

CONTRACT FOR CLEANING CABINS

David Crockett State Park
23 Crockett Park Road.
Lawrenceburg TN, 38464
(931)-903-2323

SCOPE:

This contract is for as needed, cleaning services of the seven (7) cabins at David Crockett State Park, 1400 West Gaines St. Lawrenceburg, TN 38464. An on-site, MANDATORY pre-bid meeting will be held on March 10, 2023, 2:00PM (CST) in Cabins 6 and 7, for prospective bidders. This meeting is mandatory and requires that all bidders must attend. Bidding will be as a per cabin, per cleaning rate. Two Rates are needed: one for the Routine cleaning, and one for the Special monthly cleaning as described below.

DELIVERY TIME:

Cabin Guest check out is at 10:00 A.M. Units will be ready to clean by 10:15 A.M. All units scheduled for arrivals must be clean before 4:00 P.M., as check in is at 4:00 P.M. This means the contractor shall have the personnel, equipment and supplies to clean all 7 cabins fully within the 6 hours allotted. The cleaning schedule is subject to change at any time to allow for guest reservations and walk in arrivals. A representative must be available to receive such notifications at all times. The chosen vendor and Park Manager will determine the method of communication for this requirement. The Vendor must be available all weekdays, weekends and holidays. No exceptions will be permitted.

DAMAGES:

The contractor shall be responsible for any-and-all damages to state property that occur due to the contractor or the contractor's employees' actions, negligence, theft or loss. The expense for such incidents will be deducted from the monies due to the contractor. The State reserves the right to pursue claims for damages through any-and-all legal remedies available to the state.

SAFETY:

All contractor staff must wear a visible photo I.D. tag while on site. The contractor is required to provide all necessary safety training, supplies and equipment to their employees. The contractor will be required to meet all State and Federal regulations regarding their employees. All transportation will be at the contractor's risk.

INSURANCE:

The awarded contractor will be required to provide proof of insurance, meeting all state requirements before work begins. Such insurance will be required to remain in place throughout the duration of the contract.

SUPPLIES:

All cleaning supplies will be provided by the contractor. All cleaning solutions must be industrial strength solvents that will not damage the surfaces they are used on. Cleaners used in the kitchen and bath areas must include sanitizing properties.

Stock supplies include; trash bags, recycling bags, linens, paper products and soaps and will be provided by the park.

DAILY ROUTINE:

BEFORE GOING TO THE CABINS:

Contractor staff must sign in at the office at the beginning of every shift.

A cabin schedule will be available to show which cabins need to be cleaned and in what order they will be needed.

Cabin and storage facility keys will need to be signed out in the office.

All linens are stored in a designated storage facility. The contractor will be responsible for sorting all clean linens from bags to their designated place, collecting the appropriate supplies into transport baskets and transporting them to the cabins to be cleaned.

All dirty linen will need to be bagged and transported to City Cleaners laundry facility for washing. Clean linens that are waiting at City Cleaners will be transported back to the storage facility and sorted.

As needed restock office linen supply area with clean linens from storage facility when checking in or out for the day, restocking with the bag labelled Park Office from the cleaners.

Pick up any dirty linens from Park Office and take to City Cleaners with other linens.

When you are finished you will sign keys back into the office.

If the office is closed when you leave, place keys inside the key box in front of the office.

AT THE CABINS:

Upon arrival at each cabin, inspect all areas for damage, missing items (an inventory list will be provided), or excessive messes. If encountered a ranger must be notified immediately and photographic evidence collected. Any maintenance issues need to be reported on the checklist for our staff to remedy (Light bulbs, slow drains, leaks, etc.). Any items left by previous guest

must be taken to the office, and a lost and found ticket must be completed. If the guest keys are found in the cabin notify the park office and return them to the office when signing out.

CLEANING –OVERVIEW:

Check thermostat and reset to 68 degrees, if necessary

Make sure the gas fireplace is off.

Sweep front porch, sidewalks, deck and stairs. Use a water hose if necessary.

Remove spider webs from porch deck and stair areas.

Empty all garbage into main can.

Empty all recycling receptacles.

Place clean liners in all garbage cans and wastebaskets and new recycling bags in receptacles.

Clean garbage cans, wastebaskets and recycling receptacles as needed.

Garbage and recycling will need to be placed outside by the road.

Dust all blinds and pull them open.

Check for spider webs throughout cabin and remove.

Clean all door handles inside and out.

If light fixtures are dirty or full of insects, remove and clean.

Check for stains on carpet and use spot remover, if necessary.

Check sleeper sofa and chair cushions for stains and use spot remover, if necessary.

Dust all air vents. Do not remove the actual vent.

Dust/clean all ceiling fans and baseboards.

Dust all furniture, bed frames, picture frames, lamps, TV's etc.

Clean all windows and windowsills, windows should be locked.

Spot clean walls and doors, as needed.

Vacuum all carpeted floors (vacuums are provided).

Sweep, mop (use only a damp mop, as excessive water will damage floor) and sanitize all non carpeted floors.

BEDROOMS:

Remake all beds with clean linens (used or not).

Check mattress covers, mattresses, pillows and blankets for cleanliness.

If they are dirty, replace.

Place blankets in bottom left drawer of dresser. (1 in master bedroom & 2 in 2nd bedroom)

There should be 1 blanket in the closet of the 2nd bedroom for the sleeper sofa

Check the sleeper sofa bag. It should contain a set of clean bed linens

Check the towel bag. It should contain 2 clean towels and 2 washcloths

Check closet and replace hanger, if needed

Place the laundry hamper in the closet

BATHROOMS:

Clean & disinfect shower, tub, sink and toilet

Clean the mirrors

Stock the towels and washcloths

Restock supplies; there should be 2 soaps on top of sink and 2 toilet tissues, 3 soaps under sink, be sure that there is 1 "newer" toilet paper roll on the wall spool.

GREAT ROOM:

Move furniture to original setting and spot clean as necessary.
Clean the backdoor windows inside and out.

KITCHEN AND DINING AREA:

Check contents against inventory totals.
Re-Stock items: garbage bags, oven pans, sponge pads, dish liquid and dishwasher tablets
Unload the dishwasher and return all items to their appropriate cabinet or drawer.
Check the oven and wipe it down; if it is needed start self the cleaning cycle (turn off before leaving).
Clean and disinfect table, chairs, bar, barstools, counter-tops and sink.
Clean the refrigerator and freezer. Place any items that are left in the refrigerator in the garbage.
Clean the stove, microwave, toaster, coffee maker and dishwasher.
Check dishes, silverware and cooking utensils for quantity and cleanliness, rewash if necessary.
Wipe down the cabinets.
Clean inside the drawers and cabinets, if necessary.

WHEN CABINS ARE CLEANED:

Call the Park Office (931)-903-2323 and notify them, as each Cabin becomes clean and ready.
All doors should be locked once cabin has been cleaned
All interior lights should be off and the front porch lights and number illumination light should be left on.
Take all dirty bed linen back to City Cleaners and pick up clean linens to return to linen house.
Turn in all lost & found items, checklists, and keys to the office and sign out.

MONTHLY CLEANING:

The monthly additional cleaning as described below will be bid as a separate per cabin, per cleaning rate.

Clean behind /under refrigerator, stove, beds and furniture.
Flip and turn the mattresses.
Wash the exterior windows.

*Minor changes may be made at the discretion of park management.

Park Contact:

Rachel Lee, Park Manager	931-903-2323
Ramona Hogan	931-903-2323