



P O Box 638
1437 Winchester Highway
Fayetteville, TN 37334

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www.SCHRA.us

December 4, 2025

Please bid the following for the after-hours cleaning service for our Central Office located at 1437 Winchester Hwy. Fayetteville, TN 37334.

We will provide the Tennant floor machine (which requires no chemicals), a Victory backpack sprayer with Maxim Facility Cleaner, floor cleaner, foam soap, paper towels, toilet paper, trash bags, Tru Shot restroom cleaner, Tru Shot Glass & Multi-Surface Cleaner, and Tru Shot Disinfectant along with sprayers for each of the Tru Shot bottles, currently using O-Cedar mopping system (we will include 8 mop heads a year) any other supplies will be the responsibility of the vendor.

If not familiar with the Victory backpack or Tennant floor machine training will be provided.

Building Consists of:

Common Areas = 11,453 sq. ft.

5 Restrooms= 1,284 sq. ft.

2 Restrooms in warehouse

Lobby = 315 sq. ft.

Halls= 5,146 sq. ft.

Break room = 432 sq. ft.

Gym = 880 sq. ft.

4 Conference Rooms = 3,396 sq. ft.

Office Areas = 13,605 sq. ft.

Cleaning will consist of the following:

- Trash Pick Up and take to the appropriate dumpster at back of building, Change trash bags in cans daily
- Wipe down, clean and disinfect all high touch areas- such as doorknobs, stall doors and walls, countertops, gym equipment, conference tables, water machines, microwave handles and refrigerator handles
- Floor Cleaning – which consists of running the Tennant floor machine in halls daily, sanitize mopping of bathrooms, lobby, break room and conference rooms; vacuum all rugs
- Clean and sanitize toilets, urinals, sinks, and showers daily
- Clean bathrooms in the warehouse every other week
- Clean mirrors and glass front doors and windows daily
- Dust ceiling vents in offices and bathrooms once a week
- Dust Baseboards once a week
- Fill/replace any needed soap, paper towels, toilet paper in restrooms/kitchen

Please include with the bid the following:

- The Bid Sheet
- Business License
- Verification of Bonding
- Certificate of Insurance
- W9
- Vendor Conflict of Interest
- Standards of Conduct

If returning by email, please scan and return to purchasing@schra.us

If you have any questions, please email purchasing@schra.us. We will allow seven days for questions.

Bids are due no later than Tuesday, December 29, 2025.

Amendment to Janitorial Requirements for Bids:

Please include with your bid for the Central Office the cleaning of our Nutrition Kitchen located at 1437 Winchester Hwy. This cleaning will be completed once a month and include the following.

Kitchen/Pantry

- Sanitize all free clear surfaces
- Wipe down all sides of equipment with sanitizer/degreaser
- Wipe down all face of equipment with sanitizer/degreaser
- Sweep floors behind, under, and between equipment
- Spray floors with water and degreaser solution
- Scrub floors thoroughly
- Squeegee Floors
- Mop up any excess water

Bathroom

- Sanitize toilets
- Clean sink and faucets
- Wipe down mirrors
- Remove trash and replace trash bags
- Re-stock paper towels and toilet paper
- Sweep and mop floors