

Cleaning Service Needed

The City of Millersville is accepting bids for the cleaning of facilities to include City Hall consisting of approximately 12,000 sq. ft. and the Community Center which is approximately 8,600 sq. ft. Must have liability insurance of at least \$1,000,000 and provide references. Sealed bids must be received at 1246 Louisville Highway, Millersville, TN. by 2:00 P.M. Thursday, March 11, 2021. Bid spec is available on line at www.cityofmillersville.com. For additional information, contact J. Steven Collie, City Manager or Deb Ashburn at 615-859-0880.

City of Millersville
Cleaning Service Bid Specs

The City of Millersville is accepting bids for cleaning City Facilities located at 1246 and 1181 Louisville Hwy, Millersville, TN.

Cleaning Duties are to be performed at City of Millersville City Hall at 1246 Louisville Hwy and Community Center at 1181 Louisville Hwy.

City Hall consists of 12,000 square feet of new construction with two restrooms for men and women, with one on first level and one on the second level. There are also two employee unisex restrooms on each floor.

The un-renovated part of the building is the Fire and Police Departments with a men and women's restroom and is approximately 4,000 square feet.

Each part of the building should be bid as one project. The facility should be cleaned three (3) times per week on Monday, Wednesday and Friday.

Community Center will be cleaned (1) once per week on Monday.

Cleaning services may be required as an "on call" basis due to unexpected events. Extra cleaning and disinfecting may be required after an event.

Required duties include:

1. Vacuum, dust and mop all non-carpeted flooring - **floor coverings must be cleaned with approved cleaning products only.**
2. Clean and disinfect water fountains.
3. Clean and disinfect restrooms:
 - a. Disinfect dispensers and waste receptacles
 - b. Clean and disinfect sinks, countertops, and sink fixtures
 - c. Clean mirrors and all interior glass on both sides
 - e. Clean and disinfect toilets and urinals
 - f. Clean and disinfect walls, partitions and handrails
 - g. Mop and disinfect restroom floors
 - h. Resupply all bathroom dispensers
 - i. Empty all trash receptacles and line receptacles with new trash bags. All trash is to be placed in outside receptacle
 - j. Restrooms will be given extra attention for cleaning, shining and ensuring all paper products are maintained
4. Clean window blinds every 3 months
5. Clean inside windows every month
6. Clean front doors, breezeway doors and windows weekly
7. Clean glass doors inside and out weekly
8. Clean and disinfect computer screens, phones, door knobs, light switches and exposed desk tops
9. Clean and disinfect kitchen and storage room three times a week
 - a. Clean and disinfect sinks, countertops, and sink fixtures
 - b. Clean and disinfect refrigerators interior and exterior
 - c. Clean and disinfect the microwave.
10. Clean and disinfect all interior doors.

11. Clean and disinfect all office and retail space, meeting rooms, reception hall, commission hall stage, atrium, stairs, elevator, hallways, occupied and unoccupied rooms, common areas, front foyer, entrances and storage rooms. Empty all trash receptacles and line receptacles with new trash bags. Include one extra bag. All trash is to be placed in outside receptacle.

No Carpet will be shampooed without prior approval and prior scheduling

Additional Requirements:

After cleaning of required tasks, mops and brushes will be washed with disinfectant and rinsed in clean water, then hung to dry. The mop rooms will be kept clean and organized, and uncluttered. Vacuum canister must be emptied of residue weekly.

Equipment and Supplies:

Unless otherwise specified herein, the City shall provide supplies, including but not limited to, soap, toilet tissue, paper towels, and plastic trash bags. Contractor shall make arrangements to secure the supplies furnished by the City. No supplies furnished by the City will be removed from the premises. **Only approved floor cleaners and products will be used on floors and carpets.**

Insurance:

The contractor must 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 limit 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. Workers' Compensation Insurance as required by State Law.