

General Info

to **disable** Q & A notifications for this solicitation.

Digital ID required

Deadline

09/06/2023 11:00 AM CDT

Advertised

08/15/2023 08:37 AM CDT

Business Name

Arkansas Department of Transportation - Equipment and Procurement

Location(s)

808 Frontier Rd, Barling, Arkansas, 72923



Texas Parks & Wildlife, Esri, HERE, Garmin, FAO, NOA... Powered by Esri

Number

H-24-224H

Description

Janitorial and Cleaning Services
District 4 Headquarters and Multi-Crew Building
FOB: Barling, AR

Allows zero unit prices and labor

Yes

Allows negative unit prices and labor

Yes

Allows multiple bids per solicitation

No

Q & A

Deadline

Same as solicitation deadline.

Remarks

ATTACHMENT LIST

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM.pdf (157 KB)

Download, complete, and upload in the Required ...

Standard Bid Conditions Revised 2023.pdf (156 KB)

Certificate For Boycott and Illegal Immigrant Restrictions.pdf (174 KB)

Janitorial Specifications - District 4.pdf (119 KB)

BID INVITATION

Electronic Sealed bids for furnishing the commodities and/or services described below subject to the Standard Bid Conditions of this Bid Invitation will be publicly opened at the above-noted bid opening date and time at the ARDOT Equipment and Procurement Divison located at 11302 West Baseline Road, Little Rock, AR 72209. Bids must be submitted on this form, with attachments when appropriate, or bids will be rejected.

In compliance with this Bid Invitation and subject to all the Conditions thereof, the undersigned offers and agrees to furnish any and all items upon which prices are quoted, at the price set opposite each item.

Company Name:*

Name:*

Address:*

Title:*

Federal Tax ID or Social Security No:*

Phone:*

Fax:

E-mail:*

Signature:*

Janitorial and Cleaning Services

Contract for furnishing Janitorial and Cleaning Services for the Arkansas Department of Transportation buildings at District 4 listed below in accordance with the attached specifications for a period of one year from Date of Award thru September 30, 2024 with an option to renew upon mutual written agreement of both parties

Buildings to be cleaned are as follows:

District Four Headquarters, 808 Frontier Road, Barling, AR 72923
District Four Multi-Crew Building, 808 Frontier Road, Barling, AR 72923.

All bidders should complete and return the Eligible Bidder Certification (Attachment A) and Disclosure Form (see Page 2 of Standard Bid Conditions – Item 18) and Restriction of Boycott of Israel Certification issued with this bid. A current copy of the DFA Illegal Immigrant Contractor Disclosure Certification (see Page 1 of Standard Bid Conditions – Item 17) should also be submitted with bid.

Bid Bond in the amount of \$500 required of all bidders at time of bid opening or bid will be rejected. **Personal and company checks are not acceptable as Bid Bonds.** See **Condition 4 on page 1 of Standard Bid Conditions.** Cashier's checks, or Money Orders submitted as bid bonds must be physically received by Equipment & Procurement located at 11302 West Baseline Road, Little Rock, AR 72209 prior to the designated time of the bid opening. Bid Invitation number should be clearly displayed on the sealed envelope or package. **Performance Bond** in the amount of \$500.00 will be required of successful bidder prior to providing goods/services.. **Personal and company checks are not acceptable as Performance Bonds.** See Condition 4 on page 1 of Standard Bid Conditions.

Surety Bonds may be submitted electronically through the online bidding process. If submitting a Surety Bond that is not compatible with Surety 2000 and Tinubu, your company still may do so. Other Surety Companies will still be accepted but must be received in Equipment and Procurement before the time of bid opening at 11302 West Baseline Road, Little Rock, AR 72209 prior to the designated time of the bid opening. This includes Cashier's checks, Certified checks, or Money orders submitted as bid bonds must be physically received by Equipment & Procurement.

Bidders must complete page 4 of the Janitorial Specifications and attach it to bid submission for bid to be considered.

Bids and Specifications are available on-line by going to the ARDOT Web Site – www.ardot.gov and clicking on "Commodities and Services Bids/Contracts Information". Tabulations will also be available at this site after award of bid/contract. If you have any questions, call this office at 501-569-2667.

BID SHEET

1. Janitorial and Cleaning Services

ARDOT – District 4 Headquarters, 808 Frontier Road, Barling, AR 72923

ARDOT – District 4 Multi-Crew Building, 808 Frontier Road, Barling, AR 72923

Lump Sum (Do not include any Local, State or Federal Taxes) (for 12 Months of service)*

\$

Notes

Notes

ATTACHMENT A - ELIGIBLE BIDDER CERTIFICATION

The Bidder represents and warrants for itself, its employees and its subcontractors and certifies they:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this Bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph two (2) of this Certification;
4. Have not within a one-year period preceding this application/Bid had one or more public transactions (Federal, State, or local) terminated for cause or default; and

The Bidder represents, warrants and acknowledges the understanding that restrictions placed on the employment of labor or on the scale of pay for the work on a contract will be the requirements of the Fair Labor Standards Act (Federal Wage-Hour Law) of 1938, 28 USC §201 et seq., and other applicable labor laws.

The person executing this Certification further represents, warrants and affirms the truthfulness and accuracy of the contents of the statements submitted on or with this Certification and understands that the provisions of 31 USC §3801 et seq. are applicable thereto.

BIDDER NAME (Company Name):*

BY (Signature):*

TITLE:*

BID BOND

In the amount of \$500.

Guarantee Method*

Choices...

Paper Bid Bond, Cashier's Check, Certified Check, Money Order, or an Annual Bond on File

Confirmation*

Choices...

Electronic Bid Bond

Bond ID*

Surety Agency*

Choices...

Surety State*

Principal*

ENVELOPE REQUIRED DOCUMENT LIST

Name	Omission Terms
The information supplied in this component will be available to the owner-agency immediately after the bid deadline, but before the bid is opened.	
Paper Bid Bond, Cashier's Check, Certified Check, Money Order, or an Annual Bond on File Original, wet-ink documents are required at time of bid op...	I have opted to electronically verify my bid bond.

1 Required Document

REQUIRED DOCUMENT LIST

Name	Omission Terms
Contract and Grant Disclosure and Certification Form Failure to complete all of the following information may re...	

Page 4 of Janitorial Specifications

3 Required Documents

Name

Omission Terms

Failure to complete may result in bid not being considered.

Certificate for Boycott and Illegal Immigrant

Failure to complete may result in bid not being considered

3 Required Documents

ARDOT - STANDARD BID CONDITIONS

1. **GENERAL:** Any special terms and conditions included in the invitation for bid override these standard terms and conditions. The standard terms and conditions and any special terms and conditions become part of any contract entered into if any or all parts of the bid are accepted by the Arkansas Department of Transportation (ARDOT).
2. **ACCEPTANCE AND REJECTION:** ARDOT reserves the right to reject any or all bids, to accept bids in whole or in part (unless otherwise indicated by bidder), to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications where efficiency of operation will not be impaired, and to award bids to best serve the interest of the State.
3. **PRICES:** Unless otherwise stated in the Bid Invitation, the following will apply: (1) unit prices shall be bid, (2) prices should be stated in units of quantity specified (feet, each, lbs., etc.), (3) prices must be F.O.B. destination specified in bid, (4) prices must be firm and not subject to escalation, (5) bid must be firm for acceptance for 30 days from bid opening date. In case of errors in extension, unit prices shall govern. Discounts from bid price will not be considered in making awards.
4. **BID BONDS AND PERFORMANCE BONDS:** If required, a **Bid Bond** in the form of a cashier's check, certified check, or surety bond issued by a surety company, in an amount stated in the Bid Invitation, must accompany bid. **Personal and company checks are not acceptable as Bid Bonds.** Surety Bonds may be submitted electronically through the online bidding process. Cashier's checks, Certified checks, or Money orders submitted as bid bonds must be physically received by Equipment & Procurement located at 11302 West Baseline Road, Little Rock, AR 72209 prior to the designated time of the bid opening. Failure to submit a Bid Bond as required will cause a bid to be rejected. The Bid Bond will be forfeited as liquidated damages if the successful bidder fails to provide a required Performance Bond within the period stipulated by ARDOT or fails to honor their bid. When a bidder claims and can show clear and convincing evidence that a material mistake was made in the bid and was not the bid intended, the bidder may be permitted to withdraw their bid prior to award without forfeiture of bid bond. Cashier's checks and certified checks submitted as Bid Bonds will be returned to unsuccessful bidders; surety bonds will be retained. The successful bidder will be required to furnish a **Performance Bond** in an amount stated in the Bid Invitation and in the form of a cashier's check, certified check, or surety bond issued by a surety company, unless otherwise stated in the Bid Invitation, as a guarantee of delivery of goods/services in accordance with the specifications and within the time established in the bid. **Personal and company checks are not acceptable as Performance Bonds.** In some cases, a cashier's check or certified check submitted as a Bid Bond will be held as the Performance Bond of the successful bidder. Cashier's checks or certified checks submitted as Performance Bonds will be refunded shortly after payment has been made to the successful bidder for completion of all terms of the bid; surety bonds will be retained. Surety bonds must be issued by a surety company that is authorized to do business in the State of Arkansas and that is listed on the current United States Department of the Treasury Listing of Approved Sureties. Surety bonds must be executed by a resident or non-resident agent who is licensed by the Arkansas State Insurance Commissioner to represent the surety company executing the bond, and the resident or non-resident agent shall file with the bond the power of attorney of the agent to act on behalf of the bonding company. Certain bids involving labor will require Performance Bonds in the form of surety bonds only (no checks of any kind allowed). These bonds shall not only serve to guarantee the completion of the work, but also to guarantee the excellence of both workmanship and material until the work is finally accepted and the provisions of the Plans, Specifications, and Special Provisions fulfilled. In such cases, the company issuing the surety bond must comply with all stipulations herein and must be named in the U. S. Treasury listing of companies holding Certificates of Authority as acceptable sureties on Federal Bonds and as acceptable reinsuring companies. Any excess between the face amount of the bond and the underwriting limitation of the bonding company shall be protected by reinsurance provided by an acceptable reinsuring company. Annual Bid and Performance Bonds on file with E & P Division must have sufficient unencumbered funds to meet current bonding requirements, or the bid will be rejected, unless the balance is submitted as set forth above, prior to bid opening.
5. **TAXES:** The ARDOT is not exempt from Arkansas State Sales and Use Taxes, or local option city/county sales taxes, when applicable, and bidders are responsible to the State Revenue Department for such taxes. These taxes should not be included in bid prices, but where required by law, will be paid by the ARDOT as an addition thereto, and should be added to the billing to the ARDOT. The ARDOT is exempt from Federal Excise Taxes on all commodities except motor fuels; and excise taxes should not be included in bid prices except for motor fuels. Where applicable, tax exemption certificates will be furnished by the ARDOT.
6. **"ALL OR NONE" BIDS:** Bidders who wish to bid "All or None" on two or more items shall so stipulate on the face of bid sheet; otherwise, bid may be awarded on an individual item basis.
7. **SPECIFICATIONS:** Complete specifications should be attached for any substitution or alternate offered, or where amplification is necessary. Bidder's name must be placed on all attachments to the bid.
8. **EXCEPTIONS TO SPECIFICATIONS:** Any exceptions to the bid specifications must be stated in the bid. Any exceptions to manufacturer's published literature must be stated in the bid, or it will be assumed that bidder is bidding exactly as stated in the literature.
9. **BRAND NAME REFERENCES:** All brand name references in bid specifications refer to that commodity or its equivalent, unless otherwise stated in Bid Invitation. Bidder should state brand or trade name of item being bid, if such name exists.
10. **FREIGHT:** All freight charges should be included in bid price. Any change in common carrier rates authorized by the Interstate Commerce Commission will be adjusted if such change occurs after the bid opening date. Receipted common carrier bills that reflect ICC authorized rate changes must be furnished.

11. **SAMPLES, LITERATURE, DEMONSTRATIONS:** Samples and technical literature must be provided free of any charge within 14 days of ARDOT request, and free demonstrations within 30 days, unless ARDOT extends time. Failure to provide as requested within this period may cause bid to be rejected. Samples, literature and demonstrations must be substantially the same as the item(s) being bid, unless otherwise agreed to by ARDOT. Samples that are not destroyed will be returned upon request at bidders expense. Samples from successful bidders may be retained for comparison with items actually furnished.
12. **GUARANTY:** Unless otherwise indicated in Bid Invitation, it is understood and agreed that any item offered or shipped on this bid shall be newly manufactured, latest model and design, and in first class condition; and that all containers shall be new, suitable for storage or shipment and in compliance with all applicable laws relating to construction, packaging, labeling and registration.
13. **BACKORDERS OR DELAY IN DELIVERY:** Backorders or failure to deliver within the time required may constitute default. Vendor must give written notice to the ARDOT, as soon as possible, of the reason for any delay and the expected delivery date. The ARDOT has the right to extend delivery if reasons appear valid. If reason or delivery date is not acceptable, vendor is in default.
14. **DEFAULT:** All commodities furnished will be subject to inspection and acceptance by ARDOT after delivery. Default in promised delivery or failure to meet specifications authorizes the ARDOT to cancel award or any portion of same, to reasonably purchase commodities or services elsewhere and to charge full increase, if any, in cost and handling to defaulting vendor. Applicable bonds may be forfeited.
15. **ETHICS:** *"It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business."* (Arkansas Code, Annotated, Section 19-11-708).
16. **NOTICE OF NONDISCRIMINATION:** The Arkansas State Highway Commission, through ARDOT, complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, ARDOT does not discriminate on the basis of race, sex, color, age, national origin, religion (not applicable as a protected group under the Federal Motor Carrier Safety Administration Title VI Program), disability, Limited English Proficiency (LEP), or low-income status in the admission, access to and treatment in the ARDOT's programs and activities, as well as the ARDOT's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the ARDOT's nondiscrimination policies may be directed to Civil Rights Officer Joanna P. McFadden (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501)569-2298, (Voice/TTY 711), or the following email address: joanna.mcfadden@ardot.gov. Free language assistance for Limited English Proficient individuals is available upon request. This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.
17. **PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS:** Pursuant to Arkansas Code Annotated 19-11-105, all bidders must certify prior to award of a contract that they **do not** employ or contract with any illegal immigrant(s) in its contract with the state. Bidders shall certify online at <https://www.ark.org/dfa/immigrant/index.php>.
18. **DISCLOSURE:** Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, **shall** be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy **shall** be subject to all legal remedies available to the agency.

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR NAME: _____

Yes No

IS THIS FOR:

Goods? Services? Both?

TAXPAYER ID NAME: _____

FIRST NAME: _____

M.I.: _____

ADDRESS: _____

CITY: _____

ZIP CODE: _____

COUNTY: _____

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS*

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held (senator, representative, name of board/ commission, data entry, etc.)	For How Long?		What is the person(s) name and how are they related to you? (i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.)	Relation
	Current	Former		From MM/YY	To MM/YY		
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

FOR AN ENTITY (BUSINESS)*

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held (senator, representative, name of board/ commission, data entry, etc.)	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?	Ownership Interest (%)	Position of Control
	Current	Former		From MM/YY	To MM/YY			
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

Signature _____	Title _____	Date _____
Vendor Contact Person _____	Title _____	Phone No. _____

<small>Agency Use Only</small>		
Agency Number _____	Agency Name _____	Agency Contact Person _____
	Contact Phone No. _____	Contract or Grant No. _____



CERTIFICATION FOR BOYCOTT AND ILLEGAL IMMIGRANT RESTRICTIONS

Pursuant to Arkansas law, a vendor must submit the below certifications prior to entering into a contract with a public entity for an amount as designated by the applicable laws.

- 1. **Israel Boycott Restriction:** For contracts valued at \$1,000 or greater.

A public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in a boycott of Israel. If at any time after signing this certification the contractor decides to engage in a boycott of Israel, the contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.

- 2. **Illegal Immigrant Restriction:** For contracts exceeding \$25,000.

No state agency may enter into or renew a public contract for services with a contractor who employs or contracts with an illegal immigrant. A contractor shall certify that it does not employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.

- 3. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at, or exceeding, \$75,000.

A public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry. If a company does boycott any of these industries, see Arkansas Code Annotated § 25-1-1102.

By signing this form, the contractor agrees and certifies that it does not, and shall not for the remaining aggregate term of the contract, participate in the activities checked below:

- Do not boycott Israel.
- Do not employ illegal immigrants.
- Do not boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.

Contract Number & Description	
Name of Public Entity	Arkansas Department of Transportation
Name of Vendor/Contractor	
AASIS Vendor Number	N/A

Contractor Signature

Date

ARKANSAS DEPARTMENT OF TRANSPORTATION

CONTRACT NO. H-24-224H – JANITORIAL AND CLEANING SERVICES

DISTRICT 4 – FORT SMITH

JANITORIAL AND CLEANING SERVICE SPECIFICATIONS

SCOPE OF SERVICE

The janitorial service provider shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform the janitorial (housekeeping) services as described in the specifications detailed herein. The required result is to maintain the facilities in such a manner as to provide a clean, healthy, and safe work environment for occupants of the buildings and visitors.

These specifications have been developed to establish the minimum level of janitorial (housekeeping) services required by the Department.

Daily (*All areas excluding shops and restricted access areas*)

1. Dust mop, sweep, spot mop any spills/soiled areas.
2. Vacuum rugs and spot clean to remove any stains.
3. Clean and remove any rust spots or stains resulting from furniture or walls being moved or any other spots or stains.
4. Damp wipe tables in break rooms.
5. Damp wipe and clean exterior of appliances in break rooms.
6. Clean microwave(s).
7. Clean entrance door glass.
8. Clean partition glass and remove smudges as needed.
9. Clean and sanitize drinking fountains.
10. Remove cobwebs.
11. All waste and recyclable receptacles must be emptied, and waste material must be placed in designated areas.

All RESTROOMS (Daily – unless otherwise noted)

1. Floors must be swept, detergent mopped, and rinsed with no free-standing water or slick spots remaining after cleaning is complete.
2. All lavatories and fixtures shall be cleaned with disinfectant cleaner.
3. Clean mirrors.
4. Clean fittings and supply pipes as necessary.
5. Clean stall partitions and tile walls as necessary.
6. Refill paper towel and tissue dispensers. Each toilet shall have a minimum of one complete roll of toilet tissue.
7. Toilets and urinals shall be scrubbed with a brush using a disinfectant cleaner and shall be left completely clean. Exteriors shall be wiped clean with a disinfectant cleaner.
8. Restroom shall be thoroughly clean in appearance and smell after cleaning.

ARKANSAS DEPARTMENT OF TRANSPORTATION

CONTRACT NO. H-24-224H – JANITORIAL AND CLEANING SERVICES

DISTRICT 4 – FORT SMITH

Weekly

1. Damp mop with cleaner: 2 times/week (Weekend and Tuesday).
2. Buff floors: 2 times/week in high traffic areas (Weekend and Tuesday). Once/week in all other areas. Sufficient quantities of wax must remain on floors to prevent damage to flooring.
3. Damp wipe office chairs.
4. Dust desks, filing cabinets, bookcases, chairs, tables, and other office furniture with dust control treated cloths. All letter files, phones, radios, and other items shall be moved, dusted thereunder, and replaced to their original locations.
5. Dust blinds, windowsills, low ledges, moldings, picture frames, etc. with dust control treated cloths.
6. Clean stovetop oven surfaces as needed, but at least weekly.
7. Clean glass desktops and dry polish.

MISCELLANEOUS

1. Clean all interior woodwork, walls and doors when needed.
2. Turn off lights, fans, etc. when nightly cleaning is completed.
3. Exterior doors are to remain closed at all times during the cleaning process. No visitors, guests, or children will be allowed within the premises.

SUPPLEMENTAL SERVICES

Monthly

1. Wash and sanitize phones and two-way radios with approved cleaning wipes.
2. Clean return air grills.
3. Doorknobs, push bars, kick plates, railings and other surfaces shall be cleaned, polished and maintained to an acceptable luster.

Semi-Annually (April & October)

1. Machine scrub and wax all tile floors with two (2) heavy coats of finish wax. All furniture shall be moved for waxing, but furniture shall not be stacked on desks. Furniture shall be returned to its original position after wax dries. Electrical outlets and other connections shall be protected while cleaning and waxing floors. Scrubbing and waxing shall be accomplished on a weekend and shall be coordinated with the District Engineer in advance.
2. Clean interior and exterior windows.

ARKANSAS DEPARTMENT OF TRANSPORTATION

CONTRACT NO. H-24-224H – JANITORIAL AND CLEANING SERVICES

DISTRICT 4 – FORT SMITH

Liquidated Damages

1. Where the work is not completed and accepted as specified, the Department reserves the right to deduct the sum of \$150 from any money due the Contractor, not as a penalty, but as liquidated damages.

IDENTIFICATION

All employees must wear, at all times, an ID tag with employee name and company name. Employees shall be fully clothed and shirts must cover body trunk.

The price bid shall remain in effect for the period from Date of Award thru July 31, 2024, with the option to renew upon mutual written agreement of both parties. All the foregoing provisions of this contract are expressly subject to prior termination by the Arkansas Department of Transportation at its election upon giving to the contractor 30 days' notice of its intention, with reasons given to terminate this contract. Inspection of the work of the contract shall be conducted on a weekly basis. In the event of unsatisfactory performance of the contractor, notice will be given to contractor prior to calling upon the surety for performance. Failure to remedy the unsatisfactory performance within two working days shall result in a notice to the surety and termination of the contract. Contractor response to notice of termination will be allowed during the 30-day period only.

ARKANSAS DEPARTMENT OF TRANSPORTATION

CONTRACT NO. H-24-224H – JANITORIAL AND CLEANING SERVICES

DISTRICT 4 – FORT SMITH

Bidder must provide the following information for bid to be considered:

1. List minimum number of hours to be worked each shift. _____
2. List minimum number of employees, including supervisors, that will work each shift. _____
3. Attach list of personnel, including supervisors, to perform contract. Updates must be provided as changes occur.
4. Attach list of equipment to be used and kept on job site, update as changes occur.
5. List company names, phone numbers and personnel to contact concerning references.

1. _____

2. _____

3. _____

The successful bidder shall keep on the job at all times, when work is in progress, a competent supervisor satisfactory to the District Engineer. The supervisor shall represent the Contractor in his absence and all instructions given to him shall be binding on the Contractor. A joint review will be made and documented monthly by the Supervisor and a member of District Staff. The Contractor must be accessible by phone when needed. Calls shall be returned promptly. Work shall be by employees skilled in their trade and shall be in accordance with the Bid Information and Specifications set forth in this Bid Invitation for Cleaning Services.

The building must be inspected on-site in the presence of the District Engineer or his authorized representative prior to the preparation and submission of bid. No bids will be accepted from bidders who have not performed the on-site inspection. Appointments for the on-site inspection may be scheduled by contacting the District Office Manager at (479) 484-5306.

The successful bidder will be required to furnish all labor, supervision, equipment and supplies necessary to perform the services requested for cleaning and maintenance. The Department will furnish paper products (towels and tissue) for restrooms and kitchen dispensers as well as trash can liners for all trash receptacles. Time of service will be performed after normal business hours as mutually agreed. The successful bidder shall supply verification in writing each evening that daily chores have been accomplished. The successful bidder shall also supply verification of periodic chores at the time work is accomplished outlining chores completed.

ARKANSAS DEPARTMENT OF TRANSPORTATION

CONTRACT NO. H-24-224H – JANITORIAL AND CLEANING SERVICES

DISTRICT 4 – FORT SMITH

The successful bidder must be covered by Workman's Compensation, Public Liability and Property Damage Insurance, and all employees shall be bonded, proof of bond required. Certification of Insurance shall be furnished to the Department and will be kept on file. Public Liability and Property Damage Insurance must cover all ARDOT property and personal property of ARDOT employees. The successful bidder will invoice Arkansas Department of Transportation, District 4 Headquarters, P. O. Box 11170, Fort Smith, AR 72917-1170, on a monthly basis following performance of the services, and payment will be made as promptly as possible. Employee hours, broken down by day, physically worked on-site per billing cycle will be submitted with each invoice.