



# CITY OF BRYANT PUBLIC WORKS

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 Janitorial Services during the 2020 calendar year**

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The City of Bryant Street, Water, and Wastewater Departments are requesting bids for janitorial services located at 1017-1019 SW 2<sup>nd</sup> Street, and the Wastewater Treatment Plant, Bryant, Arkansas for the calendar year 2020.

**Cleaning services will be required once a week on Saturday or Sunday between the hours of 8 a.m. and 4 p.m. for all locations.**

Facilities located at the Street, Water, and Wastewater Departments consist of five (5) buildings with a total of 12 offices (6 with carpet), 6 bathrooms, 1 locker room and 4 large utility training/break rooms with a kitchen. **Please call Christina Call at (501) 943-0468 to setup an appointment for viewing of these premises.**

All bids must be received by the City of Bryant located at 210 SW 3<sup>rd</sup> Street, Bryant, AR 72022, Attn: Public Works C/O: Osha, **no later than 1:00 p.m., Friday, December 20, 2019.**

All received bids will be opened at the Street Department Conference Room located at 1017 SW 2<sup>nd</sup> Street, Bryant, AR 72022 on Monday, December 23, 2019 at 8:30 a.m.

The City reserves the right to reject any or all bids, to waive irregularities and/or informalities of any bid, and to make an award in any manner consistent with the law, or deemed in the best interest of the City.

Evaluation of the bids will include compliance with bid specifications and pricing. Please note that price alone may not be the sole consideration in awarding this bid.

Bids must be sealed and clearly marked:

"Bid No. 2020-8 Janitorial Services"

**The following services will be required :**

- 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, 400 sq. ft. with (2) 288 sq. ft. offices upstairs**

**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. #7 is 380 sq. ft.**

**Approximate square footage of Bldg. #8 is 550 sq. ft.**

Annual Janitorial Services  
**Bid No. 20 20-8**  
 Bid Opening Date: Monday, December 23, 2019  
 Street Department Conference Room @ 8:30 a.m.  
 1017 SW 2<sup>nd</sup> Street Bryant, AR 72022

**City to furnish:** Hand soap and paper products.

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

**Bid Amount (including tax) : \$ \_\_\_\_\_ \_ PER MONTH**

**Unsigned bids will be rejected.**

Authorized Agent bidding on this project:

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

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

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number          /          Fax Number