

INVITATION TO BID

BID NO. 2013-7275-1

JANITORIAL SERVICES FOR BRYANT COMMUNITY CENTER

The City of Bryant Parks and Recreation Department will be accepting bids at the Bryant Community Center, 6401 Boone Road, Bryant, Arkansas 72022 for a five-day-a-week janitorial service and a seven-day-a-week janitorial service for Bryant Community Center located at 6401 Boone Road, Bryant, Arkansas for the calendar year of 2013. A copy of the "Scope of Services" can be obtained by contacting Joe Valdez, Bryant Parks and Recreation Department, 6401 Boone Road, Bryant, AR 72022; telephone (501) 943-0444; or by following the "Bids Specification" link located on the Parks and Recreation website: <http://www.cityofbryant.com>.

All bids must be received at the Bryant Community Center, 6401 Boone Road, Bryant, Arkansas 72022 no later than Tuesday, November 12, 2012 at 10:00 a.m. Bids are to be sealed and marked, to-wit: "Bid No. 2013-7275-1 Janitorial Services for Bryant Community Center." At least three business references need to be attached with the bid. If the City selects your bid, you will be required to give a list of employees that will be working at the Bryant Community Center as well as provide documentation to the City that shows a background check on those employees working at the Bryant Community Center.

Bid opening will be held at 6401 Boone Road, Bryant, Arkansas 72022 at 10:30 am on November 12, 2012. A **MANDATORY** pre-bid conference and site visit to discuss the requirements for this project will be held on November 7, 2012 at 10:00 a.m. at 6401 Boone Road, Bryant, AR 72022.

The city reserves the right to reject any and all bids received. Evaluation of the bids will include compliance with bid specifications and price. Price alone may not be the sole consideration in awarding of this bid.

The City of Bryant is an Equal Opportunity Employer and complies with the requirements of the Americans with Disabilities Act.

Signed: \_\_\_\_\_  
Derek Phillips  
Director of Bryant Parks and Recreation

GENERAL SCOPE OF SERVICES

BID NO. 2013-7275-1

JANITORIAL SERVICES FOR BRYANT COMMUNITY CENTER

Upon receipt of written notice of acceptance of bid, bidder will execute formal contract within ten (10) days and deliver proof of bond/insurances, business license(s) required in "Notice to Janitorial Services," list of employee names, and proof of background check on employee names.

Prices on janitorial services must be at current prices as of the day the bids are opened. Any escalation or de-escalation clause for price increases or decreases in the contract period must be so stated on the bid form. Bid price must be valid for no less than sixty (60) days from bid date.

Bids are to be sealed and marked, to-wit: "Bid No 2013-7275-1 Janitorial Services for Bryant Community Center." At least three references need to be attached with bid.

Time of starting service shall be January 1, 2013. Terms of payment shall be within thirty (30) calendar days from payment request made and acceptance by the City and the proper execution of a claim for payment.

Minimum Scope of Services (see attached):

Bid Option 1 – The Center and Aquatic Facility – Five (5) Days a Week

Bid Option 2 – The Center and Aquatic Facility – Seven (7) Days a Week

PAYMENTS

Terms of payment shall be within thirty (30) calendar days from payment request made and acceptance by the City and the proper execution of a claim for payment.

CONTACT PERSON

For other information on this bid, contact Joe Valdez at Bryant Parks and Recreation, telephone (501) 943-0444.

**SCOPE OF SERVICES**  
**BID OPTION #1**  
**FIVE DAYS A WEEK**

Proposed Schedule: Tuesday, Thursday, Friday, Saturday, Sunday  
Service should begin when the facility closes.

*The Center and Aquatic Facility*

1. Basketball concessions – sweep, mop – daily; empty trash if necessary.
2. Basketball courts – pick up trash, sweep – daily; mop once a week
3. Basketball bleachers – pick up trash, sweep, damp mop – daily
4. There should be 6 trash cans/boxes with trash cans on the basketball courts every night.
5. Kitchen – sweep, mop floors, wipe down all countertops, wipe down all kitchen appliances – twice a week.
6. Fitness room/weight room – sweep, dust, damp mop, clean windows and window ledges – daily.
7. Offices – vacuum, dust, clean windows and window ledges, empty trash – daily. **DO NOT CLEAN OFFICE MANAGER’S OFFICE. NO JANITORIAL STAFF SHOULD EVER BE IN THIS OFFICE.**
8. Bathrooms – sweep, mop, clean fixtures/countertops, wipe down walls and doors, replace bathroom tissue if necessary, dust, empty trash, clean stalls and toilets – daily.
9. Lobby desk/receptionist area – empty trash, dust all counters and sides to desk area, dust decorative light fixtures above lobby desk, vacuum – daily
10. Corridors/lobby areas – vacuum, dust fixtures, vending machines – daily
11. Clean lobby glass/doors, trophy cases - daily
12. Walking track – sweep/vacuum (including under the cardio equipment), dust window ledges – daily; Handrails on walking track: dust top and bottom twice a week.
13. Meeting rooms (upstairs and downstairs) – vacuum, dust fixtures, empty all trash – daily.
14. Break areas in meeting rooms – sweep, mop, clean countertop and sink – daily.
15. Exterior stairwells – sweep, pick up trash, mop landings – twice weekly.
16. Interior stairwells – sweep, mop, vacuum landings, remove black marks, wipe hand rails – daily.
17. Elevator – sweep, mop, wipe down all walls/stainless – daily.
18. Aquatic Facility:
  - A. Bathrooms/Changing Rooms (including the party rooms) – replace bathroom tissue and paper towels, empty trash, clean fixtures (water faucets, paper towel holders, toilet paper holder), mirrors, countertops, locker doors, stalls and toilets – daily.
  - B. Sweep and mop entire bathhouse floor, including showers, changing rooms, party rooms, front office, and concession area – daily. Roll up the blue mats in the bathhouse to sweep and mop under – twice a week.
  - C. Office - sweep and mop, dust, clean all glass, empty trash – daily.
19. Vacuum vents in ceilings – twice a month.

Once the facility has been cleaned, janitorial staff is required to turn off all lights in the facility, making sure all doors are locked, and the alarm is set.

We supply basic janitorial equipment and supplies: Vacuums (2), mops, mop buckets, brooms, trash bags, paper products and some chemicals for daytime staff use. All other cleaning supplies are to be provided by service and approved by the Recreation Facility Operator. MSDS sheets are required for all chemicals stored on site



**SCOPE OF SERVICES**  
**BID OPTION #1**  
**SEVEN DAYS A WEEK**

Proposed Schedule: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday  
Service should begin when the facility closes.

*The Center and Aquatic Facility*

1. Basketball concessions – sweep, mop – daily; empty trash if necessary.
2. Basketball courts – pick up trash, sweep – daily; mop once a week
3. Basketball bleachers – pick up trash, sweep, damp mop – daily
4. There should be 6 trash cans/boxes with trash cans on the basketball courts every night.
5. Kitchen – sweep, mop floors, wipe down all countertops, wipe down all kitchen appliances – twice a week.
6. Fitness room/weight room – sweep, dust, damp mop, clean windows and window ledges – daily.
7. Offices – vacuum, dust, clean windows and window ledges, empty trash – daily. **DO NOT CLEAN OFFICE MANAGER’S OFFICE. NO JANITORIAL STAFF SHOULD EVER BE IN THIS OFFICE.**
8. Bathrooms – sweep, mop, clean fixtures/countertops, wipe down walls and doors, replace bathroom tissue if necessary, dust, empty trash, clean stalls and toilets – daily.
9. Lobby desk/receptionist area – empty trash, dust all counters and sides to desk area, dust decorative light fixtures above lobby desk, vacuum – daily
10. Corridors/lobby areas – vacuum, dust fixtures, vending machines – daily
11. Clean lobby glass/doors, trophy cases - daily
12. Walking track – sweep/vacuum (including under the cardio equipment), dust window ledges – daily; Handrails on walking track: dust top and bottom twice a week.
13. Meeting rooms (upstairs and downstairs) – vacuum, dust fixtures, empty all trash – daily.
14. Break areas in meeting rooms – sweep, mop, clean countertop and sink – daily.
15. Exterior stairwells – sweep, pick up trash, mop landings – twice weekly.
16. Interior stairwells – sweep, mop, vacuum landings, remove black marks, wipe hand rails – daily.
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  - C. Office - sweep and mop, dust, clean all glass, empty trash – daily.
  - D. Vacuum vents in ceilings – twice a month.

Once the facility has been cleaned, janitorial staff is required to turn off all lights in the facility, making sure all doors are locked, and the alarm is set.

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BIDDER RETURN SHEET

BID NO. 2013-7275-1

JANITORIAL SERVICES FOR BRYANT COMMUNITY CENTER

I hereby propose to perform all work in the above service in compliance with the contract documents in accordance with the following bid:

Bid amount of:

Bid Option 2 – The Center and Aquatic Facility (7 days a week)                      \$\_\_\_\_\_ (yearly)

\$\_\_\_\_\_ (monthly)

I hereby agree to commence work under this contract within 30 calendar days after date of NOTICE TO PROCEED.

Signed: \_\_\_\_\_  
                  Authorized Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

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