

## 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

## Task Schedule For Faulkner County Libraries

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

Areas	Task	Frequency
<b>Restrooms</b>		
	Empty trash and replace liner	Daily
	Empty sanitary container	Daily
	Clean toilets, sinks, urinals	Daily
	Clean mirrors	Daily
	Clean and fill soap & paper dispensers	Daily
	Dust horizontal surfaces	Daily
	Low dust	Weekly
	High dust	Monthly
	Clean and wipe light switches/kick plate	Weekly
	Vacuum & wet mop floors	Daily
	Spot clean walls	Daily
<b>Reading Areas</b>		
	Empty trash and replace liner as needed	Daily
	Clean and sanitize drinking fountain	Daily
	Clean glass doors and partition	Daily
	Vacuum traffic lanes	Daily
	Vacuum wall to wall	Weekly
	Wet mop floors	Weekly
	Spot clean horizontal surfaces of desks, credenzas, tables, filing cabinets. Etc,	Daily
	Dust horizontal surfaces	Weekly
	Dust picture frames, clocks. & desks	Weekly
	Clean and wipe light switches/kick plate	Weekly
	Wet mop rubber mats	Weekly
	Spot clean spills on carpet & tile floors	Daily
	Spot clean walls	Daily

## Task Schedule For Faulkner County Libraries

Areas	Task	Frequency
<b>Lobby</b>		
	Empty trash and replace liner as needed	Daily
	Clean glass doors and spot clean partition glass	Daily
	Clean entrance glass doors	Daily
	Dust horizontal surfaces	Daily
	Straighten any magazines on tables	Daily
	Vacuum mats	Daily
	Vacuum & wet mop floors	Daily
	Clean and empty ash tray can	Daily
	Clean/dust picture frames, clocks, blinds	Weekly
	Dust table legs	Weekly
	Clean and wipe light switches/kick plate	Weekly
	Dust window sills	Weekly
	Spot clean spills on carpet & tile floors	Daily
	Spot clean walls	Daily
<b>Office Areas</b>		
	Empty trash and replace liner as needed	Daily
	Clean and sanitize drinking fountain	Daily
	Clean glass doors and partition	Daily
	Vacuum traffic lanes	Daily
	Vacuum wall to wall	Weekly
	Wet mop floors	Weekly
	Spot clean horizontal surfaces of desks, credenzas, tables, filing cabinets, etc.	Daily
	Dust horizontal surfaces	Weekly
	Dust picture frames, clocks, & desks	Weekly
	Clean and wipe light switches/kick plate	Weekly
	Wet mop rubber mats	Weekly
	Spot clean spills on carpet & tile floors	Daily
	Spot clean walls	Daily

## Task Schedule For Faulkner County Libraries

Areas	Task	Frequency
<b>Corridors</b>		
	Vacuum floors	Daily
	Wet mop floors	Weekly
	Dust horizontal surfaces	Weekly
	Dust picture frames, clocks	Weekly
	Clean and wipe light switches/kick plate	Weekly
	Spot clean spills on carpet & tile floors	Daily
	Spot clean walls	Daily
<b>Breakroom</b>		
	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 coats	Extra Cost
	Strip and re finish w/3 coats	Extra Cost
General		
	Dust air vents	Monthly
	Notify building contact of any in irregularities (Unlocked doors, plumbing, supplies, etc.)	Daily
	Turn off all lights except those to be left on, close windows and lock doors.	Daily
	Customer service visit	Bi-Monthly
	Formal customer review	Quarterly
	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

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	High dust	Monthly
	Clean and wipe light switches/kick plate	Weekly
	Vacuum & wet mop floors	Daily
	Spot clean walls	Daily
<b>Reading Areas</b>		
	Empty trash and replace liner as needed	Daily
	Clean and sanitize drinking fountain	Daily
	Clean glass doors and partition	Daily
	Vacuum traffic lanes	Daily
	Vacuum wall to wall	Weekly
	Wet mop floors	Weekly
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	Dust horizontal surfaces	Weekly
	Dust picture frames, clocks. & desks	Weekly
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Note: Customer furnishes paper and soap supplies.

**to Faulkner County, at a base price of \_\_\_\_\_.**

**Total bid price (including taxes): \_\_\_\_\_.**

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

**Name: \_\_\_\_\_**