

# PROPOSAL

**JANITORIAL SERVICES  
LAKELAND ELEMENTARY SCHOOL  
10050 OAKSEED LN  
LAKELAND, TN 38002**

**FEBRUARY 11, 2015**



*A Service Mark of*

**COMMUNITY REHABILITATION AGENCIES OF TENNESSEE**

**40 Rutledge Street**

**Nashville, Tennessee 37210**

**(615) 736-6090**

### **Contracting entity**

Community Rehabilitation Agencies of Tennessee (CMRA) is designated by the advisory committee for purchase from the blind and other severely disabled, as the central nonprofit agency responsible for implementing the State program pursuant to Tennessee Code Annotated Title 71, Chapter 4, Part 7. CMRA subcontracts the fulfillment of the contract to an entity that complies with the requirements for employment of people with disabilities under the law. CMRA's subcontracting agency will be Goodwill-Memphis. CMRA remains responsible for the fulfillment of the contract. CMRA will change subcontractors upon the request of Lakeland Elementary School.

### **Certification Committee**

CMRA's contracts are required to be certified by the Certification Committee designated by the State Procurement Commission. This contract will be presented to the Certification Committee and reviewed annually starting in June 2015.

### **Provisions and pricing**

Pricing is computed and dependent on a (12) twelve month per year invoicing service. Lakeland Elementary School agrees to pay CMRA within 30 days of invoice, the sum agreed upon in this proposal per month for services rendered unless otherwise noted.

### **Terms**

This contract, if accepted, becomes a one-year working agreement between Lakeland Elementary School and CMRA from July 1, 2015 through June 30, 2016. Either party may cancel this contract at any time with a thirty (30) day written notice. Full payment, of services performed or material provided, becomes due on date of termination.

### **Supplies and equipment**

All cleaning compounds, expendables, and equipment to comply with this contract shall be furnished by the subcontracting agency. Ample space shall be made available to the subcontracting agency for the use and storage of necessary materials and equipment.

### **Insurance**

Certificates of insurance are available upon request.

### **Background checks and Drug Screening**

CMRA prohibits the use of drugs and alcohol by its subcontractors on site. It is understood that the subcontracting agency shall test each of its full time employees, within a reasonable period of time after their date of employment. Background checks will be performed on all persons that work at the site to insure that they are suitable to be working around children.

## LAKELAND ELEMENTARY SCHOOL SCOPE OF WORK

**Strip and wax of vinyl composition tile with six (6) coats of Johnson wax. Buff hallways two (2) times per week.**

**Carpet cleaning to be performed two (2) times annually.**

### DAY SHIFT

7am	Clean any areas assigned by Principal, School Operations Manager, or Building Engineer.
7:20	Clean Cafeteria after Breakfast i.e. clean tables, sweep floor, mop floor, and take trash to dumpster.
7:55	Dust mop halls and clean/vacuum entrance mats after scholars are in the classroom.
8:00	Clean auditorium i.e. sweep floors in between and underneath the seating, clean stage floors and gym floor behind the stage. Remove and dispose of trash in the auditorium.
8:15	Clean restrooms, pull trash and restock
8:50	Sweep entrances, vacuum walk off mats.
9am	Break
9:15	Monitor all restrooms and hallways 1, 2, 3, 4. (1pm, 2pm)
10:15	Clean restrooms, pull trash and restock. (8:15, 12:30, 4pm)
11:15	Monitor all restrooms and hallways 1, 2
11:45	Clean cafeteria after lunch is over, wiping off tables, sweeping under tables, mop the floors, pull trash and take to the dumpster;
12pm	Lunch
12:15	Clean restrooms, pull trash and restock on hallways 1 and 2.
1:15	Monitor all rest and hallways 1 and 2.
1:45	Dust mop lobby, clean all entrance windows, clean up after sick scholars; Pick-up and dispose of trash around the perimeter of the building daily

**During rainy days place wet floor signs at entrance doors**

2pm Clock out

### **MIDDAY SHIFT RESPONSIBILITIES**

11:15 Monitor restrooms and hallways 3 and 4.

11:45 Assist Day Shift Person with Cleaning Lunch Room during and after lunch i.e., wiping off tables, sweeping under tables, pulling trash while lunch is in session, disposing of trash to the dumpster.

12:15 Monitor restrooms and hallways 3 and 4.

1pm Break

1:15 Monitor restrooms and hallways 3 and 4.

2pm Clean all rest rooms, pull trash and restock in hallways 1, 2, 3 and 4.

**Address emergencies as directed by the Building Engineer, Principal, and/or School Operations Manager.**

3pm Lunch

3:30pm Clean and buff hallway #1 Monday, hallway #2 Tuesday, hallway #3 Wednesday and hallway #4 Thursday. Buff main entry and classrooms in hallway 1 and 2, the 1<sup>st</sup> and 3<sup>rd</sup> Friday of each month. Buff main entry and classroom in hallway 3 and 4, the 2<sup>nd</sup> and 4<sup>th</sup> Friday each month.

7:30pm Clock out

### **NIGHT SHIFT EMPLOYEE #1**

4:00pm Office cleaning consists of dusting shelves, filing cabinets, copiers, computer terminals and vacuum carpet.

Clean all areas (hallway 1 and south side of hallway 2.

Classroom cleaning consists of the following: wiping off student desks; clean windows;

Clean teacher board at teacher request, empty all wastebaskets and replace liners.

Bookcases, window ledges, emptying trash, vacuum carpet, sweeping and mopping floor corner to corner and underneath desks and tables, etc.

Clean Bathroom sinks, toilets, urinals, counters, sinks, mirrors, and stalls, clean and restock all paper and soap dispensers, remove graffiti and mop floors;

7pm Break

9pm Clock out

**NIGHT SHIFT EMPLOYEE # 2**

4:00pm Clean all areas (hallway #2 north side, hallway # 3 and Library).

Classroom cleaning consists of the following: wiping off student desks; clean windows,

Clean teacher board at teacher request, empty all wastebaskets and replace liners;

Bookcases, window ledges, emptying trash, vacuum carpet, sweeping and mopping floors corner to corner and underneath desks and tables, etc.

Restrooms: Clean toilets, urinals, sinks, mirrors, stall walls, stock paper goods, fill soap dispensers, remove graffiti, sweep and mop floor.

7pm Break

9:00pm Clock out

**NIGHT SHIFT EMPLOYEE # 3**

4:00pm Clean all areas (hallway #4, gymnasium and cafeteria).

Classroom cleaning consists of the following: wiping off student desks; clean windows,

Clean teacher board at teacher request, empty all wastebaskets and replace liners,

Bookcases, window ledges, emptying trash, vacuum carpet, sweeping and mopping floors corner to corner and underneath desks and tables, etc.

Restroom: Clean toilets, urinals, sinks, mirrors, stall walls, stock paper goods, fill soap dispensers, remove graffiti, sweep and mop floor.

Clean locker room and bathroom areas in the gymnasium, which consists of cleaning sinks toilets, stalls and showers. Restocking toilet, soap, and paper towel dispensers. Sweep under bleachers sweep and mop gym floors. Clean and sanitize all handles, doors, and light switches. Clean and sanitize water fountains;

7pm Break

8:45 Empty mop buckets, clean and organize janitor closets and clean equipment all classrooms, all restrooms, cafeteria, and offices;

9pm Clock out

**Friday** Clean all Baseboards weekly;

**Lock all classroom doors and offices upon the completion of cleaning**

**General Responsibilities**

The subcontracting agency will schedule periodic duties such as stripping and waxing and carpet cleaning in consultation with the schools plant manager.

**Proposed Pricing**

This proposal is submitted to: Lakeland Elementary School.

Price for above specifications is as follows:

	<u>Per month</u>
<b>Janitorial services</b>	<b>\$ 10,000.67</b>

**Additional Services**

Additional services provided upon request at a competitive hourly rate. Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge separate from the per month charge. All agreements contingent upon accidents or delays beyond the control of the subcontracting agency.

**Acceptance of Contract**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made within 30 days of receipt of invoice.

The effective starting date of this contract will be July 1, 2015.

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

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

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

**CMRA:** \_\_\_\_\_