved in the original contract award, may be increased or decreased.

During the extensions this cost figure may be changed in accordance with any change which may have occurred in the United States Consumer Price Index over the preceding twelve months effective 45 days prior to the termination of the contract period in question. If the Federal Minimum Wage is increased, the cost of service per year will be increased 80% of the percentage of increase, the said increase to begin as of the date the cost of change becomes effective.

**B. Termination/Cancellation**

Robertson County Schools reserves the right to cancel the initial contract or any extension contract upon thirty days written notice for reasons of nonperformance within the terms and conditions of this request for proposal or conditions beyond our control such as inadequate funding. Either Party may cancel the initial contract or extension contract with a 90 day written notice.

Robertson County Schools has the right to required reduced services by the vendor if a force majeure or natural disaster occurs. This includes time during a pandemic.

1. **Force Majeure:** Vendor will not be liable for any failure of or delay in services required in bid for the period that such failure or delay is:
  1. Beyond the reasonable control of a party
  2. Could not reasonably have been foreseen or provided against, but will not be excused for failure or delay resulting from only general economic conditions or other general market effects.

Each party will make every effort to continue services as normal but may require an abbreviated schedule and cost. In the case of school closure for more than 5 consecutive regular scheduled school days, services will be at no more than 50% of normal. Pricing will be directly adjusted based on percentage of services being received.

**C. Payments**

Payment for services received will be made on a monthly basis. To facilitate timely payments, the Vendor shall submit an invoice to the schools' business office on the 1<sup>st</sup> day of each month. Payments shall be reduced in the amount of (1.5) one and a half times the hourly additional work rate for employee absence that results in a deficit of daily contracted manhours and/or lack of performance as documented by building principals.



D. Performance Bond

Upon award of contract, the successful Vendor shall be required to furnish a performance bond, cashier's check, or letter of credit in the amount of 20% of total award as surety of full and faithful performance within the scope and terms of the contract.

E. Insurance

The Vendor shall provide at all times during the contract period the following insurance coverage:

1. Workers' Compensation - Statutory Limits
2. Comprehensive general liability for bodily injury in the sum of \$1,000,000 each person and \$1,000,000 each occurrence and \$1,000,000 property damage, including personal injury.
3. Automobile liability insurance with basic limits \$1,000,000 each occurrence and \$500,000 property damage, including personal injury.
4. Umbrella liability limits net loss limits of liability \$1,000,000 each occurrence and \$1,000,000 each aggregate.
5. The bidder shall furnish the Robertson County School System certificates of insurance within 21 working days after acceptance of a contract.
6. Robertson County Schools must have ten (10) days' notice of cancellation or change in insurance coverage and give its approval.

F. Addenda

Any 'Addenda' or instructions to Proposers issued by Robertson County Schools prior to the time for receiving proposals shall be covered in the submitted proposal and upon closing a contract, shall become a part thereof.

VIII. Responsibilities of Vendor

A. Personnel

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the Vendor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, no discrimination, wage and hour and any other stipulation germane to prudent personnel management. The Vendor shall comply with all State of Tennessee laws, regulations, and requirements regarding people working with or in the proximity of minor children, including, but not limited to background checks with law

enforcement authorities and fingerprinting. Vendor shall not commence work without a "Letter of Compliance" on file. (Exhibit 'A')

Only those personnel who have provided a minimum of four (4) hours on the job training shall be assigned duties under this contract.

Employee training must include a blood borne pathogen program.

All personnel shall be dressed in a manner authorized by the Vendor. The personnel shall be neat and clean in appearance. Uniforms and badges with picture identification shall be worn which fully identify the worker as a member of the Vendor's work force.

Employees with police records must be cleared through the Schools' Personnel Director before being assigned duties under this contract. (Vendor shall be responsible for the submission of police clearance record within 24 hours upon request.)

The Vendor shall not pay less than the minimum wage rate. Vendor shall pay all taxes pertaining to his employees as required by law. All employees shall be bonded in the amount of \$50,000 (3<sup>rd</sup> Party Fidelity Bond).

Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the work force upon request of the authorized Schools' Representative.

The Vendor shall provide employee hours based on the number of students for daytime cleaning 7:00 A.M. to 4:00 P.M.

The Vendor will provide the schools with the number of supervisors assigned, the number of workers assigned to each supervisor and the number of hours per day assigned at each school.

#### B. Safety

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

#### C. Security

The Vendor shall be responsible for training employees in the security requirements of the schools and shall be responsible for the enforcement of the same. The schools require the Vendor provide a list of all personnel hired by name, social security number, date of birth, sex, race, and address. The Vendor shall have at the Vendor's expense, a background check of all employees through the T.B.I. and F.B.I. and provide documentation of an employee's legal status to work prior to employment if the employee is not a U.S. citizen. Additionally, each employee shall be informed of the following:

1. The Vendor shall be responsible for safeguarding against loss, theft or damage to all Schools' property, materials, equipment, and accessories that might be exposed to the Vendor's personnel.
2. Guns, knives or other dangerous weapons shall not be allowed on campus.
3. Alcohol and drugs are prohibited on the campus.
4. All keys distributed at the beginning of each work period shall be returned to the building supervisor at the end of each work period. All keys required by the Vendor and employees will be approved by the schools' administration and will be controlled by the vendor's named representative. The Vendor shall be fully responsible for the security and appropriate use of all keys issued at all times. Vendor may not duplicate keys under any circumstance. Vendor shall be responsible for the cost of replacement keys, cost of re-keying locks, or cost of replacing locks when deemed necessary.

#### D. Supervision

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

#### E. Damages

The Vendor shall be responsible for the repair/replacement to the satisfaction of the School's Representative for any damage to the facility caused by any employee of the Vendor. The Vendor will be responsible for any fines assessed the school system for fire alarm activation due to employee error or the use of equipment producing emissions, etc.

#### F. Equipment and Supplies/Materials

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the Vendor's responsibility. The Vendor will provide Robertson County Schools with a list of equipment and supplies available to each school. The list of equipment will be provided to the school system with the proposal and be evaluated before the contract is awarded.

Robertson County Schools will provide locked storage spaces, but it shall not be responsible for losses that may be incurred due to theft and/or vandalism. All equipment shall be maintained properly and kept in clean condition by the Vendor. All materials will be stored to meet local codes. No material will be stored in equipment rooms. Machines requiring battery charging will be done in proper areas.

A listing of all chemicals and equipment that will be used by the Vendor must be submitted for approval prior to initial service under the contract. Changes may be made only after duly authorized.

All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material safety data sheets will be maintained on each job site for all chemicals used in the cleaning processes.

The Vendor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the Robertson County Schools.

G. Emergencies

All emergency conditions shall be promptly reported to the county school system's authorized representative.

H. Vendor's Representative

A representative of the Vendor shall be appointed within 24 hours after receipt of contract.

I. Scheduling Housekeeping

All housekeeping shall be done with a minimum of disruption to normal school functions. A schedule of current individual employee assignments shall be provided to each building principal.

J. Program Responsibility

The Vendor shall assume full responsibility for the schools' housekeeping program beginning no later than July 1, 2022 or at the termination of the previous contract.

K. Vendor's Responsibility

The Vendor shall be responsible for keeping all dispensers full: paper towels, hand soap, toilet tissue and replace trashcan liners as needed.

L. Recalling

The Vendor must provide service for recall if proper cleaning has not been performed. If an area is not clean when the Representative reports to work, the Vendor must have an employee on the job within thirty (30) minutes to start cleaning. Vendor will provide in their proposal the emergency phone number to be used for these calls. If an employee is going to be absent it is the responsibility of the Vendor to notify the principal of that school and to make arrangements to meet the terms of the contract. In the event of an absent day porter the Vendor will have on site a replacement within (2) two hours and pay the normal contracted deduction per hour for absent time. Any school left without a day porter for longer than the (2) two hours will pay the normal deduction plus (100) one hundred dollars. If that position is not filled there will be a deduction of (200) two hundred dollars a day plus the deduction of the hourly wage until that position is filled. All day porters will report to the school office each day by 8:00a.m.

M. Additions of Additional Services

Additional property may be added to this contract under the prevailing terms and conditions of existing contract.

N. Snow Removal

The Vendor will be responsible for the removal of ice and snow from all building entrances and for a distance to provide safe access to the school. School system will provide shovels, salt or chemicals to melt snow.

O. Trash on the School Campus

The Vendor will be responsible for maintaining the school campuses free of trash.

P. Specialties

Robertson County Schools shall be the sole judge as to whether the Vendor has accomplished the housekeeping specifications outlined in the contract.

The Vendor shall be available to perform extra work or emergency services. Emergency and/or extra work will be determined and authorized by Robertson County Schools. Specialties may include community functions, dances, banquets, or other athletic functions. The Vendor will reach an agreement with the Robertson County Schools' representative for billing extra events.

IX. Responsibilities of Robertson County Schools

A. Robertson County Schools Representative

A Robertson County Schools' Representative (hereinafter called "the Representative") shall be named after any contract award. The Representative shall be available, within reason, any time for consultation and liaison purposes, and communications from the Vendor shall be handled through this person.

B. Storage

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

C. Trash Disposal

The schools shall furnish, in a reasonable convenient location, a container for use by the Vendor in the removal of wastepaper, trash, debris, etc.

D. Facility Keys

The schools shall furnish any keys that may be required by the Vendor. Vendor may not duplicate keys under any circumstance. Vendor shall be responsible for the cost of replacement keys, cost of re-keying locks, or cost of replacing locks when deemed necessary.

E. Dry Erase Boards  
Clean only with the recommended cleaning solutions.

X. Performance Evaluation

A. Monthly Evaluation

On a monthly basis, and more often if mutually agreed upon by the Representative and the Vendor, a thorough evaluation of the facility from a housekeeping perspective shall be made.

B. Method of Evaluation

1. Evaluator(s) - The Representative (and /or building principals) will conduct monthly evaluations.
2. Procedure - The form entitled "Housekeeping Evaluation Form," or a similar document designed with the mutual consent of the Representative and the Vendor shall be utilized. The intent will be to document those areas where cleaning services are not satisfactory and to serve as written notification to the Vendor that corrective actions are required.
3. Rating Scale - The rating scale shall be determined later and will be mutually agreed on by the Representative and the Vendor.

XI. Housekeeping duties to be performed (this section should be posted for the benefit of the Vendor's employees in each building)

A. **General** Monday through Friday-First/Second Shifts

**Work Schedules:** The housekeeping employees will be instructed and their schedules will be written so as to be as flexible as possible to meet the many and various requests or needs of the administration. A schedule of current individual employee assignments shall be provided to each building principal.

B. **Outside Grounds** Campus area within a fifty (50) foot perimeter of the building will be kept free of trash on a daily basis. Grounds outside of this perimeter will be policed (trash pickup) weekly.

C. **Classrooms and Offices** Monday through Friday-First/Second Shifts

1. **Main cleaning of floors** (Five days per week): Thoroughly clean all traffic areas using a chemically treated dust mop or vacuum where appropriate. Finished floors will be burnished weekly and additionally upon the principal's request.

2. **Wet cleaning of floors** (One time per week): Wet clean hard surface floors with an appropriate floor chemical designed to extend the life of the floor finish. Carpeted floors shall be shampooed annually during summer months.
  3. **Spot cleaning of floors** (Five days per week): Vacuum/clean carpet. Remove spots from spillage on hard surface and carpeted floors as needed.
  4. **Check and spot clean** (Five days per week): Spot clean walls, doors and electric switch plates as needed. Clean interior of glass doors and glass partitions. Remove graffiti. Adjust shades or blinds to a uniform height throughout the building.
  5. **Trash Receptacles** (Five days per week): Empty and clean wastepaper baskets. Wet wipe with an odor controlling solution as needed. Reline wastebaskets where necessary.
  6. **Wet wipe** (One time per week): All office and classroom desks will be dusted and or wet cleaned once per week. All desks will be cleaned on a project basis annually during the summer.
  7. **Dry Erase Boards and Pencil Sharpeners** (One time per week): Dust and clean dry erase boards with appropriate cleaners and empty pencil sharpeners
  8. **Laboratories/Biology, Chemistry, Earth Science, Physics** (Frequency-As noted in points 1-7 above): Equipment, chemical sink hoods, shelves and countertops will be cleaned by facility personnel.
  9. **Art Rooms** (Frequency-As noted in points 1-7 above): Kilns, ovens, countertops and sinks will be cleaned by facility personnel.
  10. **Library** (Frequency-As noted in points 1-7 above): In addition, clean shelves, tables, offices, and countertops on a weekly basis.
  11. **Auditorium, Stages, Music Rooms** (days per week): Perform points 1 through 7. Facility personnel will perform cleaning of equipment. The housekeeping staff will provide refinishing of the stage floor upon request at the prevailing rate.
- D. **Non-Classroom Areas**
1. **Housekeeping and Maintenance Closets** (Daily): Clean and maintain all housekeeping closets. No housekeeping products or equipment will be stored in equipment closets. Equipment closets will be cleaned monthly and will remain locked.
  2. **Metal Work** (Daily): Clean, polish and maintain all bright metal work.

3. **Drinking Fountains** (Daily): Wet clean and disinfect drinking fountains with a germicidal solution.
4. **Lockers** (Weekly): Wet clean exteriors and disinfect with a germicidal solution.
5. **Stairways** (Five days per week): Dust down, dry mop and spot wet mop once per week.
6. **Corridors** (Five days per week): Thoroughly dry mop with a chemically treated mop daily and spot wet mop as needed. Wet clean all hard surface corridors thoroughly once per week. Thoroughly vacuum all carpeted corridors daily. Remove spots as necessary.
7. **Public entrances** (Five days per week): Spot clean glass doors and clean entrance floor area as needed. Vacuum walk-off mats. Sweep exterior steps and sidewalks in front of main entrances.
8. **Kitchen and kitchen storerooms** all cleaning of kitchen areas, floors and equipment will be by kitchen personnel. Kitchen personnel will remove trash and garbage from kitchen areas.
9. **Cafeteria** (Daily): Thoroughly wet clean floor area once daily after lunch. Dry mop and spot wet mop as needed during breakfast and lunch. Wet wipe tables after breakfast and each lunch shift. Keep trash receptacles emptied as needed.
10. **Restrooms** (Five days per week): Completely clean and disinfect washrooms including:
  - (a) Wet wipe fixtures, shelves and ledges with a germicidal solution
  - (b) Clean and disinfect both the inside and outside of urinals and toilet bowls (c) Replenish the supply of dispenser items such as toilet paper, soap and paper towels.
  - (d) Wet clean and disinfect floors with a germicidal solution
  - (e) Clean and polish mirrors
  - (f) Develop a schedule of daily spot checking, cleaning and replenishing as needed to meet requirements named above in (a) through (e).
12. **Locker rooms and shower** (Five days per week): Keep all areas free of trash. Wet clean the floor with a germicidal solution. The daily maintenance of the lockers will be done by students or other school personnel. Cleaning the inside of the lockers will be done annually during the summer.
13. **Conditioning Area** (One day per week): Dry and wet mop floors with a germicidal solution. Vacuum carpets and sanitize on a weekly basis.
14. **Athletic Program** (Daily five days per week and on project basis)



(a)Gymnasium, Field House: Perform dry mopping of floors one time per day and prior to as well as following all interscholastic sporting events. Clean bleachers and grandstand areas after use and as needed. Prepare floor surfaces with proven finishes, waxes and cleaners approved by the athletic department and facility administrative personnel on a project basis and bill at the prevailing rate.

(b) Wrestling, Gymnastic and Dancing Rooms: Dry mop floor daily, one time per day, and prior to as well as following all interscholastic sporting events. Clean matting and equipment on a weekly and/or project basis. Prepare floor surfaces with proven finishes, waxes, and cleaners approved by the athletic department and facility administrative personnel and bill at the prevailing rate.

E. **Other Housekeeping and Maintenance Duties**

1. **Cleaning and Relamping of light fixtures** (As needed): Light fixtures will be cleaned once per year during the summer. Relamping will be provided as needed.
2. **Window cleaning**: Interior cleaning and all ground floor exterior cleaning will be required monthly, and the cleaning of all other exterior windows will be done annually during the summer.
3. **Security** (Scheduled basis): The Vendor will have the responsibility of opening the buildings as directed by the schools' administration. Turn off all lights and lock all doors and windows at the completion of cleaning each room.
4. **Trash removal** (Five days per week): Remove trash and garbage from all areas of facility and take to the dumpsters.
5. **Floor finishing**: Follow a carefully planned program of applying correct finishes and maintain the floor surfaces throughout the facility. Refinishing all floors will be done during the summer.
6. **Furniture cleaning**: Clean furniture during the summer.
7. **Wall washing**: A scheduled program of wall washing will be maintained on an annual basis (summer) and additionally spot clean as described previously in this document and principal's request.
8. **Miscellaneous projects** Other miscellaneous projects of a cleaning and operations nature will be done such as:
  - (a) Removal of graffiti from building interior or exterior.

- (b) Machine scrubbing of all ceramic tile floors in showers and lavatories to remove odors, grease and reduce the possibility of bacterial and fungal growth.

F. **Summer Programs:**

Extra cleaning service may be required in the summer months in certain schools and certain areas within those schools. This service will be billed at the prevailing rate.

G. **Specialized Department** (Industrial Arts Departments included in the scope of this agreement)

1. **Classrooms and offices.** Industrial Arts, Students and instructors will perform all shop area cleaning
2. **Community and Extra-curricular Activities:** Housekeeping service will be provided for community and extracurricular activities on Facility premises billed at the prevailing rate.

**EXHIBIT 'A'**

**Robertson County, Tennessee  
Letter of Compliance**

Successful bidder must comply with and provide this Letter of Compliance.

Amendments to the Tennessee Code Annotated Section 49-5-413 require employers doing business with the Robertson County Board of Education to have their employees' criminal history records checked. No employer or employee shall come in direct contact with school children, children in a childcare program, and/or enter the grounds of a school or childcare center operated by the Robertson County Board of Education when children are present without this compliance letter on file.

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**Authorized Signature, Title (Owner/ Corporate Officer)** **Date**

**Printed Name:** \_\_\_\_\_

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**Company Name**

---

**Mailing Address**

---

**Telephone No.** **Fax No.**

**Contact preferred email address:** \_\_\_\_\_

Robertson County, Tennessee  
Non-Collusion Affidavit

The agent of the bidding firm hereby certifies to the best of his/her knowledge and belief that this bid proposal to Robertson County, Tennessee has not been prepared in collusion with any other seller of similar products. The agent also certifies that the prices, terms and conditions of said bid proposal have not been communicated by the undersigned, nor by any employee or agent of the bidding firm, to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said bid. The agent further states that no official or employee of Robertson County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

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**Authorized Signature, Title (Owner/ Corporate Officer)** **Date**

**Printed Name:** \_\_\_\_\_

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**Company Name**

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**Mailing Address**

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**Telephone No.** **Fax No.**

**Contact preferred email address:** \_\_\_\_\_

DRUG-FREE WORKPLACE AFFIDAVIT

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with Robertson County, Tennessee government to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
  
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
  
3. The Company is in compliance with T.C.A. § 50-9-113.

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**Authorized Signature, Title (Owner/ Corporate Officer)** **Date**

**Printed Name:** \_\_\_\_\_

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**Company Name**

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**Mailing Address**

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**Telephone No.** **Fax No.**

**Witness signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness printed name:** \_\_\_\_\_

## STATE OF TENNESSEE IRAN DIVESTMENT ACT AGREEMENT

By 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 party 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 on the list created pursuant to Tennessee Code Annotated § 12-12-106.

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.

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).

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COMPANY NAME

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DATE

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REPRESENTATIVE

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TITLE