

FAULKNER COUNTY  
**JIM B. BAKER**  
COUNTY JUDGE  
801 LOCUST STREET • CONWAY, AR 72034

FILED

DEC 26 2019

MARGARET DARTER  
FAULKNER COUNTY CLERK  
BY R Walls DC

**IN THE COUNTY COURT OF FAULKNER COUNTY, ARKANSAS**

**COURT ORDER 19-178**

**IN THE MATTER OF ACCEPTING A  
BID FOR CUSTODIAL SERVICES FOR THE  
FAULKNER COUNTY LIBRARY, CONWAY LOCATION**

Having opened and reviewed the submitted bids for custodial services for the Faulkner County library, Conway location on December 5, 2019, the Faulkner County Court, by and through the County Judge, finds and orders as follows:

That Superior Janitorial Services, Inc. shall be awarded the contract, pursuant to its bid, as a result of submitting the lowest responsible bid and meeting all other qualifications.

**IT IS SO ORDERED**



**Jim B. Baker**  
**Faulkner County Judge**  
**December 20, 2019**

FILED

DEC 05 2019

NOTICE TO BIDDERS

MARGARET DARTER  
FAULKNER COUNTY CLERK  
BY [Signature] DC

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

RECEIVED

NOV 21 2019

Faulkner County, Arkansas

Library Custodial Services

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

**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
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	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

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Areas	Task	Frequency
Carpet	Shampoo carpet	Extra Cost
Floors	Scrub and re finish w 3 coats	Extra Cost
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	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.

to Faulkner County, at a base price of 2050.00.

Total bid price (including taxes): 2050.00.

Signature: Relaunda Jones Date: 11-21-19

Name: Relaunda Jones

STATE OF ARKANSAS  
COUNTY OF FAULKNER

90117143  
Faulkner County Judge  
801 Locust St  
Conway, AR 72034

I, Eden Cameron, do hereby certify that I am the Authorized Agent of the Log Cabin Democrat, a daily newspaper published in the city of Conway, Arkansas, and having a bonafide circulation in Faulkner County, Arkansas, that said newspaper has been published at regular intervals continuously during a period of at least twelve (12) months prior to the date of publication of the annexed:

**Notice to Bidders**

and is in all respects eligible and qualified to publish legal notices under the provisions of Act 152 of the 1937 Acts of the General Assembly of the State of Arkansas as amended by Act 263 of the 1937 Acts of the General Assembly of the State of Arkansas.

I further certify that said legal advertisement, a copy of which is hereby attached, was published in said newspaper on the following days, to wit:

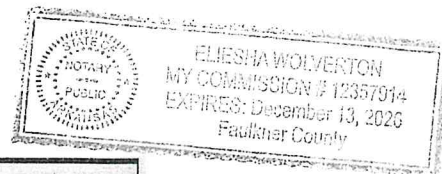
Ad Number	Date Published
90835814	11/21/19

AFFIANT: \_\_\_\_\_

Subscribed and sworn to, this 11 day of December, 2019.

Notary Public: *Eliesha Wolventon*

My commission expires December 13, 2020



Cost for Printing: \$72.00  
Cost of Affidavit: \$5.00  
Total Cost: \$77.00

**LEGALS**

**NOTICE TO BIDDERS**

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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

**Name of Company** Moppin' Mommies **Bid**  
**Name of Individual Representing Company** Amanda & Rachel Ballard

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

**FILED**

DEC 05 2019

MARGARET DARTER  
 FAULKNER COUNTY CLERK  
 BY R. Walls DC

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
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	Wet mop rubber mats	Weekly
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	Empty trash and replace liner as needed	Daily
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	Dust horizontal surfaces	Daily
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	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
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	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
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	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
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## Task Schedule For Faulkner County Libraries

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	Scrub and re finish w/3 coats	Extra Cost
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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.

to Faulkner County, at a base price of \$ 2,100.00 monthly  
 Total bid price (including taxes): \$ 2,291.63 monthly  
 Signature: Alonda Ballard Date: 11-21-19  
 Name: Alonda Ballard  
Moppin' Mommies





# ESTIMATE

**Moppin' Mommas**  
PO BOX 2665  
Conway, Arkansas 72033  
United States

5015487893  
www.moppinmommasonline.com

BILL TO  
**Faulkner County Library**  
Faulkner County Judge's Office  
1900 Tyler St.  
Conway, Arkansas 72032  
United States

501-327-7482  
john@fcl.org

**Estimate Number:** 5

**Estimate Date:** November 21, 2019

**Expires On:** November 21, 2019

**Grand Total (USD): \$2,291.63**

Items	Quantity	Price	Amount
<b>office cleaning</b> Cleaning the Library 5 nights a week as detailed description given in bidding packet. Amount is for monthly bill.	1	\$2,100.00	\$2,100.00
<b>Subtotal:</b>			\$2,100.00
Conway Tax 9.125%:			\$191.63
<b>Total:</b>			\$2,291.63
<b>Grand Total (USD):</b>			<b>\$2,291.63</b>

Thank you for the opportunity to place a bid for cleaning your office. We look forward to hearing from you soon.