

FAULKNER COUNTY

Allen Dodson

COUNTY JUDGE

801 LOCUST STREET • CONWAY, AR 72034

IN THE COUNTY COURT OF FAULKNER COUNTY, ARKANSAS

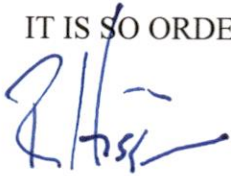
COURT ORDER 24- 22

**IN THE MATTER OF
ACCEPTING A BID FOR
LIBRARY CUSTODIAL SERVICES**

Having opened and reviewed the submitted bid for library custodial services for the Faulkner County Library on February 6, 2024, the Court finds that the following bid is accepted in that it was the only bid received and meets all bid requirements.

Company
Superior Custodial

IT IS SO ORDERED



Randy Higgins
Faulkner County Administrator

Allen Dodson
Faulkner County Judge
February 7, 2024

Name of Company Superior Bid Janitorial Environmental Services Inc.

Name of Individual Representing Company Rebaunda Jones

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

FILED

FEB 06 2024

Task Schedule
For
Faulkner County Libraries

MARGARET CARTER
 FAULKNER COUNTY CLERK
 BY Amiller DC

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

Areas	Task	Frequency
Restrooms		
	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
Reading Areas		
	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
Lobby		
	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
Office Areas		
	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
Corridors		
	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
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 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.

to Faulkner County, at a base price of 2550.00
 Total bid price (including taxes): 30000.00
 Signature: Belaurnda Jones Date: 1-22-24
 Name: Belaurnda Jones

Task Schedule For Faulkner County Libraries

Areas	Task	Frequency
Lobby		
	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
Office Areas		
	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

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 9:15 am on Tuesday, January 30, 2024, 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.

The initial term of the contract resulting from this bid notice shall be for the year 2024 commencing from the effective date of the contract. Faulkner County reserves the right to renew this contract for additional periods beyond the initial term. The renewal option shall be at the sole discretion of 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 Bid
801 Locust Street
Conway AR, 72034

This information is also available on our website at www.faulknercounty.org/business/rfp

The Faulkner County Library paid \$ [REDACTED] for this publication.

BID INFORMATION AND BID SPECIFICATIONS

FOR

CONTRACTOR BIDDING PROJECT

THIS BID PACKET CONTAINS INFORMATION
CONCERNING PROJECT FOR
FAULKNER COUNTY, ARKANSAS
COUNTY JUDGE ALLEN DODSON

Library Custodial Services

January 12, 2024

Faulkner County, Arkansas

Library Custodial Services

Date: January 12, 2024

Reference: Library Custodial Services

Bid is to be addressed to:

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

BIDS ARE DUE ON Tuesday, January 30, 2024 by 9:15 A.M.

Bids may be mailed or hand delivered to Judge Allen Dodson, County Judge, Faulkner County, Arkansas. All bids must be turned in prior to the 9:15 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 Bid

Task Schedule For Faulkner County Libraries

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

Areas	Task	Frequency
Restrooms		
	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
Reading Areas		
	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
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	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
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
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Task Schedule For Faulkner County Libraries

Areas	Task	Frequency
Carpet		
	Shampoo carpet	Extra Cost
Floors		
	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.

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

CARPET

Shampoo carpet

EXTRA COST

FLOORS

Scrub & refinish w/ 3 coats

EXTRA COST

Strip & refinish w/ 3 coats

EXTRA COST

GENERAL

Dust air vents

MONTHLY

**Notify building contact of any irregularities
(unlocked doors, plumbing, supplies, etc.)**

DAILY

**Turn off all the lights, except those to be left on,
close windows & lock doors**

DAILY

Customer service visit

BI-MONTHLY

Format customer review

QUARTERLY

Review/check communication log

DAILY

Pricing Plan

FREQUENCY: Five (5) days per week in accordance with cleaning schedule specifications.
HOLIDAYS (Days Not Serviced): New Year's, Labor Day, Memorial Day, Thanksgiving, Independence Day, Christmas Day.

PRICE: Regular Service: \$2,550 per month

NOTE: Pricing is valid for 30 days from the proposal date (January 1, 2024) unless specifically extended by Superior Janitorial at its sole discretion.

PAYMENT TERMS: NET THIRTY DAYS.

OTHER CONDITIONS: By executing this Agreement, the parties agree to be bound by these terms and the conditions set forth in the accompanying Cleaning Agreement.

Cleaning Agreement

This Agreement, dated _____, 20 ____, is made between Superior Janitorial Environmental Services, Inc. dba "Superior Janitorial", 37 Brewer Road, Conway, AR 72032 and Faulkner-Van Buren Regional Library System, Conway Public Library, 1900 W. Tyler St., Conway, AR 72034 ("Client"). Both Superior Janitorial and Client agree that Superior Janitorial will begin service on _____, 20 ____, with the following terms and conditions:

1. CLIENT agrees to contract Superior Janitorial to perform cleaning services five (5) day per week.
2. Superior Janitorial will provide all equipment, labor, and supervision. CLIENT will provide all restroom paper products, hand soap, trash can liners, and chemicals.
3. CLIENT agrees to verbally notify Superior Janitorial of any non-performance prior to written notification.
4. CLIENT agrees that during the term of this agreement and within ninety (90) days after termination of this agreement, will not employ directly or indirectly any employees, agent representatives of Superior Janitorial.
5. This agreement is for a term of one (1) year which shall commence on the date of this agreement. This agreement shall be automatically renewable on the anniversary date, with the same terms and conditions, unless either party shall give written notice of termination, at least sixty (60) days prior to said anniversary date. Client shall also have the right terminate this agreement without cause with ninety (90) days written notice to Superior Janitorial or immediately if it loses funding for its operations/programs. Otherwise, this agreement may be terminated for non-performance only, and the terminating party must give the other party written notice specifying in detail the nature of any defect in performance. The non-terminating party shall have five (5) days to cure, to the reasonable satisfaction of the terminating party. If satisfaction is not achieved at the end of the fifth (5) day, the terminating party shall notify the non-terminating party in writing of failure to cure, and the agreement shall terminate twenty-five (25) days from date of said notice. All written notices must be sent via certified mail to the parties at their respective addresses set forth above and will be deemed received 3 days after mailing.
6. Terms: Invoices are sent out on the 1st of each month, with current payment due by the 30th of that month, delinquent by the 10th of the following month. A finance charge of 1.5% per month will be assessed on all delinquent accounts.

7. Superior Janitorial annually observed the following federally recognized holidays: New Year's, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Day.

Relaunda Jones
Superior Janitorial Services, Inc
Chief Financial Officer

John McGraw
Conway Public Library
Director

Superior Janitorial
37 Brewer Road
Conway, AR 72032

January 1, 2024

John McGraw, Director

1900 Tyler Street
Conway, AR 72032
501-327-7482
john@fcl.org

Dear Mr. McGraw:

Thank you for taking time to meet with me to discuss the janitorial requirements for your facility.

Superior Janitorial is dedicated to the highest quality cleaning services, and we have built our client base and reputation on that premise. Superior Janitorial follows proven cleaning processes shown to eliminate ancillary costs for its clients. We are committed to spending the necessary time that it requires to create the needed infrastructure to promote outstanding client relationships.

In our initial meeting, we discussed the necessary cleaning requirements of the Conway Public Library. After much consideration, we have decided upon a cleaning plan and frequency that we feel is necessary to meet or exceed all your expectations.

*We will use only professional cleaning equipment in conjunction with tried-and-true methods for cleaning and sanitizing the Conway Public Library.

*We only use experienced local cleaners and there will be very little turn-over in that crew.

*We will do regular follow ups, quality control phone calls, or visits by our quality control manager.

We are very grateful for the opportunity to prepare this proposal for you, and we are open to any changes. Please feel free to call me at 501-259-4214

Sincerely,

Relaunda Jones
Chief Financial Officer