



# CITY OF BRYANT VARIOUS DEPARTMENTS

210 S.W. 3<sup>rd</sup> Street  
Bryant, AR 72022  
(501) 943-0999

[www.cityofbryant.org](http://www.cityofbryant.org)

## INVITATION AND BID SPECIFICATIONS FOR CLEANING 2017 CALENDAR YEAR

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The City of Bryant Street/Water/Wastewater and Police Departments are requesting Bids for cleaning the facilities at 1017 & 1019 SW 2<sup>nd</sup> Street and 312 Roya Lane, Bryant, Arkansas for the calendar year 2017.

**Services will be required once a week on Saturdays between 8am – 4pm for all locations.**

The facilities for the Street/Water/Wastewater Departments consist of three (3) buildings with a total of 11 offices (4 with carpet), 5 bathrooms, 1 locker room and 2 large training/break rooms with a kitchen. **Please call Nancy Addante at (501) 943-0468 to setup an appointment to view these premises.**

The facilities for the Police Department is located at 312 Roya Lane consists of 18 offices all with carpet, 6 bathrooms 2 locker rooms, 1 train room, 1 conference room, 2 stairwells and a patrol office. Services are required once a week and additional pricing on twice a week. **Please call (501) 943-0372 and ask for Capt. JW Plouch to set up an appointment to view the premises. The Police Department Bid will be separate from the other bids and will be referred to as building 4 or Bryant Police Department for bid purposes.**

All bids must be received in the City of Bryant 210 SW 3<sup>rd</sup> Street, Bryant, AR 72022 Attn: Street Department, no later than **1:00 p.m. on Wednesday, December 7, 2016.** The City reserves the right to reject any and/or all Bids submitted.

Bids must be sealed and clearly marked:

**“Bid No. 2016-09 – Cleaning Bid- Public Works” or “Bid No. 2016-09 – Cleaning Bid – Bryant Police Dept.”**

**The following services are needed:**

- Empty all trash and replace trash bags
- Dust mop and wet mop concrete floors
- Vacuum all carpet/rugs
- Dust window sills, desks, book cases, file cabinets and picture frames
- Clean bathrooms and kitchen areas including sinks, vanities, walls, tables, chairs, coffee area microwaves and refrigerator.
- Clean windows, window sills, blinds, fixtures, ceiling fans, doors and door glass, inside and out
- Wipe down corners, baseboards, door frames, and spot clean carpets as needed
- Strip & wax tiled floors quarterly (3 times)

Contractor will be responsible for paying his/her estimated income tax, self-employment tax, workers compensation, employer's liability insurance, and will not be treated as an employee of the City of Bryant.

**Approximate square footage of Bldg. #1 is 2,200 sq. ft.**

**Approximate square footage of Bldg. # 2 is 300 sq. ft.**

**Approximate square footage of Bldg. #3 is 2,800 sq. ft.**

**Approximate square footage of Bldg. #4 312 Roya Lane, is 5400 sq. ft.**

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Annual Cleaning Bid

**Bid No. 2016-09**

Bid Opening Date: Wednesday, December 7, 2016

Street Department Conference Room @ 1:00 p.m.

1017 SW 2<sup>nd</sup> Street Bryant, AR 72022

**City to furnish:** trash bags, hand soap, paper products.

**Contractor to furnish:** electric equipment and cleaning chemicals necessary to fulfill the terms of this bid.

**Bid Amount (including tax):** \$ \_\_\_\_\_ **PER MONTH for 1017 and 1019 Buildings.**

**Bid Amount (including tax):** \$ \_\_\_\_\_ **PER MONTH for Roya Lane Buildings.**

**Unsigned bids will be rejected:**

Authorized Agent bidding on this project:

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Company Name

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Company Representative Name

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Representative's Signature

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Date

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Address

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Email Address

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Telephone Number            /            Fax Number