REQUEST FOR PROPOSALS

and

SCOPE OF SERVICES

FOR

JANITORIAL SERVICES - ASC

HOT SPRINGS, ARKANSAS

JUNE 2021

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REQUEST FOR PROPOSALS (RFP)
TERMS AND CONDITIONS OF BIDDING

I. INTRODUCTION

The City of Hot Springs, Arkansas, is seeking proposals for Janitorial Services as an Annual Supply Contract. This Request for Proposals (RFP) contains all the information necessary to prepare and submit a proposal. Prospective proposers are advised to study this RFP completely and follow the instructions exactly.

II. DEFINITIONS

Throughout this request for proposals, the following definitions shall apply:

1. "RFP" means Request for Proposals.

2. "City" means the City of Hot Springs, Arkansas, a municipal corporation and its authorized agents. The terms owner or buyer are synonymous with City.

3. "Proposer" and "Entity" means the individual, firm, partnership, joint venture, or corporation which submits a proposal to the City in response to this RFP.

4. "Contractor" means the proposer chosen by the City to perform the services outlined in the RFP.

5. "Project" or "Plan" means the Janitorial Services – ASC to be provided in accordance with the scope of services and specifications**.**

III. INSTRUCTIONS TO RESPONDENTS

1. All proposals must be received at the Office of Purchasing, City of Hot Springs, Arkansas, by 2:00 P.M CT, MONDAY, JUNE 14, 2021 **regardless** of delivery method.

2. The envelope or container transmitting the proposals must be sealed, labeled, and addressed as follows:

PURCHASING OFFICE
CITY OF HOT SPRINGS
P O BOX 6300
324 Malvern Avenue, 2nd Floor, Room 206
HOT SPRINGS, AR 71902-6300
Janitorial Services - ASC
TO BE OPENED: 2:00 P.M CT, **MONDAY, JUNE 14, 2021**

3. **ONE (1) original unbound** proposal must be submitted (for reproduction by the City Staff) and **ONE (1) PDF version**. Any proposal not submitted in compliance with the instructions contained in this section and/or not containing the information requested by Section VI may be declared "non-responsive" and may not be considered.

4. Any person, firm, or corporation able to meet the requirements of this RFP is invited to respond to this RFP. Proposals will be bound by the provisions contained in this RFP unless an amendment or deviation is formally approved and distributed by the City.

5. This RFP represents in writing to all proposers the most comprehensive and definite statement that the City is able to make as to the requirements, terms, and conditions for this proposal process and performance of the project. Information and understandings, verbal or written, which are not contained either in this RFP or in subsequent written addenda to this RFP will not be considered in evaluating proposals. Any conditions or expectations on the part of the proposer for performance by the City must be set forth in the proposal. The City is not obligated to consider the proposer's post submittal terms and conditions.

6. The scope of work and services listed is to be interpreted as meaning the minimum acceptable by the City.

7. Proposals must include all federal, state, and local taxes, as applicable.

8. As part of the public negotiation process leading to the selection of a contractor, the City may request additions or modifications to any proposal. It is the present intent of the City not to negotiate substantive portions of an applicant's proposal and to rely on the information submitted in these proposals in awarding a contract.

9. The City reserves the right to award the contract without further discussion on the proposals submitted. The City and its designees also reserve the right to reject and/or accept any and all proposals received or parts thereof. The City retains the right to waive any minor irregularities in any proposal submitted. The City may make such investigations it deems necessary to determine the ability of the proposer to provide/perform as sought by the City and the proposer shall provide relevant information as requested.

10. All proposals will become part of the official file on this matter without obligation to the City. In addition, respondents are hereby advised that proposals, once the City has made its selection, are subject to the Arkansas Freedom of Information Act and, therefore, available for viewing or copying by anyone upon request.

11. This solicitation does not commit the City to pay any costs incurred in preparing and submitting the proposal or to contract for the services specified.

12. Acceptance by the successful proposer of an award from this proposal indicates that the successful candidate is in no way currently indebted to the City, Garland County, or the State of Arkansas. Indebtedness to any of the above shall be the basis for non-award and/or cancellation of any award.

13. It is the City's policy to encourage the involvement of Disadvantaged Business Enterprises (minority-owned and women-owned businesses) in contracts awarded. DBE's are particularly invited to submit proposals to perform work outlined in this RFP, either as a prime contractor, subcontractor or as part of a joint venture. Non-DBE firms are encouraged to arrange subcontracts or joint ventures with DBE's prior to submission of their proposal.

14. Any questions concerning this RFP should be directed to: Olivia Thomason, , 324 Malvern, Hot Springs, AR 71901, or City of Hot Springs, Purchasing Office, PO box 6300, Hot Springs, AR 71902, (501) 321-6830, or emailed to othomason@cityhs.net.

15. Requests for clarification of any items, requirements, or specifications contained herein must be received by the City, **IN WRITING**, no later than the close of business on May 28, 2021. Upon receipt of a request for clarification, the City shall respond in writing no later than June 4, 2021, and shall furnish a copy of the said response to all prospective respondents who have obtained copies of the RFP at the time the City's response is mailed if the response materially changes the RFP or is deemed significant. The procedure outlined above shall be followed in order to ensure competitive fairness by providing all prospective respondents with the same information. Except when in the City's best interest, the names of prospective proposers will not be divulged.

16. Proposals must be signed by a corporate officer authorized to commit the submitting firm and shall remain in full force and effect for ninety (90) calendar days following the date of opening. Proposals may be withdrawn prior to opening only. Negligence on the part of the proposer shall not constitute a right to withdraw the proposal after it is opened.

17. Respondents should also be available for oral presentations if such presentations are deemed necessary to determine the most qualified firm. Any such oral presentation will be scheduled at a mutually convenient time.

18. Any contract resulting from this RFP may be terminated by either party to the contract upon thirty (30) days' written notice.

19. The contracting party shall not discriminate based on race, sex, color, national origin, gender, sexual orientation, gender identity, or disability.

IV. PROTEST PROCEDURES

Protest of bidding procedures, specifications, or bid/contract awards shall be made in accordance with the following procedures. Such protests may only be initiated by an authorized representative of a person, firm, or corporation who has a direct economic interest in the particular procurement in question.

1. **Protest Filing.** Any protest must be filed with the purchasing agent at the address specified in the bid specifications or quotation request for the receipt of bids or quotes. The protest must be in writing and describe in full detail the basis for the protest and the particular bid or quote in controversy. In order to meet the time frames enumerated hereinafter, a protest may be received in person, by U.S. mail, facsimile, or electronic means; provided, however, that facsimile or electronic filing shall be followed with documents bearing original signatures as soon as practical thereafter.

2. **Bid Specifications (Pre-Award).** Protest of bid specifications or bidding procedures must be received by the purchasing office no later than five (5) business days prior to the scheduled bid opening or quotation closure period. Protests received on the day of bid opening or quotation closure will not be considered.

3. **Award.** Protests of procurement decisions shall be filed by the protestant within five (5) business days of the award decision. Upon a determination of vendor selection from the bid process, a "Notice of Intent to Award" will be posted on the City's bid website. The purchasing agent, in consultation with the City Attorney and City Manager, shall have the authority to settle and resolve the protest. If the protest is not resolved by mutual agreement, the City Manager or his designee shall issue a decision in writing to the protestant within ten (10) business days after receipt of the protest stating the reasons for the action taken.

4. **Post-award protests and protest timelines.** All post-award protests shall be referred to the City Manager for action. Furthermore, the City Manager, at his discretion, may extend the protest timelines.

5. **Stay of procurement award.** In the event of a timely protest pursuant to this section, the city shall not proceed with the solicitation or procurement until the protest is resolved by mutual agreement, the City Manager or his designee issues a final decision, the board of directors approves the procurement in controversy or a court decision is rendered if the controversy is filed in court. Provided, however, that the city may proceed with procurement in controversy if a written determination is made by the purchasing agent, in consultation with the city attorney, that the items to be purchased are urgently required, the delivery or performance will be unduly delayed by failure to make the award promptly, or failure to make award will otherwise cause undue harm to the city.

6. **Award notification.** Notification of procurement decisions shall be available as soon as such decisions are final. Bid or contract award recommendations to be considered by the board of directors shall whenever possible, also be available in the office of the city clerk seven (7) calendar days prior to the board of directors meeting at which the bid or contract award is scheduled for consideration. It is the responsibility of all bidders to make inquiries of the purchasing office regarding procurement decisions for rendering protests.

7. **Federal grants.** Protest of any procurement funded in whole or in part with federal grant funds may also be filed subsequently with the funding agency. The Department with primary oversight responsible for a particular federal grant shall ensure that federal agency bid protest procedures, if any, are made available and shall provide assistance in the administration of such agency protest procedures.

V. PROJECT BACKGROUND

The City desires to obtain various levels of janitorial services at a number of city-owned buildings and facilities. Some of the locations will require routine daily/weekly service while others will only require limited services on a periodic or as needed basis (e.g. floor maintenance only).

VI. SCOPE OF SERVICES

The scope of services for each city facility is described in the attached "Specifications/Scope of Services". Please read this section carefully and provide pricing accordingly.

VII. PROPOSAL REQUIREMENTS/EVALUATION

Proposers must submit proposals that include the categories enumerated hereinafter. Proposals will be evaluated in accordance with the City's evaluation criteria (Section VIII) based solely upon the proposal contents; therefore, respondents should carefully address each of the following proposal content categories.

A. QUALIFICATION/EXPERIENCE/REFERENCES

Qualifications - describe and provide detail of the firm's qualifications and experience to perform this work (include expertise, training, certifications, licenses, etc.). Include a list of references with company name, contact information, and address.

B. PROPOSED METHOD OF DOING WORK

Respondents must detail the approach they will take in achieving the scope of services.

C. CAPACITY AND AVAILABILITY FOR SERVICE.

Describe staffing levels, equipment availability, dedicated time to City facilities, and resources for performing service to the City.

D. COST

The cost shown must detail any applicable charges **Complete Attachment B "Cost Element" page of the RFP.**

E. DBE/WBE/MBE

Proposers who are **certified** disadvantaged business enterprises (DBE) or women-owned business enterprises (WBE) or minority-owned business enterprises (MBE) may qualify for five (5) points as a DBE/WBE/MBE. To claim these points, proposers must include a copy of a current DEB/WBE/MBE certification issued by a governmental agency with their proposal.

VIII. EVALUATION CRITERIA

The City's purpose in soliciting proposals is to determine and select the best-qualified firm with which to award an agreement at the best possible price. In order to accomplish this objective, the following evaluation criteria and procedure will be used:

	Criteria	Max. Points
A.	Qualifications/Experience/References	25
B.	Proposed Method	25
C.	Capability/Availability	20
D.	Cost	25
E	DBE/WBE/MBE	5
Total Points Possible		100

Proposals will be reviewed by a selection committee using the above criteria. Each reviewer will evaluate the five sections of each proposal based on the proposal's content. Reviewers will then assign a point score between zero and the criteria's maximum possible points for each section. Points for each proposal will then be totaled and proposals ranked from the highest to the lowest total point score. The City reserves the right to invite two or more of the highest-rated firms to make oral presentations (shortlist). Firms invited to make oral presentations will be re-evaluated using the above criteria based on their oral presentation. The firm selected for a bid award will be expected to incorporate, in the agreement their assurances, offers, or guarantees made in their oral presentation. Negotiations will be conducted initially with the firm adjudged to be the best-qualified firm following the ranking and rating process. If a mutually satisfactory contract cannot be negotiated with the selected firm, the firm will be requested to submit a best and final offer in writing, and, if not approved, negotiations with that firm will be terminated. Negotiations will then be initiated with the subsequently qualified firm, and this procedure will be continued until a mutually satisfactory contract has been negotiated. The objective of negotiations will be to reach an agreement on the plans for the services to be provided and an acceptable cost proposal that outlines the cost for each task and final product.

IX. AWARD OF CONTRACT

The City Manager or his designee will review the selection committee's recommendation and make the final decision regarding recommending the bid award to the Board of Directors. The City reserves the right to request the modification of any and all proposals and/or to reject all proposals. The detailed provisions of the contract may be prepared by the City Attorney. Any significant work alterations or additions during the term of the contract shall be renegotiated by the City and the selected respondent. The selected respondent may be required to obtain a City business license. The City reserves the right to request the modification of any and all proposals and/or to reject all proposals.

Dorethea Yates,
Finance Director/Treasurer

5/20/2021
Date

Bidder's Checklist of Required Items

CITY OF HOT SPRINGS
HOT SPRINGS, ARKANSAS

JANITORIAL SERVICES - ASC

This Bidder's Checklist is provided to ensure all required forms are completed, signed and returned as part of the bid submission. All forms must be included as indicated for a bid to be considered a complete and responsive bid. Appropriate signatures and date are required on each document. If an item is missing, the bid may be declared unresponsive and therefore rejected.

This sheet will serve as the cover sheet for the bid submission.

	Required	Submitted
Acknowledgement	X	
Statement of Insurance Requirements	X	
One (1) Original Unbound Proposal	X	
One (1) PDF Version of Original Proposal	X	
Signed and Completed Cost Element (Attachment B)	X	

_____
Bidder's Signature

_____
Date Signed

_____
Bidder's Trade Name (Company, Individual, etc.)

ACKNOWLEDGMENT

ACKNOWLEDGEMENT OF THIS INVITATION TO BID (ITB)/REQUEST FOR PROPOSALS (RFP) MUST BE RECEIVED BY THE CITY IN ORDER FOR YOU TO RECEIVE ADDENDA (e.g., updates or changes to the bid packet).

PLEASE COMPLETE BELOW AND FAX TO 501-321-6833 or email othomason@cityhs.net UPON RECEIPT OF THIS PACKET so you will receive any changes or updates that may occur. If we do not receive this form from you, the City is not responsible for any updates or changes that you do not receive.

ITEM/SERVICE SOUGHT BY THIS ITB/RFP: JANITORIAL SERIVICES - ASC

DATE RECEIVED _____

RECIPIENT :_____(NAME)

_____ (ADDRESS)

_____

_____

_____ (PHONE)

_____ (FAX

_____ (EMAIL)

_____ _____

Printed Name Signature

STATEMENT OF INSURANCE REQUIREMENTS

Certificates for those coverages *checked below* must be submitted by the Bidder with the bid forms. (If there are no checks in the left column, no insurance requirements apply.)

___XX___ General Liability (Minimum Amt. $(_500,000_)

_____Product Liability (Minimum Amt. $(_____)

_____Vehicle Liability (Minimum Amt. per law)

___XX___ Workers Compensation

_____ Builders Risk (Minimum Amt. $_____)

_____ Personal Injury (Minimum Amt. $_____)

In addition to the above certification, the Bidders are hereby notified that the following additional items apply to this procurement as noted.

___XX___This procurement is subject to an escalation clause.

_____This procurement is **not** subject to an escalation clause.

_____This procurement is subject to federally required certifications/contract clauses.

__XX____ This procurement is **not** subject to federally required certifications/contract clauses.

__XX____AR City Business License: City _____No_____

_____
Bidder's Signature

_____
Bidder's Trade Name (Company, Individual, etc.)

_____
Date Signed

ATTACHMENT A
SPECIFICATIONS
FOR
JANITORIAL SERVICES
AT VARIOUS CITY-OWNED BUILDINGS AND FACILITIES

These specification/scope of services are intended to identify the locations and describe, in detail, the services desired at each location. For some locations, a description of the facility (size of building, fixtures, features, etc.) is given: **regardless of whether a description of the facility is given, each proposer is STRONGLY URGED to visit each facility to apprise himself/herself of the size, fixtures, and conditions.** When square footage is shown, the City will not be responsible for any error or variation in the square footage shown, nor will the Contractor, because of any such error or variation, be relieved of his responsibility to carry out the contract in accordance with the true intent and meaning of the scope of work/specification without additional cost to the City.

Some of the locations for which service is sought are equipped with security alarms. It will be the responsibility of the Contractor to activate these alarms when vacating the building at the end of their work day. The Contractor will be provided the necessary keys and codes to access the building.

CONTRACT TERMS

A. The Contractor will provide the supplies consumed - cleaning supplies, trash can liners, etc., in the course of performing service, (unless noted otherwise by particular location). Contractor will provide, unless noted otherwise, the equipment (brooms, mops, buckets, vacuums, dust cloths, wipe cloths, carts, etc.) necessary to perform the service. Such supplies and equipment will be of the type, size, strength, etc., that is adequate and normal in performing this service and attaining the desired results.

B. The City will provide the supplies consumed by employees and the public, i.e., tissue, paper towels, hand sanitizers and soap dispenser refills, etc.

C. Electrical supply and cold and hot (where available) water will be provided by the City. Lights should be turned off when not needed to perform services.

D. The Contractor will prohibit employees from using City property (phones, fax machines, copiers, computers, etc.) for personal or non-city business.

E. Contractor's employees must, to the maximum extent possible, refrain from disturbing papers or other items on desks; moving furniture or other facility objects or return them to their original position and order if it is necessary to move them.

F. The Contractor shall be liable for any and all damage to City property resulting from the performance of service.

G. Contractor's employees, while performing service, are to wear ID badges or a uniform identifying them as employees of the Contractor.

H. The service performed under this contract will be subject to inspection and approval by City representatives. High quality service is desired and expected. Should the City not receive the quality of service it expects, the Contractor will be apprised of this and given the opportunity to improve to the degree necessary; failure to do so may be reason for the City to terminate the agreement immediately.

I. This agreement may be terminated by either party upon sixty days written notice to the other party.

J. Special services, where not included as a routine part of the required service (such as carpet steam cleaning, tile floor striping and waxing), may be negotiated on a need-by-need basis with the Contractor; however, the City retains the right to seek other parties to perform services if it so chooses.

K. It is the City's desire to enter into a multi-year agreement. The total length of this agreement, including all extensions, will be for five (5) years upon budget approval by the City of Hot Springs Board of Directors and mutual agreement. The agreement will contain termination options for each party. Any changes, addendums or modifications to the contract shall be made in writing.

L. Contractor's will be responsible for supplying background checks on their employees assigned to City locations.

ATTACHMENT B

SCOPE OF SERVICES

The following illustrates the required scope of services by location. For each location, the following is shown in bold: facility name, department name, and street address, contact person and phone number.

1. CITY HALL, - VARIOUS DEPTS

133 CONVENTION BLVD.
SHEILA WINTER: 321-6811

Office Space .....6670 Sq. Ft.
Board Chambers.....1647 Sq. Ft.
Audio / Video Technical Room.....90 Sq. Ft.
Restrooms (6) ..... 363 Sq. Ft.
Hallways..... 2112 Sq. Ft.

The official working hours of the building occupants are 8:00 AM to 5:00 PM, Monday thru Friday

Daily Requirements:

- Empty and collect all trash cans/wastebaskets and place in designated receptacles, and return to original location
- Sweep all uncarpeted floors
- Spot clean any spills on carpets
- Clean all glass entrance doors
- Dust all open counters, cabinets, desktops, etc.
- Clean and disinfect handrails, entry door handles, and light switches (especially important during cold and flu season)
- Clean, disinfect and shine drinking fountains
- Clean and polish all mirrors and bright works
- Clean kitchen sinks and wipe down tables and counters (all items left in the sink are to be disposed of).
- Sweep all outside entryways and pick up any trash along entrances
- Sweep front porch bench area and remove spider/cob webs
- Clean, sanitize and disinfect all bathroom fixtures, wash basins, counter tops, urinals, toilets and toilet seats, dispensers, faucets and accessible handrails
- Sweep, mop and disinfect BATHROOM floors, making sure to leave all bathrooms sanitized and clean smelling
- Replenish paper and soap supplies, including wall mounted soap dispensers, as needed making sure each bathroom has extra toilet paper at each stall
- Replace trash can liners
- Spot vacuum carpeted floors, as needed
- Clean walls, door jams, light switches, etc., as needed
- Empty outside smoking receptacles as needed
- Turn off all lights except those required and designated to be left on
- Lock all designated doors and set automated alarm system upon leaving the building each day
- Keep janitors closets (upstairs and downstairs) clean, organized and stocked with paper supplies at all times
- Leave written notice of any irregularities noted during service, i.e., defective plumbing fixtures, electrical problems, burned-out lights, breakage to glass, malfunctioning equipment, etc.
- Leave written notice when paper goods supply is running low–don't wait until it's gone!!!

Special Cleaning Duties for City Hall Board Chambers and Conference Room (In Addition To Daily)

- Remove coffee cups, drink cans, bottles and other trash and dispose of daily
- Empty coffee pots and rinse daily
- Clean inside micro-fridge, as needed

Weekly Cleaning

- Vacuum thoroughly all carpeted areas including behind and under desks, chairs and
- equipment, paying special attention to cobwebs in corners and behind draped areas
- Mop and sanitize all uncarpeted floors, paying special attention to corners
- Dust light fixtures
- Dust ceiling fans
- Dust pictures and wall decorations

Quarterly Cleaning

- Clean grout, around base of toilets, walls, fixtures, etc. in restrooms
- Clean and sanitize refrigerator interior/exterior
- Clean baseboards

2. CITY HALL ANNEX BUILDING

111 OPERA ST.
DENNY MCPHATE: 321-6866

Offices/Reception Area/Conference Rooms...… (tile)…….3988 sq. ft.
Restrooms/Hallway/Entryways……... (tile)…….216 sq. ft.
Breakroom……. (concrete)……56l sq. ft.

Routine Maintenance:
The following tasks are to be performed twice (2) times a week after 5PM, Tuesday and Friday in these areas:

- Empty trash containers
- Clean and sanitize, wet mop, and restock restrooms
- Vacuum carpeted areas
- Clean glass inside and outside on entry doors
- Dust Furniture
- Wet mop Breakroom floor, back hallway, and front entryway tile, as well as conference room and reception area located on Park Department side of building

Perform monthly

- Dust wall decorations (Artwork and Awards)

Perform quarterly

- Clean grout, around base of toilets, walls, fixtures, etc. in restrooms
- Clean and sanitize refrigerator interior/exterior
- Clean baseboards

IT IS THE INTENT OF THE CITY TO AWARD LOCATIONS AT 133 CONVENTION BLVD AND 111 OPERA TO THE LOWEST RESPONSIVE PROPOSER'S CUMMULATIVE PROPOPSAL.

3. HOT SPRINGS ANIMAL SHELTER, ANIMAL SERVICES DIVISION

319 DAVIDSON DRIVE
CHRIS ADKINS: 262-2091

Office area……..3500 sq. ft.

Routine Maintenance:

The following tasks are to be performed monthly at minimum:
(City personnel sweep and mop daily)

- Dust mop entire front area of facility
- Wet mop entire front of facility
- Buff and wax (touch-up) entire front of facility

Perform annually

- Completely strip and re-wax floors

4. SCALEHOUSE, SANITATION DEPARTMENT

221 SCOTT STREET
RANDY ATKINSON: 321-6911

Office space…….287.74 sq. ft.
Restroom, 2 Fixtures……..45.02 sq. ft.
Storage areas……..23.09 sq. ft.

The present building population consists of approximately two (2) persons. The official working hours of the building occupant is 7:00am to 3:00pm Monday through Friday approximately 250 days a year. All work must be performed on Thursday during regular afternoon business hours (12:00pm-2:00pm) except in instances where the performance of such work will disrupt or interfere with normal business operations. The work should be performed between 1:30pm and 2:00pm to the maximum extent possible.

Routine Maintenance – Perform Each Service Day:
(City personnel sweep and mop daily)

- Dust mop entire facility
- Wet mop entire facility
- Buff and wax (touch-up) entire facility

Restrooms – Perform Each Service Day:

- Floors shall be swept and then mopped with disinfectant detergent
- All water closets, seats, urinals, shall be washed inside and out with a disinfectant detergent
- Washbasins shall be cleaned and all mirrors, shelves, dispensers, chrome fixtures, pipes, etc., shall be damp-wiped and polished dry
- Spot clean walls, partitions and doors
- Replenish supplies

Perform Annually:

- Completely strip and re-wax floors

SPECIAL MAINTENANCE (COST OF THESE TO BE SHOWN SEPARATELY)

- If requested, strip and wax all hard-surface floors and steam clean all carpets at the beginning of the contract term. Contractor to furnish all labor, equipment and supplies
- Clean all windows and glass doors on a quarterly basis. Contractor to furnish all labor, equipment and supplies. Respondents need not include this item for their proposal to be considered

5. SANITATION ADMINISTRATION OFFICE, SANITATION DEPARTMENT

218 RUNYON
RANDY ATKINSON: 321-6911

Lobby…….126 sq. ft.
Front office…….295 sq. ft.
2 bathrooms……70 sq. ft. each
File area……110 sq ft
Office……....170 sq ft.
Hallway……312 sq ft
Office……230 sq ft.
Breakroom……....140 sq. ft

The official working hours of the building occupants are as follows:

7:30am to 4:30pm, Monday through Friday, approximately 250 days per year. All work must be performed on Tuesday and Thursday during regular afternoon business hours (1:00pm-4:00pm) except in instances where the performance of such work will disrupt or interfere with normal business operations. The work should be performed between 3:00 and 4:00pm to the maximum extent possible.

Routine Maintenance – Perform Each Service Day:

(City personnel sweep and mop daily)

- Dust mop entire facility
- Wet mop entire facility

Restrooms – Perform Each Service Day:

- Floors shall be swept and then mopped with disinfectant detergent each service day
- All water closets, seats, urinals, shall be washed inside and out with a disinfectant detergent each service day
- Washbasins shall be cleaned and all mirrors, shelves, dispensers, chrome fixtures, pipes, etc., shall be damp-wiped and polished dry each service day
- Spot clean walls, partitions and doors each service day
- Replenish supplies each service day

Perform Weekly

- Buff and wax (touch-up) entire facility

Perform Annually

- Completely strip and re-wax floors

Special Maintenance (Cost Of These To Be Shown Separately)

- If requested, strip and wax all hard-surface floors and steam clean all carpets at the beginning of the contract term. Contractor to furnish all labor, equipment and supplies.
- Clean all windows and glass doors on a quarterly basis. Contractor to furnish all labor, equipment and supplies. Respondents need not include this item for their proposal to be considered.

6. COMMERCIAL SERVICES CENTER, SANITATION DEPARTMENT

238 SCALEHOUSE LANE,
RANDY ATKINSON: 321-6911

Office space……..125 sq. ft.
Breakroom……392 sq. ft.
Restrooms…….172 sq. ft.

Routine Maintenance- Perform Weekly:

(City personnel sweep and mop daily)

- Dust mop entire facility
- Wet mop entire facility
- Buff and wax (touch-up) entire facility

Restrooms – Perform Each Service Day:

- Floors shall be swept and then mopped with disinfectant detergent each service day.
- All water closets, seats, urinals, shall be washed inside and out with a disinfectant detergent each service day.
- Washbasins shall be cleaned and all mirrors, shelves, dispensers, chrome fixtures, pipes, etc., shall be damp-wiped and polished dry each service day.
- Spot clean walls, partitions and doors each service day
- Replenish supplies each service day.

Perform Annually:

- Completely strip and re-wax floors

Special Maintenance (Cost Of These To Be Shown Separately)

- If requested, strip and wax all hard-surface floors at the beginning of the contract term. Contractor to furnish all labor, equipment and supplies.
- Clean all windows and glass doors on a quarterly basis. Contractor to furnish all labor, equipment and supplies. Respondents need not include this item for their proposal to be considered.

7. SPECIAL SERVICES CENTER, SANITATION DEPARTMENT

121 UTILITY COURT
RANDY ATKINSON: 321-6911

Office Space…….350 sq. ft.
Breakroom……390 sq. ft.
Restrooms…….180 sq. ft.

Routine Maintenance-Perform Weekly:

(City personnel sweep and mop daily)

- Dust mop entire facility
- Wet mop entire facility
- Buff and wax (touch-up) entire facility

Restrooms – Perform Each Service Day:

- Floors shall be swept and then mopped with disinfectant detergent each service day.
- All water closets, seats, urinals, shall be washed inside and out with a disinfectant detergent each service day
- Washbasins shall be cleaned and all mirrors, shelves, dispensers, chrome fixtures, pipes, etc., shall be damp-wiped and polished dry each service day
- Spot clean walls, partitions and doors each service day
- Replenish supplies each service day

Perform Annually:

- Completely strip and re-wax floors

Special Maintenance (Cost Of These To Be Shown Separately)

- If requested, strip and wax all hard-surface floors at the beginning of the contract
- term. Contractor to furnish all labor, equipment and supplies.
- Clean all windows and glass doors on a quarterly basis. Contractor to furnish all labor, equipment and supplies. Respondents need not include this item for their proposal to be considered.

8. UTILITY ADMINISTRATION OFFICE

780 ADAMS STREET
KAREN ANDERSON: 501-321-6873

Office Area…….2500 sq ft

Routine Maintenance – Perform two (2) times weekly

- Empty trash containers
- Dust desks, open counters, and cabinets. Feather dust equipment, and remove any cob webs
- Clean, sanitize, and restock restrooms. Wet mop floors
- Vacuum carpeted areas
- Dust mop vinyl floored areas
- Clean glass inside and outside on entry doors

Perform Weekly:

- Dust and wet mop all vinyl floored areas

Perform Quarterly:

- Clean all windows inside and out including window blinds
- Clean (dust) ceiling fans

Special Maintenance (Cost To Be Shown Separately)

- Steam Clean Carpets – when requested – Contractor to furnish all labor, equipment, and Supplies

9. WASTEWATER TREATMENT PLANT

320 DAVIDSON DR
HAROLD MAULDIN: 501-262-1125

Total Area ……..4927 sq ft
(8) Offices, Lobby, Conference Room, Main Hallway, and Corridor
Laboratory Room
Kitchen/Breakroom area
(2) Restrooms

Routine Maintenance –Perform two (2) times weekly

- Empty trash containers
- Dust all open counters, cabinets, and desktops. Feather dust equipment (except in laboratory area). Remove any cobwebs
- Clean, sanitize, and restock restrooms. Wet mop restroom floors
- Dust mop all floors
- Clean glass inside and outside on entry doors

Perform the following weekly

- Dust mop and wet-mop all floors
- Clean interior windows

Perform Quarterly:

- Clean all windows in Lobby area inside and out
- Clean Window Blinds
- Clean (dust) ceiling fans

10. POLICE DEPARTMENT

641 MALVERN AVE
CHRIS CHAPMOND: 501-321-6789

All Services will be rendered on an as needed basis

- Completely strip and re-wax floors
- Deep clean carpets

11. STREET DEPARTMENT

214 SERVICES LANE
JOHN FAULKNER: 321-6932

Office Area……..…… (tile – vinyl)……..……..2626 sq ft
Breakroom……..936 sq ft
Bathroom……192 sq ft

Routine Maintenance:
The following tasks are to be performed two (2) times weekly on Wednesday and Friday:

- Sweep and wet mop all floors (including outside office hallway and breakroom)
- Vaccuum all mats
- Clean & sanitize all indoor and outdoor restroom lavatories, commodes, urinals,
- vanities, mirrors, and sinks.
- Wet mop and sanitize all restroom floors
- Replenish toilet tissue in all restrooms
- Clean and sanitize sinks, tables and countertops in all eating areas.
- Clean and sanitize all drinking fountains
- Empty all trash receptacles (including but not limited to offices, restrooms, breakrooms, and shop) and deposit to outside gargabe receptacle.
- Replenish all trash receptacles with liners.
- Dust exposed area of file cabinets inside/outside office area
- Wipe down baseboards and window ledges monthly

Special services, where not included as a routine part of the required service (such as carpet clearing, tile floor striping and waxing, window washing inside/outside) may be negotiated on a need-by-need basis with contractor, however, the City retains the right to seek other parties to perform services if it chooses**.**

12. EXCHANGE STREET PARKING DECK

DENNY MCPHATE: 501-321-6866

Routine Maintenance - Perform Daily (5 Days a week, M-F):

- Sanitize, sweep, and wet mop two (2) elevators assuring all elevator floors are completely dry before leaving
- Clean and sanitize two (2) restrooms and restock supplies, hand sanitizer, and soap dispensers as needed. The city will furnish supplies (toilet paper, paper towels, hand sanitizer, etc) for the restrooms.

13. FINANCE DEPARTMENT/UTILITY BUILDING

324 MALVERN AVE
DEE YATES: 501-321-6825

Total Building square footage……17,145 sq. f.
(Of which is Mechanical/storage 2,533 sq. ft.)

Routine Interior Maintenance:

The areas to be cleaned include, but are not limited to: restrooms, kitchens, employee lounges, offices, copier/workrooms, hallways, conference rooms, exterior entrances, and main lobbies. The following tasks are to be performed two (2) times weekly on Tuesday and Friday after 5:00 p.m.

- Empty all waste containers, replace liners, and return to original location
- Sweep, mop and disinfect all hard floors including main lobby, hallways, breakrooms, and restrooms
- Sanitize telephones
- Dust furniture, window sills, ledges, and wall decorations in all areas
- Clean and sanitize all fixtures, urinals, toilet bowls/seats, partitions, wash bowls, and mirrors in all restrooms
- Replenish paper products, soap and hand sanitizer dispensers, and room deodorizers
- Spot clean walls, doors, door jams, lights switches, door handles/bars, entry way interior glass etc.
- Clean and disinfect all counter tops, tables, and sinks in conference room
- Leave written notice of any maintenance issues noted during services

Routine Exterior Maintenance:

The areas to cleaned include building perimeters, parking areas, and covered sidewalks

- Pickup and dispose of rubbish around building (including cigarette butts)
- Empty trash containers & replace liners
- Empty cigarette urns
- Sweep all outside entry ways & pick up trash along entrances
- Sweep covered sidewalk entrances
- Remove any unwanted insect debris around windows along covered sidewalks

Perform the following weekly:

- Vacuum all carpeted areas
- Clean interior glass (office windows)
- Sweep and wet mop north and south stairwells

Perform the following monthly:

- Dust baseboards, air vents and air intake vents
- Clean exterior glass doors and windows along covered sidewalk

Perform the following quarterly:

- Deep clean all restrooms (grout, around base of toilets, walls, fixtures, etc)
- Deep clean all common areas
- Clean & sanitize interior & exterior of all kitchen appliances

Special services, where not included as a routine part of the required service (such as carpet clearing, tile floor striping and waxing, window washing inside/outside) may be negotiated on a need-by-need basis with contractor, however, the City retains the right to seek other parties to perform services if it chooses.

14. AIRPORT MUNICIPAL BUILDING
525 AIRPORT ROAD
GLEN BARENTINE: 321-6750

All Areas Combined……..10,000 sq. ft.
Office Areas (Includes Airport Director Office)
Conference Room
Breakroom
FBO Bathrooms
Terminal Bathrooms
FBO Lobby
Terminal Lobby
Southern Airways Waiting Area
FBO Pilot Lounge, Sleep Room & Training Office

Routine Maintenance:
The following tasks are to be performed five (5) times weekly, Monday – Friday.
FBO (includes offices, breakroom, lobby, restrooms, pilot and sleep room), Terminal (includes Airport Director Office, lobby and restrooms), Southern Airways Waiting Area

- Sweep/vacuum all floors in FBO daily
- Wet mop ALL FBO floors daily (including offices and hallway).
- Sweep/Spot mop Terminal Lobby floor
- Sweep and mop Airport Director Office
- Wet mop and sanitize restroom floors in FBO and Terminal Lobby.
- Clean & sanitize both men's and women's restrooms lavatories, commodes, urinals, vanities, mirrors and sinks.
- Replenish toilet tissue, hand soap and paper towels.
- Empty all trash receptacles and deposit in outside trash bin. Includes Airport Directors office, breakroom, and conference room
- Replenish all trash receptacles with liners.
- Dust exposed area of FBO weekly (countertops, coffee table, pilot planning area, furniture).
- Dust exposed furniture (tables, chairs) in Terminal Lobby and Southern Airways waiting area
- Vacuum/Spot mop Southern Airways waiting area

Task List For All Restrooms (FBO & Terminal)
Perform the following daily:

- Clean and sanitize all fixtures, urinals, toilet bowls/seats, partitions, wash bowls
- Wash mirrors and internal glass
- Empty waste containers & replace liners
- Sweep, mop and disinfect floors paying special attention to corners
- Remove spider webs

Task List for Breakroom/Employee Lounge
Perform the following daily:

- Empty waste containers & replace liners
- Clean and disinfect all counter tops and surfaces
- Sanitize and clean sink

Task List for Conference Room
Perform the following daily:

- Wash and sanitize exposed surfaces of tables
- Empty waste containers & replace liners

Task List for Airport Director Office
Perform the following daily:

- Empty waste containers & replace liners
- Sweep and mop floor

Task List for FBO Offices
Perform the following daily:

- Empty waste containers & replace liners
- Sweep and mop floors

Task List for Pilot Lounge, Sleep Room & Training Office
Perform the following daily:

- Empty waste containers & replace liners
- Vacuum
- Dust furniture
- Spot clean if needed

Task List for Terminal Lobby
Perform the following daily:

- Sweep Terminal floors
- Spot mop terminal floors
- Dust furniture
- Spot clean if needed

Task List for Southern Airways Waiting Area
Perform the following daily:

- Vacuum, sweep, and spot mop floors
- Dust furniture
- Spot clean if needed

Perform the following weekly/as needed in each area of the airport:

- Spot clean walls, doors, door jams, lights switches, door handles/bars, etc.
- Clean waste containers
- Clean corners if needed due to dust or spider web

Perform the following weekly/as needed in terminal area:

- Sweep & Wet mop entire lobby floor, dust around columns in lobby
- Clean entrance/exit doors sanitizing handles on each side
- Clean corners taking care to remove dust or spider webs

Perform the following weekly/as needed in southern waiting area:

- Clean entrance/exit doors sanitizing handles on each side
- Clean corners taking care to remove dust or spider webs

Perform the following monthly FBO area:

- Dust baseboards
- Dust ceiling vents, diffusers, window blinds
- Clean walls, doors, door jams, lights switches, door handles/bars, etc.
- Clean all windows, window sills, ledges and all horizontal & vertical surfaces

Perform the following quarterly:

- Deep clean all restrooms (grout, around base of toilets, walls, fixtures, etc.)
- Deep clean all common areas, paying special attention to walls and baseboards

Close-out duties:

- Leave written notice of any supplies needed, any irregularities noted during service, i.e. defective plumbing, loose fixtures, electrical problems, burned–out lights, breakage to glass, malfunctioning equipment, etc.

SUPPLEMENTAL BID/PROPOSAL FORM
COST ELEMENT
For
JANITORIAL SERVICE - ASC

COST OF ALL REGULAR ROUTINE SERVICE WHETHER IT BE DAILY, WEEKLY OR MONTHLY IS TO BE SHOWN AS A MONTHLY COST*

1. CITY HALL – 133 CONVENTION BLVD
   Monthly Cost of Service……..$_____*
   Annual Carpet Cleaning……...$_____
   Annual Window Cleaning……$_____

2. CITY HALL ANNEX – 111 OPERA ST.
   Monthly Maintenance…..……$ _____*

3. ANIMAL SHELTER – 319 DAVIDSON
   Monthly Maintenance……..$ _____*
   Annual Strip & Wax Floors…….$ _____

4. SCALEHOUSE – SANITATION DEPT – 221 SCOTT STREET
   Monthly Cost of Service..……$ _____ *
   Annual Strip & Wax of Floors…….$_____
   Clean Windows & Glass Doors Quarterly……...$_____

5. SANITATION ADMINISTRATION OFFICE – 218 RUNYON
   Monthly Cost of Service.…….$_____ *
   Annual Strip & Re-Wax of floors …...……$_____
   Steam Clean All Carpets……..$_____
   Clean Windows & Glass Doors Quarterly……...$_____

6. COMMERCIAL SERVICES CTR – SANITATION DEPT – 238 SCALEHOUSE LN
   Monthly Cost of Service……..$_____*
   Annual Strip & Re-Wax of Floors …….……$_____
   Clean Windows & Glass Doors Quarterly……...$_____

7. SPECIAL SERVICES CTR – SANITATION DEPT – 121 UTILITY COURT
   Monthly Cost of Service.…….$_____ *
   Strip & Re-Wax Floors Annually……$_____
   Clean Windows & Glass Doors Quarterly……...$_____

8. UTLITY ADMINISTRATION – 741 ADAMS STREET
   Monthly Cost of Service …….$_____*
   Steam Clean all Carpets……...$ _____

9. WASTEWATER – 320 DAVIDSON DR
   Monthly Cost of Service……..$ _____*

10. POLICE DEPARTMENT – 641 MALVERN AVE
Hourly Cost of Cleaning Service…….....$_____*
Strip and Re-Wax Floors, per service, as required …….....$_____
Steam Clean Carpets, per service, as required ……$_____

11. STREET DEPARTMENT – 214 SERVICES LANE
Monthly Cost of Service ..……..$_____*
Strip & wax all hard surface floors, per event, as required……$_____
Steam Clean all carpets, per event, as required……..$_____
Clean Windows & Glass Doors Annually.……..……...$_____

12. EXCHANGE STREET PARKING DECK
Monthly Cost of Service ……$_____*
Special Holiday/weekend cleaning as requested, per day……..$_____

13. FINANCE DEPARTMENT/UTILITIES – 324 MALVERN
Monthly Cost of Service..……...$_____ *
Steam Clean all carpets, per event, as required..……$_____
Clean Windows & Glass Doors Annually ……..……..$_____

14. AIRPORT MUNICIPAL BUILDING – 525 AIRPORT ROAD
Monthly Cost of Service.……..…..$_____ *
Steam Clean all carpets, per event, as required……..…$_____
Strip & wax all hard surface floors, per event, as required……$_____

_____
COMPANY

_____
AUTHORIZED OFFICIAL

_____
ADDRESS

_____ _____
OFFICE PHONE NUMBER FAX

_____ _____
CELL PHONE DATE