NOTICE TO BIDDERS

Faulkner County will be accepting sealed bids on custodial services for the Faulkner County Library, Conway location.

Bid specifications and Submittal forms may be obtained from the Faulkner County Judge's Office. Bids will be accepted until 9:00 am on Thursday, December 5, 2019, at which time they will be opened at the Faulkner County Judge's Office, located at 801 Locust Street Conway AR, 72034. Faulkner County reserves the right to accept or reject any or all bids placed and waive formalities.

Bids should be submitted in total including taxes, for the price to be paid by Faulkner County.

Direct questions and requests for clarifications related to this RFP to John McGraw at 501-327-7482.

Bids may be mailed to:

Faulkner County Judge's Office Attn: Library Custodial Services 801 Locust Street Conway AR, 72034

BID INFORMATION AND BID SPECIFICATIONS

FOR

CONTRACTOR BIDDING PROJECT

THIS BID PACKET CONTAINS INFORMATION CONCERNING PROJECT FOR FAULKNER COUNTY, ARKANSAS COUNTY JUDGE JIM BAKER

Library Custodial Services

October 30, 2019

Date: October 30, 2019

Reference: Library Custodial Services

Bid is to be addressed to:

Faulkner County Judge's Office Attn: Library Custodial Services 801 Locust Street

Conway, Arkansas 72034

BIDS ARE DUE ON Thursday, December 5, 2019 by 9:00 A.M.

Bids may be mailed or hand delivered to Judge Jim Baker, County Judge, Faulkner County, Arkansas. All bids must be turned in prior to the 9:00 AM deadline.

*****Faxed, Phone, or e-mail bids will not be accepted.

*****All bids must be in a sealed envelope and marked Attn: Library Custodial Services

*Daily is at least five (5) times a week

	Dun	y is at least live (5) tillies a week	
Are	eas	Task	Frequency
Restroo	ms		
E	mpty trash and replace lin	ner	Daily
E	mpty sanitary container		Daily
C	lean toilets, sinks, urinals		Daily
C	lean mirrors		Daily
C	lean and fill soap & paper	dispensers	Daily
D	ust horizontal surfaces		Daily
L	ow dust		Weekly
Н	igh dust		Monthly
C	lean and wipe light switch	hes/kick plate	Weekly
V	acuum & wet mop floors		Daily
Sı	oot clean walls		Daily
Reading	Areas		
E	mpty trash and replace lin	ner as needed	Daily
	lean and sanitize drinking		Daily
	lean glass doors and parti		Daily
V	acuum traffic lanes		Daily
V	acuum wall to wall		Weekly
W	et mop floors		Weekly
S ₁	oot clean horizontal surfa	aces of desks, credenzas,	
•	tables, filing cabin	ets. Etc,	Daily
D	ust horizontal surfaces		Weekly
D	oust picture frames, clock	ks. & desks	Weekly
C	lean and wipe light swit	ches/kick plate	Weekly
	et mop rubber mats	-	Weekly
S_1	pot clean spills on carpet	& tile floors	Daily
S_1	pot clean walls		Daily

Areas	Task	Frequency
Lobby		
Empty trash and repl	ad spot clean partition glass so doors aces zines on tables of floors tray can ames, clocks, blinds switches/kick plate	Daily Daily Daily Daily Daily Daily Daily Daily Weekly Weekly Weekly Wally Wally Weekly Wally Wally
Office Areas		
-	inking fountain d partition s l s l surfaces of desks, credenzas, cabinets, etc. ces clocks, & desks s witches/kick plate	Daily Daily Daily Daily Weekly Weekly Weekly Weekly Weekly Weekly
Spot clean walls		Daily

Areas	Task	Frequency
Corridors		
Vacuum floors		Daily
Wet mop floors		Weekly
Dust horizontal surface	es	Weekly
Dust picture frames, cl	ocks	Weekly
Clean and wipe light sy	witches/kick plate	Weekly
Spot clean spills on car	pet & tile floors	Daily
Spot clean walls		Daily
Breakroom		
D 1	1 4 . 1 . 1	

E

Damp clean counters and table tops Daily Empty trash and replace liner Daily Wipe clean or dust horizontal surfaces Daily Clean and sanitize drinking fountain Daily Vacuum & wet mop floors Daily Clean microwave Daily Clean/dust picture frames, clocks Weekly Clean and wipe light switches/kick plate, ice box Weekly Spot clean spills on carpet & tile floors Daily Spot clean walls Daily

Areas Task Frequency

Carpet

Shampoo carpet Extra Cost

Floors

Scrub and re finish w/3 coats

Extra Cost

Extra Cost

Extra Cost

General

Dust air vents Monthly

Notify building contact of any in irregularities Daily

(Unlocked doors, plumbing, supplies, etc.)
Turn off all lights except those to be left on,

close windows and lock doors. Daily

Customer service visit

Bi-Monthly
Formal customer review

Review /check communication log

Daily

Note: Customer furnishes paper and soap supplies.

• Bidders shall submit their bids on the form supplied by the Judge's Office.

Bid

Name of Company	
Name of Individual Representing Company	

The above named company offers to provide custodial services with the following specifications

Task Schedule For Faulkner County Libraries

*Daily is at least five (5) times a week

Areas	Task	Frequency
Restrooms		
Empty trash and rep Empty sanitary cont Clean toilets, sinks, Clean mirrors Clean and fill soap of Dust horizontal surf Low dust High dust Clean and wipe ligh Vacuum & wet mop Spot clean walls	tainer urinals & paper dispensers faces ht switches/kick plate	Daily Daily Daily Daily Daily Daily Weekly Monthly Weekly Daily
Clean and sanitize of Clean glass doors at Vacuum traffic lane Vacuum wall to wa Wet mop floors Spot clean horizont tables, filing Dust horizontal surfugues picture frame	nd partition es ll tal surfaces of desks, credenzas, g cabinets. Etc, faces es, clocks. & desks tht switches/kick plate	Daily Daily Daily Daily Weekly Weekly Weekly Weekly Weekly Weekly Wally Weekly Woekly Woekly Woekly

Areas	Task	Frequency
Lobby		
Empty trash and repl	d spot clean partition glass doors ces zines on tables floors n tray can nmes, clocks, blinds switches/kick plate	Daily Daily Daily Daily Daily Daily Daily Daily Weekly Weekly Weekly Waekly Waekly Waekly Waekly
Office Areas		
Empty trash and replated Clean and sanitize drice Clean glass doors and Vacuum traffic lanes Vacuum wall to wall Wet mop floors Spot clean horizontal tables, filing Dust horizontal surface Dust picture frames, conclean and wipe light so Wet mop rubber mate Spot clean spills on cate Spot clean walls	Inking fountain I partition I surfaces of desks, credenzas, cabinets, etc. ces clocks, & desks switches/kick plate	Daily Daily Daily Daily Weekly Weekly Waekly Weekly Weekly Weekly Weekly Waekly Waekly Waekly Waekly

Areas	Task	Frequency
Corridors		
Vacuum floors		Daily
Wet mop floors		Weekly
Dust horizontal surfaces		Weekly
Dust picture frames, clocks		Weekly
Clean and wipe light switch	es/kick plate	Weekly

Spot clean spills on carpet & tile floors

Spot clean walls

Daily

Daily

Breakroom

Damp clean counters and table tops Daily Empty trash and replace liner Daily Wipe clean or dust horizontal surfaces Daily Clean and sanitize drinking fountain Daily Vacuum & wet mop floors Daily Clean microwave Daily Clean/dust picture frames, clocks Weekly Clean and wipe light switches/kick plate, ice box Weekly Spot clean spills on carpet & tile floors Daily Spot clean walls Daily

Task Schedule For **Faulkner County Libraries**

Areas	Task	Frequency
Carpet		
Shampoo carpet		Extra Cost
Floors		
Scrub and re finish w/3	3 coats	Extra Cost
Strip and re finish w/3	coats	Extra Cost
General		
Dust air vents		Monthly
(Unlocked doo	t of any in irregularities rs, plumbing, supplies, etc.) ts except those to be left on,	Daily
	and lock doors.	Daily
Customer service visi	t	Bi-Monthly
Formal customer revi		Quarterly
Review /check comm	unication log	Daily
Note: Customer furnishes pape	er and soap supplies.	
to Faulkner County, at a base	price of	·
Total bid price (including taxe	s):	•
Signature:	Date: _	
Name:		