

Bid Specifications for Cleaning Services  
Millersville Community Center  
1181 Louisville Highway, Millersville, TN 37072

Cleaning Services shall be provided once a week on Monday or Tuesday.

Required services include:

1. Vacuum, dust and mop all non-carpeted flooring.
2. Clean and disinfect water fountains.
3. Clean and disinfect restrooms:
  - a. Disinfect dispensers and waste receptacles
  - b. Clean and disinfect sinks, fixtures, and countertops
  - c. Clean mirrors
  - d. Clean and disinfect toilets and urinals
  - e. Clean and disinfect walls, partitions, and handrails
  - f. Mop and disinfect restroom floors
  - g. Resupply all bathroom dispensers
  - h. Empty all trash receptacles and replace liners. All trash is to be placed in outside bin.
4. Clean front doors and breezeway doors and windows, interior and exterior
5. Clean glass doors on the playground side of building, interior and exterior
6. Clean and disinfect caterer's kitchen.
  - a. Clean and disinfect sinks, fixtures, and countertops
  - b. Clean and disinfect refrigerators, interior and exterior
  - c. Clean and disinfect microwave.
7. Clean and disinfect all interior doors, glass, and knobs.
8. Clean and disinfect all meeting rooms, storage rooms, reception hall and stage area.
  - a. Empty all trash receptacles and replace liners. Leave extra liner inside receptacles.  
All trash is to be placed in outside bin.
9. Clean and disinfect the office and foyer.

Other services/non-routine

- Buff and wax floors once a month.
- Dust window blinds every other week.
- Clean window blinds once a month
- Clean inside windows once a month

**\*\*Mops and brushes must be washed with disinfectant, rinsed in clean water, and hung to dry after each cleaning. Vacuum canister must be emptied and cleaned of residue after each use.**

Equipment and Supplies:

Unless otherwise specified herein, the City shall provide supplies including but not limited to soap, toilet tissue, paper towels, and trash bags/liners. Contractor shall make arrangements to secure supplies furnished by the City. The City's supplies shall not be removed from the premises.

Insurance Requirements:

The contractor must be licensed and have a General Liability Insurance Policy with a Bodily Injury and Property Damage combined single limit of not less than \$1,000,000 each occurrence, including products and completed operations. The City of Millersville must be added as an additional insured. A janitorial service bond with a \$25,000 limit is also required. Proof of Workers' Compensation Insurance or exemption as required by State Law.