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 Monday, December 23, 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 2025 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 \$ 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

December 4, 2024

Date: December 4, 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 Monday, December 23, 2024 by 9:00 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 9:00 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 Bid

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

	Dun	y is at least live (5) tillies a week	
Are	as	Task	Frequency
Restroo	ms		
E	mpty trash and replace lin	er	Daily
Eı	npty sanitary container		Daily
Cl	lean toilets, sinks, urinals		Daily
Cl	ean mirrors		Daily
Cl	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	nes/kick plate	Weekly
V	acuum & wet mop floors		Daily
Sp	oot clean walls		Daily
Reading	Areas		
E	mpty trash and replace lin	er as needed	Daily
	lean and sanitize drinking		Daily
	lean glass doors and partit		Daily
V	acuum traffic lanes		Daily
V	acuum wall to wall		Weekly
W	et mop floors		Weekly
St	oot clean horizontal surfa	ices of desks, credenzas,	
1	tables, filing cabine		Daily
D	ust horizontal surfaces		Weekly
D	ust picture frames, clock	as. & desks	Weekly
C	lean and wipe light switc	ches/kick plate	Weekly
	et mop rubber mats	-	Weekly
Sp	oot clean spills on carpet &	& tile floors	Daily
Sr	oot clean walls		Daily

Areas	Task	Frequency
Lobby		
Empty trash and replace	spot clean partition glass doors es nes on tables loors tray can nes, clocks, blinds witches/kick plate	Daily Daily Daily Daily Daily Daily Daily Daily Weekly Weekly Weekly Wally Weekly Woekly Woekly
Office Areas		
Empty trash and replace Clean and sanitize drint Clean glass doors and provided Vacuum traffic lanes Vacuum wall to wall Wet mop floors Spot clean horizontal stables, filing can bust horizontal surface Dust picture frames, clean and wipe light stables wet mop rubber mats Spot clean spills on car Spot clean walls	king fountain partition surfaces of desks, credenzas, abinets, etc. es ocks, & desks witches/kick plate	Daily Daily Daily Daily Weekly Weekly Waekly Weekly Weekly Weekly Weekly Waekly Waekly Waekly

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 sv	witches/kick plate	Weekly
Spot clean spills on car	pet & tile floors	Daily
Spot clean walls		Daily
Breakroom		
D 1	1 4 . 1 . 1	

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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 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 s doors aces zines on tables o floors a tray can ames, clocks, blinds switches/kick plate	Daily Daily Daily Daily Daily Daily Daily Daily Weekly Weekly Weekly Daily Waly
Office Areas		
-	inking fountain I partition I surfaces of desks, credenzas, cabinets, etc. ces clocks, & desks switches/kick plate	Daily Daily Daily Daily Weekly Weekly Weekly Weekly Weekly Waekly Weekly Daily Daily Daily Daily

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 door	t of any in irregularities rs, plumbing, supplies, etc.) ts except those to be left on,	Daily
	and lock doors.	Daily
Customer service visit	t	Bi-Monthly
Formal customer review		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:		