



Procurement Services

University of Arkansas at Little Rock

2801 S. University Ave., Little Rock, AR 72204-1099 | (O) 501.916.3144 | (F) 501.916.3425

COMPETITIVE BID (CB)

Bid Number:	CB-23-034	Bid Opening Date:	June 21, 2023
Commodity Description:	Custodial Services for Residence Halls and University Village	Bid Opening Time:	2:00 PM CST
UA LITTLE ROCK CONTACT INFORMATION			
Name:	Noel Johnson	Phone: 501-916-3144	Email: bnbartlett@ualr.edu

Bidder Instructions:

- To be considered, your quote must be completed and returned by fax, mail or email no later than the bid submission deadline listed above.
- Quotes must include all freight charges for material to be delivered **F.O.B University of Arkansas at Little Rock, 2801 South University, Little Rock, AR 72204**, or other address specified in request. Do not include local or state taxes in the bid price. Discounts should be deducted from the unit price and net price should be shown in the quote.
- Awards will be on a per item or an all or none basis, whichever is more advantageous to the University. The University of Arkansas reserves the right to decline any and all bids based upon the experience and qualifications of the company.
- The supplier must complete the supplier Information section below to be considered.

PROSPECTIVE SUPPLIER INFORMATION

Company Name: _____			
Name (type or print): _____		Title: _____	
Address: _____			
City: _____		State: _____	ZIP Code: _____
Telephone Number: _____		Fax Number: _____	
E-Mail Address: _____			
Signature: Use ink only. _____			
Business Designation (check one):	Individual [] Partnership []	Sole Proprietorship [] Corporation []	Public Service Corp [] Government/ Nonprofit []
Check Certification Type: Certification#: _____	African American [] American Indian [] Asian American []	Hispanic American [] Pacific Island American []	Service Disabled Veteran [] Woman Owned []

ILLEGAL IMMIGRANT CONFIRMATION

By signing and submitting a response to this Competitive Bid, a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION

By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.

Prospective Contractor does not and will not boycott Israel.

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

- Do not provide responses to items in this section unless specifically and expressly required**

1.1 PURPOSE

The University of Arkansas at Little Rock (UA Little Rock) is soliciting proposals from qualified and experienced suppliers for professional cleaning services for four residence halls and Univeristy Village apartments.

The successful supplier must provide all equipment and supplies necessary to complete the services described herein. Supplier shall be responsible for all damages, which occurred to the area while performing services.

1.2 TYPE OF CONTRACT

- A. As a result of this bid, UA Little Rock intends to award a contract to a single Supplier.
- B. The anticipated starting date for any resulting contract is August 1, 2021, except that the actual contract start date may be adjusted unilaterally by the University for up to three calendar months. By submitting a signed proposal in response to th, the Prospective Supplier represents and warrants that it will honor its proposal as being held open as irrevocable for this period.
- C. The initial term of a resulting contract will be for one (1) year. Upon mutual agreement by the Supplier and university, the contract may be renewed by UA Little Rock for up to six (6) additional one-year terms or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years.

1.3 DOING BUSINESS WITH UA LITTLE ROCK

- A. To conduct business with UA Little Rock, all suppliers must be registered and approved in PaymentWorks, our secure supplier management system.
- B. Suppliers can only register if a UA Little Rock employee invites them to do so in PaymentWorks.
 - i. Procurement Services will invite the apparent winning supplier to PaymentWorks after the Intent to Award letter is released.
- C. Failure to register in PaymentWorks may result in the cancellation of this award.
- D. For more information, see <https://ualr.edu/procurement/suppliers/>.

1.4 INSURANCE

Prior to award, the successful supplier shall furnish an approved Certificate of Insurance from a company or agent licensed in the State of Arkansas, and must keep the insurance in force throughout the contract period and any extensions. The insurance may not be modified without OAS approval. The following is a list of liability limits:

Workers Compensation and Employee Fidelity Coverage Standard limits as outlined by the supplier's insurance carrier.

- A. Worker's Compensation and Employee Liability Policy
- B. Worker's Compensation Statutory Limit
 - a. Employer's Liability \$1,000,000.00 each accident
- C. Comprehensive General Liability Policy Premises and Operation Contractual Insurance
- D. Personal Injury
 - a. Each item listed in Section B must have:
 - b. Bodily Injury \$500,000.00 each person
 - c. \$500,000.00 each occurrence
- E. Property Damage
 - a. \$1,000,000.00 each occurrence
 - b. \$1,000,000.00 aggregate
- F. Automobile Liability
 - a. \$100,000.00 including non-owned and hired vehicles

THE SUPPLIER SHALL ASSUME ALL LIABILITY FOR ANY ACCIDENTAL OR CRIMINAL OCCURRENCE.

1.5 PAYMENT AND INVOICE PROVISIONS

All invoices **shall** be forwarded to the:

University of Arkansas at Little Rock
Attention: Accounts Payable
2801 South University Ave

Little Rock, Arkansas 72204

Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the Agency. UA LITTLE ROCK may not be invoiced in advance of delivery and acceptance of any equipment, service or commodity. Payment will be made only after the contractor has successfully satisfied the agency as to the goods and/or services purchased. Suppliers should invoice the agency by an itemized list of charges. Purchase Order Number and/or Contract Number should be referenced on each invoice.

1.6 PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS

- G. Pursuant to Arkansas Code Annotated § 19-11-105, Contractor(s) providing services of \$25,000 or greater **shall** certify with OSP that they do not employ or contract with illegal immigrants.
- H. By signing and submitting a response to this *Bid Solicitation*, a Prospective Contractor for services of \$25,000 or greater agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

1.7 RESTRICTION OF BOYCOTT OF ISRAEL

- A. Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.
- B. This prohibition does not apply to:
 - 1. A company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
 - 2. Contracts with a total potential value of less than \$1,000.
- C. By checking the designated box on the first page of this bid, a Prospective Contractor agrees and certifies that they do not, and will not for the duration of the contract, boycott Israel.

1.8 EQUAL EMPLOYMENT OPPORTUNITY POLICY

In compliance with Arkansas Code Annotated § 19-11-104, UALR is required to have a copy of the supplier's Equal Opportunity Policy prior to issuing a contract award. UA LITTLE ROCK will maintain a file of all supplier EO policies submitted in response to solicitations issued by this office. The submission is a one-time requirement, but suppliers are responsible for providing updates or changes to their respective policies, and for supplying EO policies upon request to other state agencies that must also comply with this statute. Suppliers that do not have an established EO policy will not be prohibited from receiving a contract award, but are required to submit a written statement to that effect.

- A. *EO Policies* may be submitted in electronic format to the following email address: eeopolicy.osp@dfa.arkansas.gov, but should also be included as a hardcopy accompanying the bid response.
- B. The submission of an *EO Policy* to OSP is a one-time Requirement. Contractors are responsible for providing updates or changes to their respective policies, and for supplying *EO Policies* upon request to other State agencies that must also comply with this statute.
- C. Prospective Contractors who are not required by law to have an *EO Policy* **must** submit a written statement to that effect.

SECTION 2 – SPECIFICATIONS

- **Do not provide responses to items in this section unless specifically and expressly required**

2.1 BACKGROUND

This solicitation is to obtain pricing for cleaning services in the Residence Halls and University Village during specific periods. The peak time for these cleaning services will be during the summer months but may extend through the year. Additionally, the winning bidder may be engaged by Campus Living or other campus departments to perform cleaning services in other locations.

Residence Halls

647 rooms in total. East and West Halls have double occupancy floor plans while North and South Halls feature two and four bedroom apartment-style floor plans.

University Village

420-bed residence complex for sophomores, juniors, seniors, and graduate students. It features two- and four-bedroom apartment-style suites with private baths and a resort-style swimming pool with community amenities.

A specific breakdown of the rooms for service are as follows:

Building Name	Total Number of Rooms	Total Number of Bathrooms	Number of Kitchens/ Common Areas	Notes
East Hall	159	94	94	1 bathroom and kitchenette per room
North Hall	150	72	46	4 bedroom units have 2 bathrooms; 2 bedroom units have 1 bathroom
South Hall	150	72	46	4 bedroom units have 2 bathrooms; 2 bedroom units have 1 bathroom
West Hall	188	144	0	Bathrooms are outside the rooms
University Village	420	420	84	1 kitchen and common area per apartment

Suppliers must bid on all property areas listed BUT the university reserves the right to eliminate certain property areas as applicable for budgeting purposes.

2.2 GENERAL CLEANING EXPECTATIONS: ALL AREAS

- A. High dust the walls and fixtures to include where the wall meets the ceiling around the perimeter of the room being sure the corners all the way down are dust free and cobweb free.
- B. Dust the ceiling vents and lights.
- C. Remove dust from door frames, windows and ledges, moldings, handrails, baseboards, vents and similar surfaces.
- D. Clean touch points on doors and any glass in the door or glass panels surrounding the door. After cleaning, these areas will have a uniform appearance free from streaks, smudges, lint and cobwebs.
- E. The entire area will be thoroughly swept or vacuumed to remove dust, dry soil, and other surface debris. Hard surface floors will be mopped to remove all soil and non-permanent stains. After mopping, the floor will have a uniform debris and spot free appearance.
- F. All areas under chairs, trash receptacles, desks, and other furnishings, which are accessible, will be cleaned as well.
- G. Clean surfaces including corners, abatements, and places accessible to the cleaning equipment making sure it is free from litter, spots, streaks, and visible soil.
- H. Remove all pencil and pen marks from surfaces, and any non- permanent stains, spots, spills, from tables, any furniture, using a damp cloth with a mild detergent or furniture polish. The cleaning will not be to such a degree as to remove the finish or leave abrasive marks.

- I. Supplier is responsible for the proper disposal of remaining cleaning solutions.

2.3 GENERAL CLEANING EXPECTATIONS: RESTROOMS

The following expectations are in addition to those listed in Section 2.2.

- A. Clean and disinfect all the surfaces of the shower and tub with the appropriate solution to remove mineral deposits, mildew, or other heavily embedded soil and stains.
- B. Clean the shower curtains.
- C. Clean every surface inside and out of toilets and disinfect.
- D. Use a descaler as needed to remove any build up on chrome fixtures. Chrome should then be wiped clean.
- E. Clean and disinfect all touch points to include door handles, push plates and bars, faucets, towel dispensers, flush levers, latching and locking hardware, and light switches.
- F. Mop the floor with a germicidal disinfectant starting at the back and working forward to include cleaning any floor drain.
- G. Remove any hair or debris from the drain. Remove all stains and spills.
- H. After mopping, the floor will have a uniform appearance and be free from spots, spills, stains, dirt, oily film, mop strings, hair, standing water, etc..

2.4 GENERAL CLEANING EXPECTATIONS: KITCHEN

The following expectations are in addition to those listed in Section 2.2.

- A. Remove any nonpermanent stains, spots, spills from tables, counters, and sinks. After washing, the sinks and counter will have a uniform appearance free from streaks, smudges, lint, etc. with complete removal of soil from the surface.
- B. Clean and disinfect all touch points including the refrigerator and microwave keypads, handles, knobs, and entry handles. After cleaning, the surface will present a uniform appearance free from all smudges, fingerprints, stains, streaks, etc..
- C. Clean the inside of the refrigerator removing shelves and bins to clean every corner, edge and surface inside and out. Clean the rubber seal around the doors and remove any debris or mold.
- D. Wipe out the inside of the freezer door and remove any items left behind from the resident.
- E. Clean the stove top and burner plates, lifting the top to clean the spill pan underneath.
- F. Clean the oven removing the racks and remove all debris and stains from top, sides, back, and bottom of oven. Clean the bottom drawer and remove debris and stains.
- G. Pull the stove and refrigerator out and clean the sides and top.
- H. Wipe and disinfect the insides and outside of all the drawers and cabinets.
- I. Remove any food particles, debris, grease residue, fingerprints, etc..
- J. Clean the interior and exterior of all microwaves and dishwashers. Pull out the racks and clean inside of the dishwasher, removing any debris and soil leaving it clean and sanitized.
- K. After cleaning all surfaces will be free from smudges, fingerprints, stains, streaks, etc..

2.5 SERVICE EXPECTATION

- A. Service will be on an as-needed basis.
- B. There is no minimum guarantee of work.
- C. Supplier should provide an expected response time for services to be provided.
- D. Response time should be no longer than seven calendar days.

2.6 PERSONNEL REQUIREMENTS

- A. The supplier shall comply with all applicable governmental regulations related to the employment, compensation and payment of personnel and shall abide by all rules and regulations with regard to the employment of minors.
- B. The supplier and all employees of the vendor shall observe all university rules and regulations that are applicable to university employees while on campus.
 - a. UA Little Rock is a tobacco free campus. Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as well as the use of electronic cigarettes, by students, faculty, staff, contractors, and visitors, are prohibited at all times on and within all property,

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
COMPETITIVE BID

CB-23-034

Page 6 of

including buildings, grounds, and athletic facilities, owned or operated by UA Little Rock and on and within all vehicles on the university property, and on and within all university vehicles at any location.

- b. The following conduct is unacceptable for the vendor's employees and agents: foul language, offensive or distasteful comments related to age, race, ethnic background or sex, evidence of alcohol influence or influence of drugs, refusal to provide services requested, refusal to make arrangements for additional services needed and general rudeness.
- C. All supplier employees working on the UA Little Rock campus are to undergo and pass background checks before performing any cleaning service in the residence halls, University Village apartments, or other UA Little Rock owned and operated location.
- a. The supplier shall warrant that they shall only assign employees who have passed a criminal background check to perform work under this contract. The background checks shall demonstrate the worker has no convictions or pending criminal charges that would render the worker unsuitable. Disqualifying convictions or charges include, but are not limited to, sexual offenses, violent offenses, and drug offenses.
 - b. The supplier warrants they will only send employees who have passed a background check(s).
 - c. Supplier agrees to defend, indemnify and hold harmless UA Little Rock, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this warranty.
 - d. The most common minimum background check does the following:
 - i. Social Security Trace
 - ii. County Level Criminal Search (in all counties as found by the Trace)
 - iii. National Sex Offender Search Statewide Criminal
 - iv. National Criminal Database Federal Criminal
 - v. State Sexual Offender Search
 - vi. Motor Vehicle Report
- D. Employees are to be uniformed personnel with name badges or other identification prominently displayed.
- E. The supplier shall not subcontract all or any substantial part of the contract without prior written approval of the University. The supplier shall be fully responsible for the acts and omissions of its subcontractors and of the persons directly or indirectly employed by them. Subcontractors shall be bound by the terms of any contract awarded under this solicitation.

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
COMPETITIVE BID

CB-23-034

Page 7 of



Arkansas at Little Rock

Office of Procurement
University Services Building C100
2801 S. University
Little Rock, Arkansas 72204

OFFICIAL BID PRICE SHEET

ITEM NO.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED AMOUNT
ROOMS					
1	NORTH HALL ROOMS	150	Per Room		
2	SOUTH HALL ROOMS	150	Per Room		
3	EAST HALL ROOMS	159	Per Room		
4	WEST HALL ROOMS	188	Per Room		
BATHROOMS					
5	NORTH HALL BATHROOMS	72	Per Room		
6	SOUTH HALL BATHROOMS	72	Per Room		
7	EAST HALL BATHROOMS	94	Per Room		
8	WEST HALL BATHROOMS	144	Per Room		
KITCHENS/COMMON AREAS					
9	NORTH HALL KITCHENS/COMMON AREAS	46	Per Room		
10	SOUTH HALL KITCHENS/COMMON AREAS	46	Per Room		
11	EAST HALL KITCHENS/COMMON AREAS	94	Per Room		
12	WEST HALL KITCHENS/COMMON AREAS	0	Per Room		
UNIVERSITY VILLAGE					
13	UNIVERSITY VILLAGE ROOMS	420	Per Room		
14	UNIVERSITY VILLAGE BATHROOMS	420	Per Room		
15	UNIVERSITY VILLAGE KITCHENS/COMMON AREAS	84	Per Room		

GRAND TOTAL \$ _____ (Pre-tax)

The prices bid **must** include all costs of the materials, shipping, delivery, and any additional equipment and labor necessary to fully meet the Specifications described in Section 2.

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
COMPETITIVE BID

CB-23-034

Page 8 of

Contract and Grant Disclosure and Certification Form

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

IS THIS FOR:

TAXPAYER ID NAME: **Goods?** **Services ?** **Both ?**

YOUR LAST NAME: **FIRST NAME:** **M.I.:**

ADDRESS:

CITY: **STATE:** **ZIP CODE:** ---

SUBCONTRACTOR: **SUBCONTRACTOR NAME:**
Yes No

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

For Individuals*

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held <small>[senator, representative, name of board/ commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and how are they related to you? <small>[i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]</small>	
	Current	Former		From M M/ YY	To MM/ YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

For A supplier (Business)*

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held <small>[senator, representative, name of board/commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/ YY	To MM/ YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:
Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature _____ Title _____ Date _____

Vendor Contact Person _____ Title _____ Phone No. _____

Agency use only

Agency Number _____ Agency Name _____ Agency Contact Person _____ Agency Contact Phone No. _____ Contract No. _____ or Grant No. _____