CITY OF BRYANT
PUBLIC WORKS

210 S.W. 3rd Street
Bryant, AR 72022
(501) 943-0999
www.cityofbryant.org

Invitation and bid specifications for Janitorial Services during The 2023 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 2nd Street, Bryant, Arkansas for the calendar year 2023.

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 Four (4) buildings with a total of 16 offices, 7 bathrooms, 1 locker room and 4 large utility training/break rooms with a kitchen. **Please call Josh Glenn at (501) 366-8286 to setup an appointment for viewing of these premises.**

All bids must be received by the City of Bryant located at 210 SW 3rd Street, Bryant, AR 72022, Attn: Public Works C/O: Osha, **no later than 1:00 p.m., Tuesday, January 24, 2023.**

All received bids will be opened at the Street Department Conference Room located at 1017 SW 2nd Street, Bryant, AR 72022 on Wednesday January 25, 2023 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. 2023-8 Janitorial Services"

The following services will be required:

- Empty all trash and replace trash bags
- Dust mop and wet mop concrete floors
- Vacuum all carpets/rugs
- Dust window sills, desks, bookcases, 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

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.

Bldg. #1 (Downstairs has 4 offices, 1 breakroom, and 2 bathrooms. Upstairs has 7 offices and a bathroom.)

Bldg. # 2 (1 office and 1 restroom)

Bldg. #3 (This building has a conference room, 3 bathrooms, and 3 offices.)

Bldg. #4 (Single office)

Annual Janitorial Services
Bid No. 2023-8
Bid Opening Date: Wednesday, January 25, 2023
Street Department Conference Room @ 8:30 a.m.
1017 SW 2nd 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