**SPECIFICATIONS FOR JANITORIAL SERVICES**

**FOR PINE BLUFF CITY HALL**

 **CIVIC CENTER COMPLEX**

**200 EAST 8TH AVENUE**

**PINE BLUFF, AR 71601**

**PURPOSE AND INTENT**

The City of Pine Bluff requests bids for janitorial services. Bidder shall have three (3) years of experience and provide three (3) references associated with providing similar services.

Bidder shall obtain a Performance Bond, Honesty Bond and Pine Bluff Business License within seven (7) days of being awarded the contract. The City of Pine Bluff reserves the right to add locations. Bidder shall provide the cost per square foot for additional services. Upon being awarded the Janitorial Services Contract, Bidder must obtain City of Pine Bluff occupational business license. Honesty Bond shall be in the amount of twenty-five thousand dollars ($25,000).

Performance Bond shall be in the amount of fifty thousand dollars ($50,000).

**TERM**

The term of this Contract shall be for a period of \_\_3\_\_\_ (\_3\_) years.

**SITE VISIT**

There is one building covered under this contract, located at the Civic Center Complex, City Hall, 200 East 8th Avenue, Pine Bluff, AR. Three (3) floor plans have been attached for each area of responsibility. Site visits can be scheduled at any time during normal business hours, with a minimum of 24-hours notice. It is highly recommended that all bidders arrange a time to visit this site. Please contact Steve Stevens, (870)730-2002 or (870)575-2315 to schedule a walk through.

**SCOPE OF WORK**

The Contractor shall be directly responsible for the completion and quality of janitorial services within the designated building. Janitorial services must be completed after general office hours (8 a.m. – 5 p.m.)

1. TASKS TO BE EXECUTED DAILY
* Empty all waste receptacles daily and remove trash to dumpster provided;
* Sweep all entrances, lobby, and offices areas daily;
* Clean and sanitize all restrooms daily;
* Replace depleted toilet tissue, paper towels, lotion and soap as needed;
* Clean interior glass panels and doors daily; and
* Must turn off all lights and lock all doors.
1. TASKS TO BE EXECUTED WEEKLY
* Dust all furniture and counter spaces weekly;
* Check both stairwells daily and sweep weekly;
* Wet mop all tile/laminate floors weekly; and
* Vacuum all carpeted areas weekly.
1. TASKS TO BE EXECUTED SEMI-ANNUALLY
* Strip, seal and cover with two (2) coats of wax all tile floor areas twice a year.

**EQUIPMENT AND SUPPLIES**

The Bidder shall be required to furnish all labor, equipment and supplies essential to satisfactorily achieve the aforementioned tasks. The City of Pine Bluff shall not be liable for any damage or loss of equipment stored in any City building.

**BONDING OF EMPLOYEES**

Employees employed by the Bidder will be required to be bonded in the amount of $25,000.00. Any and all fees associated with bonding of employees at this facility shall be the responsibility of the Bidder.

Bidder must be willing to furnish upon being awarded the contract a list of names, addresses and social security numbers or AR driver’s license numbers for any persons who will be or may be utilized as janitorial staff in fulfilling this contract. Bidder must also agree that no person will be added to that list without first providing the same information to the maintenance superintendent at City Hall at least 5 working days in advance.

**HOURS OF OPERATION**

General office hours are from 8 a.m. to 5 p.m., Monday through Friday. Janitorial Services contract must be performed after general office hours.

The following are designated City holidays and shall be excluded from the work schedule:

New Year’s Day Veteran’s Day

Martin Luther King’s Birthday Columbus Day

 President’s Birthday Thanksgiving Day

 Memorial Day Day after Thanksgiving

 Independence Day Christmas Eve

 Labor Day Christmas Day

The City will provide advance notice of other days that may be excluded from the work schedule.

The City of Pine Bluff reserves the rights to reject any and all bids and to waive any

formalities concerning a bid. The solicitation of bids is not a guarantee that a contract will be awarded at this time. The award of a contract depends on available funding and whether an award will be in the best interest of the city.

The City of Pine Bluff is soliciting bids to perform janitorial services in the City Hall portion of the Pine Bluff Civic Center. Bidders shall submit bids to provide these services for three (3) years, beginning February 1, 2021. Interested persons/entities may obtain project specifications from the Mayor’s office, 200 East 8th Avenue, Suite 201, Pine Bluff, AR, or download from the City’s website, [www.cityofpinebluff.com](http://www.cityofpinebluff.com). Submit sealed bids to the City Clerk’s Office, 200 E. 8th Avenue, Suite 202, Pine Bluff, AR 71601, not later than January 22, 2021 at

5:00 PM.

**BID OPENING** is scheduled for Monday, January 25, 2021 at 1:15 PM.