

**ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT
EQUIPMENT AND PROCUREMENT DIVISION
BID INVITATION**

Bid Number: H-14-290P

BID OPENING LOCATION:
AHTD Equipment and
Procurement Division
11302 W. Baseline Road
Little Rock, AR 72209

MAIL TO:
AHTD Equipment and
Procurement Division
P.O. Box 2261
Little Rock, AR 72203

DELIVER TO:
AHTD Equipment and
Procurement Division
11302 W. Baseline Road
Little Rock, AR 72209

Bid Opening Date: January 28, 2014 Time: 11:00 a.m.

Sealed bids for furnishing the commodities and/or services described below, subject to the Conditions on Page 2 of this Bid Invitation will be received at the above-noted mail and delivery locations until the above-noted bid opening date and time, and then publicly opened at the above-noted bid opening location. **Bids must be submitted on this form, with attachments when appropriate, or bids will be rejected. Late bids and unsigned bids will not be considered.**

In compliance with this Bid Invitation and subject to all the Conditions thereof, the undersigned offers and agrees to furnish any and all items upon which prices are quoted, at the price set opposite each item.

Company Name: _____

Name (Type or Print): _____

Address: _____

Title: _____

Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Federal Tax ID or Social Security No.: _____

Signature: _____

Signature must be legible, original (not photocopied) and in ink.
Unsigned bids will be rejected.

Item No.	Description	Quantity	Unit	Unit Price	Amount
1.	<p>Contract for furnishing JANITORIAL AND CLEANING SERVICES for the Arkansas State Highway and Transportation Department buildings listed in the attached Bid Information And in accordance with the attached specifications for a period of one year from February 19, 2014 thru February 18, 2015 with an option to renew upon mutual written Agreement of both parties.</p> <p>Cleaning Services, as specified, for 12 months</p> <p>Services furnished shall be in accordance with Conditions, Bid Information and Specifications contained herein and made a part of this bid. Should there be a conflict between Conditions printed on page 2 of this Bid Invitation and other conditions stated in Bid Information and Specifications, the latter shall prevail.</p> <p>Bid Bond in the amount of \$500.00 required of all bidders at time of bid opening or bid will be rejected. Personal and company checks are not acceptable as Bid Bonds. See Condition 3 on page 2 of Bid Invitation.</p> <p>Performance Bond in the amount of \$25,000.00 will be required of successful bidder prior to providing goods/services. Personal and company checks are not acceptable as Performance Bonds. See Condition 3 on page 2 of Bid Invitation.</p> <p>TWO SIGNED COPIES OF BID INVITATION MUST BE SUBMITTED.</p> <p>Bids and Specifications are available on-line by going to the AHTD Web Site – www.arkansashighways.com and clicking on “Commodities and Services Bids/Contracts Information”. Tabulations will also be available at this site within 72 hours after bid opening. If you have any questions, call this office at 501-569-2667.</p> <p>00-04</p>	LUMP SUM	_____		
				TOTAL BID	

STANDARD BID CONDITIONS

H-14-290P

1. **ACCEPTANCE AND REJECTION:** The Arkansas State Highway and Transportation Department (AHTD) reserves the right to reject any or all bids, to accept bids in whole or in part (unless otherwise indicated by bidder), to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications where efficiency of operation will not be impaired, and to award bids to best serve the interest of the State.
2. **PRICES:** Unless otherwise stated in the Bid Invitation, the following will apply: (1) unit prices shall be bid, (2) prices should be stated in units of quantity specified (feet, each, lbs., etc.), (3) prices must be F.O.B. destination specified in bid, (4) prices must be firm and not subject to escalation, (5) bid must be firm for acceptance for 30 days from bid opening date. In case of errors in extension, unit prices shall govern. Discounts from bid price will not be considered in making awards.
3. **BID BONDS AND PERFORMANCE BONDS:** If required, a **Bid Bond** in the form of a cashier's check, certified check, or surety bond issued by a surety company, in an amount stated in the Bid Invitation, must accompany bid. **Personal and company checks are not acceptable as Bid Bonds.** Failure to submit a Bid Bond as required will cause a bid to be rejected. The Bid Bond will be forfeited as liquidated damages if the successful bidder fails to provide a required Performance Bond within the period stipulated by AHTD or fails to honor their bid. Cashier's checks and certified checks submitted as Bid Bonds will be returned to unsuccessful bidders; surety bonds will be retained. The successful bidder will be required to furnish a **Performance Bond** in an amount stated in the Bid Invitation and in the form of a cashier's check, certified check, or surety bond issued by a surety company, unless otherwise stated in the Bid Invitation, as a guarantee of delivery of goods/services in accordance with the specifications and within the time established in the bid. **Personal and company checks are not acceptable as Performance Bonds.** In some cases, a cashier's check or certified check submitted as a Bid Bond will be held as the Performance Bond of the successful bidder. Cashier's checks or certified checks submitted as Performance Bonds will be refunded shortly after payment has been made to the successful bidder for completion of all terms of the bid; surety bonds will be retained. Surety bonds must be issued by a surety company authorized to do business in Arkansas, and must be signed by a Resident Local Agent licensed by the Arkansas State Insurance Commissioner to represent that surety company. Resident Agent's Power-of-Attorney must accompany the surety bond. Certain bids involving labor will require Performance Bonds in the form of surety bonds only (no checks of any kind allowed). In such cases, the company issuing the surety bond must comply with all stipulations herein and must be named in the U. S. Treasury listing of companies holding Certificates of Authority as acceptable sureties on Federal Bonds and as acceptable reinsuring companies. Any excess between the face amount of the bond and the underwriting limitation of the bonding company shall be protected by reinsurance provided by an acceptable reinsuring company. Annual Bid and Performance Bonds on file with E & P Division must have sufficient unencumbered funds to meet current bonding requirements, or the bid will be rejected, unless the balance is submitted as set forth above, prior to bid opening.
4. **TAXES:** The AHTD is not exempt from Arkansas State Sales and Use Taxes, or local option city/county sales taxes, when applicable, and bidders are responsible to the State Revenue Department for such taxes. These taxes should not be included in bid prices, but where required by law, will be paid by the AHTD as an addition thereto, and should be added to the billing to the AHTD. The AHTD is exempt from Federal Excise Taxes on all commodities except motor fuels; and excise taxes should not be included in bid prices except for motor fuels. Where applicable, tax exemption certificates will be furnished by the AHTD.
5. **"ALL OR NONE" BIDS:** Bidders who wish to bid "All or None" on two or more items shall so stipulate on the face of bid sheet; otherwise, bid may be awarded on an individual item basis.
6. **SPECIFICATIONS:** Complete specifications should be attached for any substitution or alternate offered, or where amplification is necessary. Bidder's name must be placed on all attachments to the bid.
7. **EXCEPTIONS TO SPECIFICATIONS:** Any exceptions to the bid specifications must be stated in the bid. Any exceptions to manufacturer's published literature must be stated in the bid, or it will be assumed that bidder is bidding exactly as stated in the literature.
8. **BRAND NAME REFERENCES:** All brand name references in bid specifications refer to that commodity or its equivalent, unless otherwise stated in Bid Invitation. Bidder should state brand or trade name of item being bid, if such name exists.
9. **FREIGHT:** All freight charges should be included in bid price. Any change in common carrier rates authorized by the Interstate Commerce Commission will be adjusted if such change occurs after the bid opening date. Receipted common carrier bills that reflect ICC authorized rate changes must be furnished.
10. **SAMPLES, LITERATURE, DEMONSTRATIONS:** Samples and technical literature must be provided free of any charge within 14 days of AHTD request, and free demonstrations within 30 days, unless AHTD extends time. Failure to provide as requested within this period may cause bid to be rejected. Samples, literature and demonstrations must be substantially the same as the item(s) being bid, unless otherwise agreed to by AHTD. Samples that are not destroyed will be returned upon request at bidders expense. Samples from successful bidders may be retained for comparison with items actually furnished.
11. **GUARANTY:** Unless otherwise indicated in Bid Invitation, it is understood and agreed that any item offered or shipped on this bid shall be newly manufactured, latest model and design, and in first class condition; and that all containers shall be new, suitable for storage or shipment and in compliance with all applicable laws relating to construction, packaging, labeling and registration.
12. **BACKORDERS OR DELAY IN DELIVERY:** Backorders or failure to deliver within the time required may constitute default. Vendor must give written notice to the AHTD, as soon as possible, of the reason for any delay and the expected delivery date. The AHTD has the right to extend delivery if reasons appear valid. If reason or delivery date is not acceptable, vendor is in default.
13. **DEFAULT:** All commodities furnished will be subject to inspection and acceptance by AHTD after delivery. Default in promised delivery or failure to meet specifications authorizes the AHTD to cancel award or any portion of same, to reasonably purchase commodities or services elsewhere and to charge full increase, if any, in cost and handling to defaulting vendor. Applicable bonds may be forfeited.
14. **ETHICS:** *"It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business."* (Arkansas Code, Annotated, Section 19-11-708).

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

NOTICE OF NONDISCRIMINATION

The Arkansas State Highway and Transportation (Department) complies with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and other federal equal opportunity laws and therefore does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in admission or access to and treatment in Department programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to Joanna P. McFadden, Section Head - EEO/DBE (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address:

Joanna.Mcfadden@arkansashighways.com.

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

CONTRACT NO. H-14-290P - BUILDING CLEANING SERVICES

BID INFORMATION AND SPECIFICATIONS

BID INFORMATION

This Contract is for furnishing Janitorial and Cleaning Services for the Arkansas State Highway and Transportation Department Buildings listed below for the period listed on the attached Bid Invitation form.

Buildings to be cleaned are as follows:

- (A) Sign Shop Building, Equipment & Procurement Building, and Materials Building, Baseline & Sibley Hole Rd. Little Rock, AR
- (B) Central Office Building, Planning Building, Transportation Planning & Policy Building, and Central Office Annex (including basement), 10324 Interstate 30. Little Rock, AR
- (C) District Six Headquarters Building 8900 Mabelvale Pike, Little Rock, AR
- (D) Facilities Management Building, 8725 Mabelvale Pike, Little Rock, AR

Bid shall be submitted on Bid Invitation form furnished herewith. Bid envelope shall be sealed and marked so as to clearly indicate its contents and will be received at the locations noted on the Bid Invitation. Bids received after the date and hour set for opening will be returned unopened to the bidder.

A bid may be withdrawn, modified, or corrected by the bidder after it has been submitted provided written request to do so is filed with the Equipment and Procurement Division prior to the hour set for opening bids. Telegrams or letters received before the hour set for opening bids will be accepted and attached to the unopened bid and will be considered withdrawn, modified, corrected or otherwise changed after the hour set for opening bids.

The successful bidder must meet all State of Arkansas applicable statutes.

Specifications

Floors

1. Sweep and dust mop all floors daily with dust control treated mop.
2. Damp mop all floors daily.
3. Buff all floors nightly.
4. Vacuum carpets nightly. Clean monthly or as needed and notify Buildings Management when cleaning is done.
5. All floors must be maintained so as to provide an anti-slip walking condition. No butane floor machine will be permitted.
6. Scrub or strip and refinish tiled and terrazzo floors with a minimum of (5) coats of wax at beginning of contract and at quarterly intervals. **Wax to be approved by AHTD prior to work being started. All work completed within (30) calendar days. Buildings Management is to be notified of all work in progress.**
7. Scrub epoxy floors (3) times a week (Materials Building).
8. Rust spots and stains resulting from furniture or walls being moved must be cleaned within (5) working days.
9. All damp mops and dust mops to be cleaned professionally at regular intervals.
10. Sweep and damp mop all stairwells nightly.
11. Scrub cafeteria floor in kitchen weekly.

Restrooms

1. All restroom floors to be scrubbed with floor machine **the first week of each month. Notify Buildings Management of start and completion date.**
2. Floors swept and detergent mopped daily.
3. Fixtures and supply piping cleaned and sanitized daily.
4. Mirrors cleaned daily with glass cleaner to be approved by Buildings Management.
5. Sanitary napkin machines cleaned and sanitized daily. Waste receptacles emptied daily.
6. Stall partitions and walls cleaned daily.
7. Waste receptacles emptied and debris placed in designated areas.
8. Towel and tissue receptacles refilled daily.
9. Hand soap receptacles refilled with liquid hand soap. Bar soap will be left on all lavatories. **All soap to be approved by AHTD.**
10. Floors and lavatories in supply closets kept clean.
11. Deodorant screens with commode blocks supplied for urinals.

Receptacles

1. Waste receptacles emptied and new plastic liners installed and placed daily in designated areas. Receptacles washed as needed.
2. Recycle paper picked up and put in designated areas.

Dusting

1. Desks, filing cabinets, bookcases, chairs, tables and other office furniture dusted with dust control treated cloths. All letter files, phones and other items shall be moved, dusted there under and replaced to their original positions.
2. Windowsills, ledges, moldings, picture frames, etc. dusted with dust control treated cloths daily.
3. Cobwebs removed.
4. Window blinds dusted.

Glass

1. Entrance door glass and adjacent windows cleaned daily both interior and exterior.
2. Glass desktops cleaned with approved cleaner.
3. Partition glass cleaned daily.
4. Interior windows cleaned as needed.

Miscellaneous

1. Drinking fountains cleaned and sanitized daily and receptacles filled with cups.
2. Turn off lights, fans, etc., when nightly cleaning is completed.
3. Use minimum lights while work is in progress.
4. Light fixture covers cleaned as needed.

Identification

1. All employees must wear, at all times, an ID tag with employee name and company name. Employees must wear long pants and shirts, short or long sleeve. Female employees may wear skirts or dresses. No shorts or tank tops. All employees must be on the premises by 5:00 P.M. All employees must sign in at Central office Building.

Equipment To Be left Onsite

1 walk behind scrubber for new Materials Building
20' floor machines for each building and (5) for high rise)
Commercial upright vacuums for each building and (1) per floor in high rise)
Mop buckets and wringers for each building and (1) per floor in high rise)
Mop handles and mop heads for each building and (1) per floor in high rise)
Dust mops and handles for each building and (1) per floor in high rise)
2 wet vacuums
High duster handles and heads
Canister vacuums

Equipment To Be left Onsite (cont'd)

One commercial extractor

Brute barrels with pockets for each building and (1) per floor in high rise)

Automatic chemical dispensers installed in each building to assure quality control.

Cleaning products stocked in each building and approved by AHTD (Sufficient stock to be kept on hand at all times and MSDA sheets provided. List products to be used. (Type of glass cleaner, etc.)

Minimum Staffing

Sign Shop, Equipment & Procurement, Materials Building – (8) Utility workers – (1) skilled floor worker- (1) Supervisor **(4 hours minimum per person nightly)**

Planning Building – (2) Utility workers Dist. 6 – (2) Utility workers, Facilities Management – (2) Utility workers, (1) skilled floor worker, Transportation Planning & Policy Building - (2) Utility workers, (1) Supervisor for buildings listed above. **(4 hours minimum per person nightly)**

Central Office Building – (15) Utility workers – (1) **(Full-Time on-site)** Supervisor – (1) Lead person for Central Office Building (1) skilled floor care worker, Central Office Annex Bldg. – (4) utility workers, (1) skilled floor care worker, **(4 hours minimum per person nightly)**

Time sheets kept on premises and turned in weekly to A.H.T.D. verifying number of employees and number hours worked by each employee during the week. All employees are to be on premises by 5:00 P.M.

Bidder must provide the following information for bid to be considered:

1. Bidder must maintain a staffed office from 8:00 A.M.- 4:30 P.M. Monday through Friday, within (25) driving miles of the AHTD Central Office Building, 10324 I-30, Little Rock, Arkansas. Answering services or answering machines do not meet this requirement.

List address of staffed office:

2. Attach list of personnel, including supervisors to perform contract. Updates must be provided as changes occur.

3. Bidder must be satisfactorily performing at least (4) contracts on public use office buildings within (25) driving miles of AHTD Central Office Building with each building covering an area of at least 130,000 square feet of floor space containing tile, terrazzo and a minimum amount of carpet. List company names, phone numbers, square footage, and personnel to contact concerning those contracts.

1. _____

2. _____

3. _____

4. _____

The successful bidder shall keep on the job at all times, when work is in progress, a competent supervisor satisfactory to Buildings Management. No supervisory changes shall be made without notification and shall be subject to approval by Buildings Management. The supervisor shall represent the Contractor in his absence and all instructions given to him shall be binding on the Contractor. Work shall be completed by employees **skilled** in their trade and shall be in accordance with the Bid Information and Specifications set forth in this Bid Invitation for Cleaning Services. All employees performing work shall reside within a 25-mile driving radius of the A.H.T.D. Central Office Building. Subcontracting of services by successful bidder will not be allowed and shall be cause for immediate termination of this contract.

All buildings must be inspected in the presence of Buildings Management prior to the preparation and submission of bid. Appointments can be made for inspection by calling, Brian Bynum, Crew Leader, AHTD. (501-569-2391 or 501-944-3579)

The successful bidder will be required to furnish all labor, supervision, equipment and supplies/materials (less paper products) necessary to perform the services requested. Work may be performed from 5:00 P.M. to 12:00 A.M. unless prior arrangements are made for special projects. All specifications must be met and certified by Buildings Management on a weekly basis before payment of monthly invoice can proceed.

Inspection of work on this contract shall be made on a daily basis. A penalty of \$150.00 per day will be assessed for work not satisfactorily completed on time according to the schedule set forth in the specifications and shall run concurrently until the problem has been corrected. This amount will be deducted from the current invoice due before any payment is made.

All employees of the successful bidder shall under go a complete criminal background check that **shall be submitted to and approved by A.H.T.D. before employees will be allowed on the premises to perform work for the contractor.** The successful bidder shall pay for all expenses for background checks. This applies to all new employees hired after the start and during the period the contract is in force.