

City of Jonesboro
Invitation to Bid - Not an Order
P.O. Box 1845
300 South Church St. Room 421 (72401)

Purchasing Office
 Bid No. 2021:34

Jonesboro, Arkansas 72403
 Date November 18, 2021

Sealed bids, subject to the conditions on the reverse hereof, and as may be attached hereto, will be received at this office until **2:00pm Wed Dec 8, 2021** and then publicly opened, for furnishing the supplies, materials and/or services as described below and tabulated for presentation to the City Council on n/a.

F.O.B. Building Maintenance - Jonesboro
 Maximum Delivery or completion time after issuance of Purchase Order or work ordered by the City see below

By: **Steve A. Kent**
 Purchasing Agent
 (870) 932-0740

Item #	Description	Quantity	Unit	Unit Price	Amount
1.	<p>SCOPE: The City of Jonesboro is accepting bids for Janitorial Services for the Municipal Center located at 300 South Church Street. Janitorial services will start on or around July 1. In the event the City awards this contract on a date other than the 1st of the month, such bill shall be pro-rated for that time. Contractors awarded the contract will provide employee information for background checks when requested by the City of Jonesboro. The janitorial contractor will provide all consumables to include but not limited to trash can liners, paper products and cleaning supplies. Bidders should include a copy of proof of liability insurance in the minimum amount of \$1 million dollars, proof of employee bonds and three references from clients they have performed work for within the past 2 years. A mandatory bid meeting will be conducted on Wed., Dec 1st at 2:00 pm and a tour of the site will be provided. The meeting will begin in the main lobby (1st floor) of the building. All janitorial work will be performed between the hours of 5:00pm and midnight. See attached specifications for work to be performed.</p> <p>Cleaning of Municipal Center as per specifications -----Per Month</p> <p>NOTE: All prices WILL include any and all taxes (sales) - Turn key price.</p> <p>Bid number (2021:34) <u>must</u> be annotated on the outside of the bidder's envelope Bid <u>must</u> be signed or bid will be rejected. Payments will be made 1 time per month following work performed.</p> <p>There are 5 (five) pages to this bid All pages must be returned as a complete bid.</p> <p>Any addendums to this bid will be posted on the purchasing page of the City's web site no later than 1 week before opening. See page 2 for web address.</p> <p>Bid opening will be in Conference Room on the 1st floor if bidder is attending.</p> <p>Email Address: _____</p> <p>Fax Number: () _____</p> <p>NOTE: To receive more bids like this when they become available, Vender's can sign up by going to the Jonesboro web site, click on Doing Business and sign up for bid notices.</p> <p>This bid will be for a 12 month period. At the end of the period, an optional year may be added if agreed upon by the City and Vendor. This option can be renewed up to 3 additional years after the first initial year. Please see specifications for termination of this contact which renewal will not affect.</p>	1	Month	\$ _____	\$ _____

Execution of Bid

Date _____

We, the undersigned, have read all the requirements set forth in this bid proposal including specification, instructions, conditions and pertinent information regarding the articles being bid on, and we agree to furnish articles at the prices stated.

Arkansas Use Tax Register No. _____ Phone # () _____

Bidder _____ Address _____

By _____ City _____

(Person Authorized to Sign Bids)

(Title)

Unsigned Bids Will Be Rejected
Bids number MUST be annotated on Bidder's Envelope.
Bids are subject to rejection unless submitted on this form.
Notice to Bidders: See reverse side for instructions and conditions.

CITY OF JONESBORO, ARKANSAS

CONDITIONS OF BIDDING

COMPLIANCE WITH THE FOLLOWING CONDITIONS IS NECESSARY FOR CONSIDERATION OF THIS BID:

1. **SIGNATURE** - This bid must be signed with the firm name and by an authorized officer, employee, or agent.
2. **SALES OR USE TAX** - is not to be shown in the bid price (unless otherwise stated) but is to be added by the vendor to the invoice billing to the City. The City is not exempt from Arkansas State Sales & Use Tax. Although Use Tax is not included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
3. **FREIGHT & OTHER DELIVERY CHARGES** - to designated City facility in Jonesboro must be included in bid. Charges may not be added after the bid is opened.
4. **DISCOUNTS** - Show rate, total amount, and latest day any discounts will be allowed after receipt of article and invoice, otherwise City will deduct allowed discount when payment is made.
5. **FIRM PRICE** - All prices quoted will remain firm for at least 30 days from date of bid, unless otherwise specified by the City or bidder. Payment(s) will be made by a pre-numbered check as per Ar Code 14-59-105.
6. **IDENTICAL BIDS** - In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between the said two or more bidders at the discretion of City.
7. **LIQUIDATED DAMAGES** - Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
8. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.
9. **CONSTRUCTION** -
 - A. When noted, the Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor. In no way will the City be responsible in case of accident.
 - B. When noted, a Certified check or bid bond in the amount of 5% of total bid shall accompany bid.
 - C. A performance Bond equaling the total amount of any bid exceeding \$3,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Ark. Stat. SS51-632.SS51-565 as amended.)
10. The City reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price.
11. **Minority Business Policy** - It is the policy of the City of Jonesboro that minority business enterprises shall have the maximum opportunity to participate in the city purchasing process. Therefore, the City of Jonesboro encourages all minority businesses to compete for, win and receive contracts for goods, services, and construction. The city also encourages all companies to subcontract portions of any city contract to minority business enterprises.

INSTRUCTIONS TO BIDDERS

(PLEASE READ CAREFULLY)

1. Submit bid on bid form on reverse side of this sheet. NO Facsimiles will be accepted.
2. Address all bids to: Purchasing Agent. P.O. Box 1845, Jonesboro, Arkansas 72403-1845 and make certain to indicate identifying bid number on the outside of bidder's envelope.
3. DO NOT include Federal Excise Tax in bid. City will furnish exemption certificate.
4. State Manufacturer, Brand Name, Model, etc for each item bid on.
5. Samples of items, when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will be disposed of by City
6. Bids received after stated time will not be considered.
7. Be sure and read all conditions and verify amounts before submitting bids. No changes or additions will be allowed after submission.
8. Guarantees and warranties should be attached as a part of the bid as they may be a consideration in awarding a contract.
9. Delivery or contract completion time is to be shown, as this date may, where time is of the essence, determine the contract award.
10. Additional information may be obtained from the Purchasing Office.
11. Bidders shall be aware of Davis-Bacon wage rates and Buy America regulations if applicable.

THE CITY RESERVES THE RIGHT TO ACCEPT PART OR ALL OF ANY SPECIFIC BID OR BIDS AND TO ACCEPT ANY BID WITH OR WITHOUT TRADE-IN. THE CITY FURTHER RESERVES THE RIGHT TO REJECT ALL BIDS, OR PART OR ALL OF ANY SPECIFIC BID OR BIDS.

Click on Doing Business - Bids at www.jonesboro.org for any additional information.

Janitorial Requirements and Bid Specifications for City of Jonesboro Municipal Center

Frequency of cleaning is defined in frequency schedule page listed for the building or area.

Offices, Entrances, Lobby Areas and Hallways Dust, clean and disinfect all tables, doorknobs, push plates and door handles. Dust and clean surface of counters, cabinets, shelving units, tables, desk, television, computer equipment, doors, marker boards and bulletin boards. Spot clean walls with a cleaning solution that will not damage finish. Vacuum carpeted areas, spot clean as stains are found. Sweep and wet mop VCT, vinyl or hard surfaces floors. Clean corners along base boards. Empty trash containers; replace liners when torn or dirty. Clean all aluminum thresholds at exterior doors. Vacuum floor mats and place correctly at door. Clean and disinfect water fountains. Janitorial contractor will instruct their employees to not clean or disturb employee's desks in any way, with the exception of Friday. City employees will clean off their desk at close of business on Friday's so the janitorial contractors can clean and sanitize desk tops.

Restrooms

Clean and disinfect all surfaces in restrooms. Chrome plated fixtures will be wiped dry. Empty all trash containers, clean and disinfect, replace liners. Dust and clean fan grills. Restock all dispensers and supplies. Mop floors. Kitchen and break areas will be cleaned and disinfected on same schedule as restrooms. City Employees will be responsible for their own cups and dishes and keep sinks rinsed clean. If janitorial contractor encounters problems with dishes they should contact the building manager. Refrigerators will be the responsibility of the employees but should be disinfected monthly.

Hard surface floors

Hard surface floors will be wet moped or machine scrubbed to remove all excess dirt and scuff marks, top coated and buffed according to the frequency schedule. Striping and waxed according to the frequency schedule with a high quality floor finish. (Minimum coverage to equal 125 % solids) High speed burnish VCT flooring to maintain a gloss finish, dust mop clean when completed. Completely remove all excess wax from base, wall and door surfaces. Ceramic tile will be moped according to frequency schedule and twice yearly machine scrubbed using a bacteria-eating enzyme. Exception terrazzo or buffed /stained concrete floors will not be waxed but will be cleaned and buffed on the same frequency as VCT floor schedule.

Mayor's Suite and Conference Rooms

Conference Rooms on the 1st floor, Council Chambers and both conference rooms on the 4th floor are used randomly for unscheduled meetings and luncheons. These will be checked and all paperwork, cups and trash will be removed daily. Tables will need to be cleaned and sanitized. Non-disposable coffee cups and glassware will be removed from desk and tables and placed in the Mayor's Suite dishwasher.

Outside entrances and porches

Entrance and porch areas and all exterior areas under covered porches will be cleaned daily. If building has no porch clean 10 ft from all entrance doors. Vacuum or shake all entrance mats and place correctly at doorway.

Janitor Closets will be kept clean, organized and stocked.

Restock supplies in a timely manner always having 3 or more day's stock on hand. For any building housing emergency personnel (police, fire, 911) a 5 day supply will be maintained. Closets will remain locked during operating hours except when Janitorial personal are in or within sight of closet to control pilferage.

Building Manager

Each building will have a building manager designated to resolve complaints and issues and serve as a point of contact for contractor and the employees. Any issues that cannot be resolved with the Building Manager will be referred to the Facility Maintenance Supervisor.

City Employees Responsibility

Each city employee will be responsible for his or her own desktop. Janitorial contractor will instruct their employees to not clean or disturb employee's desks in any way, with the exception of Friday. It is the employee's responsibility to clear each desk top on Friday afternoon for the janitorial contractor to clean each desk top.

Supplies: Contractor

All products and equipment needed to correctly and thoroughly clean the building will be provided by the contractor including all consumables to include but not limited to can liners, paper towels, toilet paper, hand soap, urinal blocks will be provided by the Janitorial Contractor.

Bid Specification

The contractor shall be responsible for any damage caused to the buildings or grounds while employees of their company are performing their assigned duties. Damage will be assessed and repaired by city employees or outside contractors at the discretion of the Facility Maintenance Superintendent. The contractor will pay for the total cost of materials and labor involved in the repair of damage plus an administrative fee (if applicable).

The contractor shall provide and maintain and keep updated a MSDS booklet in the Supply closet area of each building documenting all chemicals used within the building. The contractor shall provide all required training of employees for chemical storage and usage to include safety procedures. All cleaning and floor care products provided by the contractor will be **Green Seal or Green Labeled certified (environmentally friendly)**. Product name, manufacture and MSDS will be provided with the bid. Any products used other than those submitted must be approved by the Facilities Maintenance Superintendent before being used within our City Of Jonesboro facilities.

Special provisions for the Justice Complex and City Collectors Office

Any janitorial employee working in the Justice Complex or City Collectors Office shall be bonded. The contractor shall be responsible for providing employee information to the Jonesboro Police Department for a background check of any employee who will be working in the Justice Complex or City Collectors office. These records will be provided to the building manager prior to a contract being issued.

The contractor shall be responsible for scheduling and providing substitute employees in the event the assigned employee is unable to perform their duties for any reason. The contractor is responsible for providing all training and supervision for their employees. Inspections of areas will be provided and documented by the contractor on a monthly schedule. If it is observed or reported that services have not been performed adequately, the contractor will be notified and the occurrence will be documented. If the problem is not immediately corrected and/or becomes a continuous occurrence, the City reserves the right to deduct a fair amount of compensation from payments due to the contractor for failing to perform that service. This determination will be made by the Facility Maintenance Superintendent of the City of Jonesboro.

The contractor shall provide all equipment, supplies and training necessary to perform the cleaning services as specified in the bid. This includes but is not limited to, safety training, MSDS, Chemical Right to Know, and use of fire extinguishers. Storage space provided within the building for cleaning equipment and supplies will be kept clean and organized at all times. Doors to these areas will be kept closed and locked.

All contracted employees shall be required to wear a uniform shirt or vest with the companies name on it along with assigned photo ID badges issued by the City of Jonesboro Human Resource Department. Lost ID badges will be replaced by the City of Jonesboro at a cost of \$10.00 per badge. Contractors will be responsible for turning in old ID badges to Human Resources Department when an employee leaves his service. Long pants and proper footwear shall be worn while performing work within City of Jonesboro facilities, Shirts or clothing with offensive or vulgar lettering or symbols will not be allowed.

Contracted employees are not allowed to use equipment owned by the city of Jonesboro or its employees at any time. This includes but is not limited to computers, copiers, fax machines, cameras, or personal items on a desk and telephones (unless emergency). If any employee is found using any of these devices, he /she will be asked to leave the building and will be escorted out by a city employee and the contractor will be notified to furnish another employee to finish that employees duties.

The City Of Jonesboro reserves the right to discontinue any or all contracted janitorial services for failing to perform and complete the specified work the satisfaction of the building manager and /or the Facilities Maintenance Superintendent. Notification will be giving to the contractor no less than 30 days prior to termination of their services. The City of Jonesboro reserves the right to terminate services in the event budget restrictions do not provide funds for services with no less than 30 days notice. The contractor is required to give a minimum of 60 days written notice in the event he wishes to terminate services. The City of Jonesboro reserves the right to withhold or make deductions from payments due the contractor in the event that they fail to perform services as specified up to the date service is terminated. The City reserves the right to reject any or all bids for lack of references, failure to meet bond requirement or budgetary reasons. Contractor must be able to provide documentation of 3 year past history in the commercial janitorial service.

Building or Complex					
Municipal Center 300 S Church	Daily	Weekly	Monthly	Semi Annually	
Janitorial Contact Ronnie Shaver 351-0207					
Cleaning task to be preformed					
Mayors office Clean entire office daily	x				
All Offices Conference Rooms,Entrances,Lobby Areas	x				
Council Chambers and Hallways	x				
All Hallways Employees and Public	x				
Clean Glass Entrance Doors and Sidelights Interior & Exterior	x				
Empty Trash Containers inside and outside	x				
Clean and Disinfect drinking fountains	x				
Clean Break Rooms	x				
Mop all hard surface Floors	x				
Vacuum all Carpets Offices, Chamber	x				
Clean Elevators	x				
Clean both Stairways	x				
Clean All Restrooms	x				
Dust wall mounted fixtures		x			
Clean desk, chairs and furniture		x			
Service Windows			x		
Spot cleans walls			x		
Buff and top coat VCT and waxable floors			x		
Clean inside of exterior windows			x		
Strip and wax VCT and waxable floors				x	
Clean carpet with carpet extractor				x	
Machine scrub ceramic tile floors				x	