



**HS-26-050**

**Janitorial Services - TC**

Issue Date: 6/22/2026

Questions Deadline: 7/2/2026 05:00 PM (CT)

Response Deadline: 7/13/2026 02:00 PM (CT)

City of Hot Springs

**Contact Information**

Contact: Tessa N Gray Purchasing Tech

Address: Finance

2nd Floor

PO Box 6300

324 Malvern Ave

Hot Springs, AR 71902

Phone: (501) 321-6822

Email: [purchasing@hotspringsar.gov](mailto:purchasing@hotspringsar.gov)

## Event Information

Number: HS-26-050  
Title: Janitorial Services - TC  
Type: HS - Request for Proposal  
Issue Date: 6/22/2026  
Question Deadline: 7/2/2026 05:00 PM (CT)  
Response Deadline: 7/13/2026 02:00 PM (CT)  
Notes: TO: Prospective Responders

FROM: City of Hot Springs, Purchasing Division

DATE: June 22, 2026

The City of Hot Springs is issuing its "Request for Proposals" or "Invitation to Bid" for:

**RFP Number: HS-26-050**

**RFP Item: JANITORIAL SERVICES - TC**

**RFP Opening Time, Date & Location: 2:00 PM CT, MONDAY, JULY 13, 2026,**  
324 Malvern Ave, 71901, 2nd Floor, Room 206; PO Box 6300, 71902, City of Hot Springs, Arkansas

**The complete request for proposal is available online at <https://arkansas.ionwave.net/Login.aspx>. Interested Respondents must register at this site to submit a proposal electronically. This is the preferred method of submittal.**

Sealed paper responses to this invitation can also be submitted to the Purchasing Division by mail or in person. Facsimile submissions are not acceptable. The sealed envelope, including express envelopes, must be identified as a sealed proposal and show the item or bid number.

**All responses must be submitted no later than the date and time shown above for consideration.**

Thank you,

Purchasing Division  
(501) 321-6830 or (501) 321-6822  
[purchasing@hotspringsar.gov](mailto:purchasing@hotspringsar.gov)

## Billing Information

Contact: Mary Rice, Account Supervisor  
Address: Finance  
2nd Floor

PO Box 6300  
324 Malvern Ave  
Hot Springs, AR 71902  
Phone: (501) 321-6882  
Email: acctpayable@hotspringsar.gov

## Bid Attachments

### HS-26-050 RFP Janitorial Services - TC.pdf

[Download](#)

Signature Page for HS-26-050 Janitorial Services - TC

### Acknowledgment - Fillable.pdf

[Download](#)

Acknowledgment of this Invitation to Bid (ITB)/Request for Proposals (RFP) shall be received by the City in order for you to receive an Addenda (e.g., updates or changes to the bid packet).

### Terms and Conditions - RFP.pdf

[Download](#)

Respondents shall read the Terms and Conditions for HS-26-050 Janitorial Services - TC.

### Terms and Conditions of Purchase.pdf

[Download](#)

Bidder shall read the Terms and Conditions of Purchase for HS-26-050 Janitorial Services - TC.

## Requested Attachments

### Proposal

*(Attachment required)*

The uploaded proposal shall include all information for the categories as described in the Proposal Requirements/Evaluation in the Attribute Tab.

### Certificate of Liability Insurance

*(Attachment required)*

Respondent shall upload a copy of their Certificate of Liability Insurance.

### Business License Certificate

The successful Respondent may be required to obtain a City of Hot Springs business license. For business services within the City of Hot Springs, the City will honor business licenses from cities within the State of Arkansas.

### Certificate of Good Standing with the Secretary of State

Please upload a copy of the Certificate of Good Standing with the Secretary of State.

### List of Proposed Subcontractors

Respondent shall acknowledge, complete, and upload the form.

## Bid Attributes

#### 1 INTRODUCTION

The City of Hot Springs, Arkansas, is seeking proposals for janitorial services as a term contract (TC). This Request for Proposals (RFP) contains all the information necessary to prepare and submit a proposal. Prospective Respondents are advised to study this RFP completely and follow the instructions exactly.

#### 2 Terms and Conditions for HS-26-050 Janitorial Services - TC

Respondent acknowledges the Terms and Conditions found in the Attachments tab.

☐ Proposer Acknowledges

*(Optional: Check if applicable)*

### 3 Terms and Conditions of Purchase for HS-26-050 Janitorial Services - TC

Respondent acknowledges the Terms and Conditions of Purchase found in the Attachments Tab.

☐ Bidder Acknowledges

(Optional: Check if applicable)

### 4 SCOPE OF SERVICES AND SPECIFICATIONS

The scope of services and specifications are intended to identify the locations and describe, in detail, the services desired at each location. For some locations, a description of the facility (size of building, fixtures, features, etc.) is given, however, regardless of whether a description of the facility is given, each proposer is **STRONGLY URGED** to visit each facility to apprise themselves of the size, fixtures, and conditions. When square footage is shown, the City will not be responsible for any error or variation in the square footage shown, nor will the Contractor, because of any such error or variation, be relieved of his responsibility to carry out the contract in accordance with the true intent and meaning of the scope of work/specification without additional cost to the City.

Some of the locations for which service is sought are equipped with security alarms. It will be the responsibility of the Contractor to activate these alarms when vacating the building at the end of their workday. The Contractor will be provided the necessary keys and codes to access the building.

#### SCOPE OF SERVICES

The following illustrates the required scope of services by location. For each location, the following is shown in bold: facility name, department name, and street address, contact person and phone number.

1. **City Hall - Various Departments**  
**133 Convention Boulevard**  
**Executives Assistant: 501-321-6811**

Office Space .....6670 sq. ft.  
Board Chambers.....1647 sq. ft.  
Audio / Video Technical Room.....90 sq. ft.  
Restrooms (6).....363 sq. ft.  
Hallways.....2112 sq. ft.

The official working hours for the building occupants are 8:00 A.M. to 5:00 P.M., Monday thru Friday.:

◦ Daily Cleaning Requirements:

- Empty and collect all trash cans/wastebaskets and place in designated receptacles, and return to original location
- Sweep all uncarpeted floors
- Spot clean any spills on carpets
- Clean all glass entrance doors
- Dust all open counters, cabinets, desktops, etc.
- Clean and disinfect handrails, entry door handles, and light switches (especially important during cold and flu season)
- Clean and sanitize customer service counter and window in Planning Department daily
- Clean, disinfect and shine drinking fountains
- Clean and polish all mirrors and bright works
- Clean kitchen sinks and wipe down tables and counters (all items left in the sink are to be disposed of)
- Sweep all outside entryways and pick up any trash along entrances
- Sweep front porch bench area and remove spider/cobwebs
- Clean, sanitize and disinfect all bathroom fixtures, wash basins, counter tops, urinals, toilets and toilet seats, dispensers, faucets and accessible handrails
- Sweep, mop and disinfect BATHROOM floors, daily making sure all bathrooms are sanitized and clean smelling
- Replenish paper and soap supplies, including wall mounted soap dispensers, as needed making sure each bathroom has extra toilet paper at each stall
- Clean and mop kitchen area in the City Manager's office daily
- Clean Human Resource offices daily
- Replace trash can liners

- Spot vacuum carpeted floors, as needed
- Clean walls, door jams, light switches, etc., as needed
- Empty outside smoking receptacles as needed
- Turn off all lights except those required and designated to be left on
- Lock all designated doors and set automated alarm system upon leaving the building each day
- Keep janitors' closets (upstairs and downstairs) clean, organized and stocked with paper supplies at all times
- Leave written notice of any irregularities noted during service, i.e., defective plumbing fixtures, electrical problems, burned-out lights, breakage to glass, malfunctioning equipment, etc.
- Leave written notice when paper goods supply is running low, before the supply is depleted
- Special Cleaning Duties for City Hall Board Chambers and Conference Room (In Addition to Daily)
  - Remove coffee cups, drink cans, bottles and other trash and dispose of daily
  - Empty coffee pots and rinse daily
  - Clean inside micro-fridge, as needed
- Weekly
  - Vacuum thoroughly all carpeted areas including behind and under desks, chairs and equipment, paying special attention to cobwebs in corners and behind draped areas
  - Mop and sanitize all uncarpeted floors, paying special attention to corners
  - Dust light fixtures
  - Dust ceiling fans
  - Dust pictures and wall decorations
- Quarterly
  - Clean grout, around base of toilets, walls, fixtures, etc. in restrooms
  - Clean and sanitize refrigerator interior/exterior
  - Clean baseboards

## 2. City Hall Annex Building

**111 Opera Street**

**Public Works Director: 501-321-6901**

Offices/Reception Area/Conference Rooms.....(tile)....3988 sq. ft.

Restrooms/Hallway/Entryways.....(tile).....216 sq. ft.

Breakroom.....(concrete).....561 sq. ft.

The following tasks are to be performed twice a week on Tuesday and Friday after 5:00 P.M.:

- Routine Cleaning
  - Empty trash containers
  - Clean and sanitize, wet mop, and restock restrooms
  - Vacuum carpeted areas
  - Clean glass inside and outside on entry doors
  - Dust Furniture
  - Wet mop breakroom floor, back hallway, and front entryway tile, as well as conference room and reception areas.
- Monthly
  - Dust wall decorations (Artwork and Awards)
  - Perform quarterly
  - Clean grout, around base of toilets, walls, fixtures, etc. in restrooms
  - Clean and sanitize refrigerator interior/exterior
  - Clean baseboards

IT IS THE INTENT OF THE CITY TO AWARD LOCATIONS AT 133 CONVENTION BLVD AND 111 OPERA TO THE LOWEST RESPONSIVE PROPOSER'S CUMMULATIVE PROPOPSAL.

## 3. Utility Administration Office

**780 Adams Street**

**Utilities Director: 501-321-7730**

Office Area.....2500 sq. ft.

(Upstairs and Downstairs)

The following tasks are to be performed twice a week on Wednesday and Friday or Saturday after 4:00 P.M. (but before 10:00 P.M.):

- Routine Cleaning
  - Empty trash containers
  - Dust open counters and cabinets
  - Clean, sanitize, and restock restrooms (restock toilet paper, paper towels, and hand soap)
  - Vacuum carpeted areas
  - Dust mop vinyl floored areas
  - Clean glass inside and outside on entry door
- Weekly
  - Dust and wet mop all vinyl floored areas (including staircase)
- Quarterly
  - Clean all windows inside and outside including window blinds
  - Clean (dust) ceiling fans
- Special Cleaning (costs to be shown separately)
  - Steam Clean Carpets, when requested. Contractor shall furnish all labor, equipment, and supplies

**4. Wastewater Treatment Plant**  
**320 Davidson Drive**  
**Facility Operating Manager: 501-262-1125**

Total Area.....4927 sq. ft.  
 Eight (8) Offices, Lobby, Conference Room, Main Hallway, and Corridor Laboratory Room  
 Kitchen/Breakroom area  
 Two (2) Restrooms

The following cleaning services are to be performed twice a week:

- Routine Cleaning
  - Empty trash containers
  - Dust all open counters, cabinets, and desktops
  - Feather dust equipment (except in laboratory area)
  - Remove any cobwebs
  - Clean, sanitize, and restock restrooms
  - Wet mop restroom floors
  - Dust mop all floors
  - Clean glass inside and outside on entry doors
- Weekly
  - Dust mop and wet mop all floor
- Quarterly
  - Clean all windows in Lobby area inside and out
  - Clean window blinds

**5. Amity Water Treatment Plant**  
**125 Randal Road**  
**Facility Operating Manager: 501-781-3431**

Carpeted area.....1220 sq. ft.  
 Tiled area, including three (3) restrooms.....2507 sq. ft.

The following cleaning services are to be performed twice a week on Wednesday and Friday:

- Routine Cleaning
  - Empty trash containers
  - Dust all open counters, cabinets, and desktops
  - Feather dust equipment (except in laboratory area)
  - Remove any cobwebs
  - Clean, sanitize, and restock restrooms.
  - Wet mop restroom floors
  - Dust mop all floors
  - Clean glass inside and outside on entry door
- Weekly
  - Dust mop and wet mop all floors
- Quarterly

- Clean all windows in Lobby area inside and out
- Clean window blinds

**6. Street Department**  
**214 Services Lane**  
**Street Manager: 501-321-6931**

Office Area.....(tile – vinyl) ...2626 sq. ft.  
 Breakroom.....936 sq. ft.  
 Bathroom.....192 sq. ft.

The following tasks are to be performed twice a week on Wednesday and Friday:

- Routine Cleaning
  - Sweep and wet mop all floors (including outside office hallway and breakroom)
  - Vacuum all mats
  - Clean & sanitize all indoor and outdoor restroom lavatories, commodes, urinals, vanities, mirrors, and sinks.
  - Wet mop and sanitize all restroom floors
  - Replenish toilet tissue in all restrooms
  - Clean and sanitize sinks, tables and countertops in all eating areas.
  - Clean and sanitize all drinking fountains
  - Empty all trash receptacles (including but not limited to offices, restrooms, breakrooms, and shop) and deposit to outside garbage receptacle.
  - Replenish all trash receptacles with liners.
  - Dust exposed area of file cabinets inside/outside office area
  - Wipe down baseboards and window ledges monthly
  - Special services, where not included as a routine part of the required cleaning service (such as carpet clearing, tile floor striping and waxing, window washing inside/outside) may be negotiated on an as needed basis between the City and the contractor, however, the City retains the right to seek other parties to perform services if it chooses.

**7. Transportation Depot- Intracity Transit**  
**100 Broadway Terrace**  
**Public Works Director: 501-321-6901**

The following tasks are to be performed three (3) days a week on Monday, Wednesday, and Friday (or Saturday/Sunday) after 5:00 P.M:

- Routine Cleaning
  - Empty all trash containers
  - Clean, sanitize, and restock all restrooms (toilet paper, paper towels, hand soap)
  - Dust mop vinyl/tiled floor areas
- Weekly
  - Dust and wet mop all vinyl/tiled floor areas
  - Dust and wet mop conference room
  - Vacuum carpeted area
- Quarterly
  - Clean glass inside and outside entry doors (lobby)
  - Clean (dust) display cabinets in lobby

**8. Exchange Street Parking Decks**  
**128 Exchange Street**  
**Public Works Director: 501-321-6901**

The following tasks are to be performed daily (Five (5) Days a Week, Monday through Friday):

- Routine Cleaning
  - Sanitize, sweep, and wet mop two (2) elevators assuring all elevator floors are completely dry before leaving
- Quarterly
  - Clean and sanitize two (2) restrooms and restock supplies, hand sanitizer, and soap dispensers as needed. \*The city will furnish supplies (toilet paper, paper towels, hand sanitizer, etc.) for the restrooms.

9. **Finance Department/Utility Billing**

**324 Malvern Avenue**

**Finance Director: 501-321-6825/Utility Billing Director: 501-321-690**

Total Building Square Footage.....17,145 sq. ft.  
(of which is mechanical/storage- 2,533 sq. ft.)

The following tasks are to be performed twice a week on Tuesday and Friday after 5:00 P.M.:

◦ Routine Interior Cleaning

- The areas to be cleaned include, but are not limited to: Restrooms, kitchens, employee lounges, offices, copier/workrooms, hallways, conference rooms, exterior entrances, and main lobbies.
- Empty all waste containers, replace liners, and return to original location
- Sweep, mop and disinfect all hard floors including main lobby, hallways, breakrooms, and restrooms
- Sanitize telephones
- Dust furniture, windowsills, ledges, and wall decorations in all areas
- Clean and sanitize all fixtures, urinals, toilet bowls/seats, partitions, wash bowls, and mirrors in all restrooms
- Replenish paper products, soap and hand sanitizer dispensers, and room deodorizers
- Spot clean walls, doors, door jams, light switches, door handles/bars, entry way interior glass etc.
- Clean and disinfect all counter tops, tables, and sinks in conference room
- Leave written notice of any maintenance issues noted during services

◦ Routine Exterior Cleaning

- The areas to be cleaned include: Building perimeters, parking areas, and covered sidewalks
- Pickup and dispose of rubbish around building (including cigarette butts)
- Empty trash containers & replace liners
- Empty cigarette urns
- Sweep all outside entry ways & pick up trash along entrances
- Sweep covered sidewalk entrances
- Remove any unwanted insect debris around windows along covered sidewalks
- Clean glass on all interior and exterior entrance doors, window, and partitions (including parking deck elevator entrance doors and windows)

◦ Weekly

- Vacuum all carpeted areas
- Sweep and wet mop north and south stairwells

◦ Monthly

- Dust baseboards, air vents and air intake vents

◦ Quarterly

- Deep clean all restrooms (grout, around base of toilets, walls, fixtures, etc)
- Deep clean all common areas
- Clean & sanitize interior & exterior of all kitchen appliances
- Special services, where not included as a routine part of the required service (such as carpet clearing, tile floor striping and waxing, window washing annually) may be negotiated on a need-by-need basis with contractor, however, the City retains the right to seek other parties to perform services if it chooses.

10. **Whittington Office Building - Various Departments**

**900 Whittington Avenue**

**Public Works Director: 501-321-6901**

Offices/Reception Area/Conference Rooms/Break Rooms....(LVT)....8183 sq. ft.  
Restrooms.....(tile) .....854 sq. ft.  
Hallway and Traffic.....(Epoxy).....777 sq. ft.

The following tasks are to be performed twice a week after 5:00 P.M. on Tuesday and Friday:

◦ Routine Cleaning

- Empty trash containers
- Clean and sanitize restrooms
- Wet mop restrooms and restock restroom items



- Dust furniture
- Wet mop all LVT, tile and epoxy areas
- Monthly
  - Dust wall decorations (artwork and awards)
- Quarterly
  - Clean grout, around base of toilets, walls, fixtures, etc. in restrooms
  - Clean and sanitize refrigerator interior and exterior
  - Clean baseboards

**11. Airport Municipal Building**  
**525 Airport Road**  
**Airport Director: 501-321-6750**

All Areas Combined.....10,000 sq. ft.  
 (Office areas, conference room, breakroom, Terminal bathrooms, Fixed-Base Operator (FBO) bathrooms, FBO lobby, Terminal lobby, Southern Airways waiting area, FBO pilot lounge, sleep room and training office)

The following tasks are to be performed daily (five (5) times a week), Monday through Friday:

- Routine Cleaning
  - FBO (includes offices, breakroom, lobby, restrooms, pilot and sleep room), Terminal (includes lobby and restrooms), Southern Airways Waiting Area
  - Sweep/vacuum all floors in FBO daily
  - Wet mop ALL FBO floors daily (including offices and hallway)
  - Sweep/Spot mop Terminal lobby floor
  - Wet mop and sanitize restroom floors in FBO and Terminal lobby
  - Clean and sanitize both the men's and women's restrooms lavatories, toilets, urinals, vanities, mirrors and sinks
  - Replenish toilet paper, tissue, hand soap and paper towels
  - Empty all trash receptacles (including breakroom and conference room) and dispose of trash into the outside trash bin
  - Replenish all trash receptacles with liners
  - Dust exposed area of FBO weekly (countertops, coffee table, pilot planning area, furniture)
  - Dust exposed furniture (tables, chairs) in Terminal lobby and Southern Airways waiting area
  - Vacuum/Spot mop Southern Airways waiting area
- Daily Cleaning
  - All Restrooms (FBO and Terminal)
    - Clean and sanitize all fixtures, urinals, toilet bowls/seats, partitions, wash bowls
    - Wash mirrors and internal glass
    - Empty waste containers and replace liners
    - Sweep, mop and disinfect floors. Pay special attention to the corners
    - Remove spider and cobwebs
  - Breakroom/Employee Lounge
    - Empty waste containers and replace liners
    - Clean and disinfect all counter tops and surfaces
    - Sanitize and clean sink
  - Conference Room
    - Wash and sanitize exposed surfaces of tables
    - Empty waste containers and replace liners
  - Pilot Lounge, Sleep Room and Training Office
    - Empty waste containers and replace liners
    - Clean shower and sink located between Training Office and Sleep Room
    - Vacuum
    - Dust furniture
    - Spot clean if needed
  - Terminal Lobby
    - Sweep Terminal floors
    - Spot mop Terminal floors
    - Dust furniture
    - Spot clean if needed
  - Southern Airways Waiting Area
    - Vacuum, sweep, and spot mop floors

- Dust furniture
  - Spot clean if needed
- Weekly (as needed)
  - Each Area of the Airport
    - Spot clean walls, doors, door jams, light switches, door handles/bars, etc.
    - Clean waste containers
    - Clean corners if needed due to dust or spider/cobwebs
  - Terminal Area
    - Sweep and wet mop entire lobby floor, dust around columns in lobby
    - Clean entrance/exit doors sanitizing handles on each side
    - Clean corners taking care to remove dust or spider/cobwebs
  - Southern Airways Waiting Area
    - Clean entrance/exit doors sanitizing handles on each side
    - Clean corners taking care to remove dust or spider/cobwebs
- Monthly (FBO Area)
  - Dust baseboards
  - Dust ceiling vents, diffusers, window blinds
  - Clean walls, doors, door jams, light switches, door handles/bars, etc.
  - Clean all windows, windowsills, ledges and all horizontal & vertical surfaces
- Quarterly
  - Deep clean all restrooms (grout, around base of toilets, walls, fixtures, etc.)
  - Deep clean all common areas, paying special attention to walls and baseboards
- Close-Out /End of Day Tasks
  - Leave written notice of any supplies needed, any irregularities noted during service, i.e. defective plumbing, loose fixtures, electrical problems, burned-out lights, breakage to glass, malfunctioning equipment, etc.

## 12. Fleet Services

**412 Leawood Street**

**Fleet Services Director: 501-321-6950**

The following tasks are to be performed twice a week on Tuesday and Friday after 4:00 P.M.:

- Routine Cleaning
  - Empty all trash containers
  - Clean and sanitize all restrooms
  - Wet mop vinyl/tiled floor area
- Weekly
  - Vacuum carpeted areas (rugs)
  - Dust desk areas

## 13. Police Department

**641 Malvern Avenue**

**Police Chief: 501-321-6789**

The following services shall be on an "as needed" basis:

- Deep clean carpeted areas (estimated to be needed bi-annually)
- Deep cleaning the facilities

## 14. Animal Services - Animal Shelter

**319 Davidson Drive**

**Lieutenant or Supervisor: 501-262-2091**

The following services shall be on an "as needed" basis:

- Deep cleaning of the facility

## 15. Community Resource Center (CRC)

**109 Hobson Avenue**

**CRC Director: 501-762-8335**

The following services shall be on an "as needed" basis:

- Deep cleaning of the facility

**16. Sanitation Department - Administrative Office and Other Solid Waste Facility Locations  
218 Runyon, 221 Scott St, 238 Scalehouse Ln, 121 Utility Ct  
Solid Waste Director: 501-321-6903**

The following services shall be on an "as needed" basis:

- Deep cleaning of the facility(s)

**SPECIFICATIONS**

1. The Contractor shall provide the supplies consumed such as, cleaning supplies, trash can liners, etc., in the course of performing service, (unless noted otherwise by particular location). Contractor will provide, unless noted otherwise, the equipment (brooms, mops, buckets, vacuums, dust cloths, wipe cloths, carts, etc.) necessary to perform the service. Such supplies and equipment will be of the type, size, strength, etc., that is adequate and normal in performing this service and attaining the desired results.
2. The City will provide the supplies consumed by employees and the public, i.e., tissue, paper towels, hand sanitizers and soap dispenser refills, etc.
3. Electrical supply and cold and hot (where available) water will be provided by the City. Lights should be turned off when not needed to perform services.
4. The Contractor will prohibit employees from using City property (phones, fax machines, copiers, computers, etc.) for personal or non-city business.
5. Contractor's employees must, to the maximum extent possible, refrain from disturbing papers or other items on desks; moving furniture or other facility objects or return them to their original position and order if it is necessary to move them.
6. The Contractor shall be liable for any and all damage to City property resulting from the performance of service.
7. Contractor's employees, while performing service, are to wear ID badges or a uniform identifying them as employees of the Contractor.
8. The service performed under this contract will be subject to inspection and approval by City representatives. High quality service is desired and expected. Should the City not receive the quality of service it expects, the Contractor will be apprised of this and given the opportunity to improve to the degree necessary; failure to do so may be reason for the City to terminate the agreement immediately.
9. Special services, where not included as a routine part of the required service (such as carpet steam cleaning, tile floor striping and waxing), may be negotiated on a need-by-need basis with the Contractor; however, the City retains the right to seek other parties to perform services if it so chooses.
10. Contractor's will be responsible for supplying background checks on their employees assigned to City locations.

The City intends to engage in contracts with multiple Contractors or, if deemed appropriate, a single successful Contractor. A multiple Contractor is designed to manage scheduling conflicts effectively, thereby ensuring that critical maintenance and emergency repair services are conducted without unnecessary delays.

The contract will be for one (1) year with four (4) twelve (12) month terms, subject to annual budget approval by the Hot Springs Board of Directors. Contract will automatically renew annually unless either party supplies thirty (30) day written Notice of Cancellation. Any escalation in price shall be subject to paragraph 15 under III Interpretation of RFP of the Terms and Conditions. City reserves the right to accept or decline any and all price increases.

**5 STATEMENT OF REQUIREMENTS**

The following requirements from the Respondent will be shown below on "Certificates Required" and "Additional Requirements."

<b>6</b>	<b>Certificate Required</b> Certificates for coverages and items below shall be submitted by the Respondent with the proposal. If nothing listed below, no insurance requirements apply.
<b>7</b>	<b>Workers Compensation</b>
<b>8</b>	<b>General Liability (Minimum Amount) \$500,000</b> Respondent is required to submit the certificate in the response attachments.
<b>9</b>	<b>Business License</b> Respondent shall provide a copy of your company's/firm's business license certificate. The successful Respondent may be required to obtain a City of Hot Springs business license. For business services within the City of Hot Springs, the City will honor business licenses from cities within the State of Arkansas.
<b>10</b>	<b>Certificate of Good Standing with the State's Secretary of State</b> Provide a copy of the Certificate of Good Standing with the Secretary of State.
<b>11</b>	<b>Additional Requirements</b> The Respondent are hereby notified that the following additional items apply to this procurement as noted.
<b>12</b>	<b>List of Proposed Subcontractors</b> Respondent acknowledges the List of Proposed Subcontractors found in the Attachments tab.
<b>13</b>	<b>This procurement is subject to an escalation clause</b> Any price increase shall be presented to the City in writing and follow guidelines established under "Escalation Clause" in the Terms and Conditions.
<b>14</b>	<b>This procurement is not subject to federally required certifications/contract clauses.</b>
<b>15</b>	<b>PROPOSAL REQUIREMENTS/EVALUATION</b> Respondents shall submit proposals that include the categories enumerated hereinafter. Proposals will be evaluated in accordance with the City's evaluation criteria based solely upon the proposal contents; therefore, Respondents should carefully address each of the following proposal content categories.
<b>16</b>	<b>A. QUALIFICATIONS/EXPERIENCE/REFERENCES</b> Respondents shall describe and provide detail of the firm's qualifications and experience to perform this work (including expertise, training, certifications, licenses, etc.). Include a list of references with the company name, contact information, and address.
<b>17</b>	<b>B. PROPOSED METHOD OF WORK</b> Respondents shall describe in detail the approach they will take in achieving the scope of services.
<b>18</b>	<b>C. CAPACITY AND AVAILABILITY</b> Describe the organization, staffing levels, equipment availability, dedicated time to City facilities and resources for performing service to the City.
<b>19</b>	<b>D. COST</b> The cost shown must be shown in detail and be all-inclusive of any applicable charges - i.e. including equipment, materials, labor, etc. Costs of all regular routine service (whether it be daily, weekly, or monthly) is to be shown as a monthly cost.

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**EVALUATION CRITERIA**

The City's purpose in soliciting proposals is to determine and select the best-qualified firm with which to award an agreement at the best possible price. In order to accomplish this objective, the following evaluation criteria and procedures will be used:

<b>Criteria</b>	<b>Max Percentage</b>
A. Qualifications/Experience/References	25%
B. Proposed Method of Work	20%
C. Capability/Availability	25%
D. Cost	30%
Total Points Possible	100%

Proposals will be reviewed by a selection committee using the above criteria. Each reviewer will evaluate the five sections of each proposal based on the proposal's content. Reviewers will then score each section according to the evaluation criteria using a weighted percentage system. Each proposal will then be totaled and ranked from the highest to the lowest total weighted score. The City reserves the right to invite two or more of the highest-rated firms to make oral presentations (shortlist). Firms invited to make oral presentations will be re-evaluated using the above criteria based on their oral presentation. The firm selected for a bid award will be expected to incorporate, in the agreement their assurances, offers, or guarantees made in their oral presentation. Negotiations will be conducted initially with the firm adjudged to be the best-qualified firm following the ranking and rating process. If a mutually satisfactory contract cannot be negotiated with the selected firm, the firm will be requested to submit a best and final offer in writing, and, if not approved, negotiations with that firm will be terminated. Negotiations will then be initiated with the subsequently qualified firm, and this procedure will be continued until a mutually satisfactory contract has been negotiated. The objective of negotiations will be to reach an agreement on the plans for the services to be provided and an acceptable cost proposal that outlines the cost for each task and final product.

**Bid Lines**

1

**Package Header**

City Hall - 133 Convention Boulevard

Quantity:   1  Total: \$ 

Item Notes: Cost of all regular routine service, whether it be daily, weekly, or monthly, is to be shown as a monthly cost\*

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

- ☐ No bid
- ☐ Alternate specification  
(Attach separate sheet)
- ☐ Additional notes  
(Attach separate sheet)

**Package Items****1.1 Monthly Cost of Service\***Quantity:   1   UOM:   Month  Price: \$ Total: \$ 

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

### 1.2 Annual Carpet Cleaning

Quantity:   1   UOM: Annual

Price: \$

Total: \$

Supplier Notes: \_\_\_\_\_

- ☐ No bid  
☐ Additional notes  
(Attach separate sheet)

### 1.3 Annual Window Cleaning

Quantity:   1   UOM: Annual

Price: \$

Total: \$

Supplier Notes: \_\_\_\_\_

- ☐ No bid  
☐ Additional notes  
(Attach separate sheet)

## 2 Package Header

City Hall Annex - 111 Opera Street

Quantity:   1  

Total: \$

Item Notes: Cost of all regular routine service, whether it be daily, weekly, or monthly, is to be shown as a monthly cost\*

Supplier Notes: \_\_\_\_\_

- ☐ No bid  
☐ Alternate specification  
(Attach separate sheet)  
☐ Additional notes  
(Attach separate sheet)

### Package Items

#### 2.1 Monthly Cost of Service\*

Quantity:   1   UOM: Month

Price: \$

Total: \$

Supplier Notes: \_\_\_\_\_

- ☐ No bid  
☐ Additional notes  
(Attach separate sheet)

#### 2.2 Annual Carpet Cleaning

Quantity:   1   UOM: Annual

Price: \$

Total: \$

Supplier Notes: \_\_\_\_\_

- ☐ No bid  
☐ Additional notes  
(Attach separate sheet)

#### 2.3 Annual Strip and Wax Floors

Quantity:   1   UOM: Annual

Price: \$

Total: \$

Supplier Notes: \_\_\_\_\_

- ☐ No bid  
☐ Additional notes  
(Attach separate sheet)

## 3 Package Header

Utility Administration - 780 Adams Street

Quantity:   1  

Total: \$

Item Notes: Cost of all regular routine service, whether it be daily, weekly, or monthly, is to be shown as a monthly cost\*

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Alternate specification  
(Attach separate sheet)
- ☐ Additional notes  
(Attach separate sheet)

## Package Items

### 3.1 Monthly Cost of Service\*

Quantity:   1   UOM: Month

Price: \$

Total: \$

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

### 3.2 Steam Clean All Carpets (per special cleaning event, as needed)

Quantity:   1  

Price: \$

Total: \$

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

## 4 Package Header

Wastewater Treatment Plant - 320 Davidson Drive

Quantity:   1  

Total: \$

Item Notes: Cost of all regular routine service, whether it be daily, weekly, or monthly, is to be shown as a monthly cost\*

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Alternate specification  
(Attach separate sheet)
- ☐ Additional notes  
(Attach separate sheet)

## Package Items

### 4.1 Monthly Cost of Service\*

Quantity:   1   UOM: Month

Price: \$

Total: \$

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

## 5 Package Header

Amity Water Treatment Plant - 125 Randall Road

Quantity:   1  

Total: \$

Item Notes: Cost of all regular routine service, whether it be daily, weekly, or monthly, is to be shown as a monthly cost\*

Supplier Notes: \_\_\_\_\_

- ☐ No bid
- ☐ Alternate specification  
(Attach separate sheet)

☐ Additional notes  
(Attach separate sheet)

## Package Items

### 5.1 Monthly Cost of Service\*

Quantity: 1 UOM: Month Price:  Total:

Supplier Notes: \_\_\_\_\_

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

## 6 Package Header

Street Department - 214 Services Lane

Quantity: 1 Total:

Item Notes: Cost of all regular routine service, whether it be daily, weekly, or monthly, is to be shown as a monthly cost\*

Supplier Notes: \_\_\_\_\_

☐ No bid  
☐ Alternate specification  
(Attach separate sheet)  
☐ Additional notes  
(Attach separate sheet)

## Package Items

### 6.1 Monthly Cost of Service\*

Quantity: 1 UOM: Month Price:  Total:

Supplier Notes: \_\_\_\_\_

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

### 6.2 Strip and Wax All Hard Surfaced Floors (per event, as needed)

Quantity: 1 Price:  Total:

Supplier Notes: \_\_\_\_\_

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

### 6.3 Steam Clean All Carpets (per event, as needed)

Quantity: 1 Price:  Total:

Supplier Notes: \_\_\_\_\_

☐ No bid  
☐ Additional notes  
(Attach separate sheet)

### 6.4 Clean or Wash Windows and Glass Doors Annually

Quantity: 1 UOM: Annual Price:  Total:

Supplier Notes: \_\_\_\_\_

☐ No bid  
☐ Additional notes  
(Attach separate sheet)



## 7 Package Header

Transportation Depot -Intracity Transit - 100 Broadway Terrace

Quantity:   1  

Total: \$

Item Notes: Cost of all regular routine service, whether it be daily, weekly, or monthly, is to be shown as a monthly cost\*

Supplier Notes:

- ☐ No bid
- ☐ Alternate specification  
(Attach separate sheet)
- ☐ Additional notes  
(Attach separate sheet)

### Package Items

#### 7.1 Monthly Cost of Service\*

Quantity:   1   UOM: Month

Price: \$

Total: \$

Supplier Notes:

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

## 8 Package Header

Exchange Street Parking Deck

Quantity:   1  

Total: \$

Item Notes: Cost of all regular routine service, whether it be daily, weekly, or monthly, is to be shown as a monthly cost\*

Supplier Notes:

- ☐ No bid
- ☐ Alternate specification  
(Attach separate sheet)
- ☐ Additional notes  
(Attach separate sheet)

### Package Items

#### 8.1 Monthly Cost of Service\*

Quantity:   1   UOM: Month

Price: \$

Total: \$

Supplier Notes:

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

#### 8.2 Special Holiday/Weekend Cleaning (per day, as requested)

Quantity:   1  

Price: \$

Total: \$

Supplier Notes:

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

## 9 Package Header

Finance Department / Utility Billing - 324 Malvern Avenue

Quantity:   1  

Total: \$

Item Notes: Cost of all regular routine service, whether it be daily, weekly, or monthly, is to be shown as a monthly cost\*

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Alternate specification  
(Attach separate sheet)
- ☐ Additional notes  
(Attach separate sheet)

## Package Items

### 9.1 Monthly Cost of Service\*

Quantity:   1   UOM: Month Price: \$  Total: \$

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

### 9.2 Steam Clean All Carpets (per event, as needed)

Quantity:   1   Price: \$  Total: \$

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

### 9.3 Annual Window Washing

Quantity:   1   UOM: Annual Price: \$  Total: \$

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

1  
0

## Package Header

Whittington Office Building - 900 Whittington Ave.

Quantity:   1   Total: \$

Item Notes: Cost of all regular routine service, whether it be daily, weekly, or monthly, is to be shown as a monthly cost\*

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Alternate specification  
(Attach separate sheet)
- ☐ Additional notes  
(Attach separate sheet)

## Package Items

### 10.1 Monthly Cost of Service\*

Quantity:   1   UOM: Month Price: \$  Total: \$

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

1  
1

## Package Header

Airport Municipal Building - 525 Airport Road

Quantity:   1  

Total: \$

Item Notes: Cost of all regular routine service, whether it be daily, weekly, or monthly, is to be shown as a monthly cost\*

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Alternate specification  
(Attach separate sheet)
- ☐ Additional notes  
(Attach separate sheet)

## Package Items

### 11.1 Monthly Cost of Service\*

Quantity:   1   UOM:  Month 

Price: \$

Total: \$

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

### 11.2 Steam Clean All Carpets (per event, as needed)

Quantity:   1  

Price: \$

Total: \$

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

### 11.3 Strip and Wax All Hard Surfaced Floors (per event, as needed)

Quantity:   1  

Price: \$

Total: \$

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

1  
2

## Package Header

Fleet Services - 412 Leawood Street

Quantity:   1  

Total: \$

Item Notes: Cost of all regular routine service, whether it be daily, weekly, or monthly, is to be shown as a monthly cost\*

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Alternate specification  
(Attach separate sheet)
- ☐ Additional notes  
(Attach separate sheet)

## Package Items

### 12.1 Monthly Cost of Service\*

Quantity:   1   UOM:  Month 

Price: \$

Total: \$

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

1  
3**Package Header**

Police Department - 641 Malvern Avenue

Quantity:   1  Total: \$ 

Item Notes:

Supplier Notes: \_\_\_\_\_

- ☐
- No bid
- 
- ☐
- Alternate specification
- 
- (Attach separate sheet)
- 
- ☐
- Additional notes
- 
- (Attach separate sheet)

**Package Items****13.1 Deep Cleaning All Carpeted Areas**Quantity:   1   UOM: Semi-AnnualPrice: \$ Total: \$ 

Item Notes: Per request/as needed

Supplier Notes: \_\_\_\_\_

- ☐
- No bid
- 
- ☐
- Additional notes
- 
- (Attach separate sheet)

**13.2 Deep Cleaning of the Police Department Facilities**Quantity:   1  Price: \$ Total: \$ 

Item Notes: Per request/as needed

Supplier Notes: \_\_\_\_\_

- ☐
- No bid
- 
- ☐
- Additional notes
- 
- (Attach separate sheet)

1  
4**Package Header**

Animal Services/Hot Springs Animal Shelter - 319 Davidson Drive

Quantity:   1  Total: \$ 

Supplier Notes: \_\_\_\_\_

- ☐
- No bid
- 
- ☐
- Alternate specification
- 
- (Attach separate sheet)
- 
- ☐
- Additional notes
- 
- (Attach separate sheet)

**Package Items****14.1 Deep Cleaning of the Facility**Quantity:   1  Price: \$ Total: \$ 

Item Notes: Per request/as needed

Supplier Notes: \_\_\_\_\_

- ☐
- No bid
- 
- ☐
- Additional notes
- 
- (Attach separate sheet)

1  
5**Package Header**

Community Resource Center - 109 Hobson Avenue

Quantity:   1  Total: \$

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Alternate specification  
(Attach separate sheet)
- ☐ Additional notes  
(Attach separate sheet)

## Package Items

### 15.1 Deep Cleaning of the Facility

Quantity:   1  

Price: \$

Total: \$

Item Notes: Per request/as needed

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

1  
6

## Package Header

Sanitation Department - 218 Runyon Street, 221 Scott Street, 238 Scalehouse Lane, 121 Utility Court

Quantity:   1  

Total: \$

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Alternate specification  
(Attach separate sheet)
- ☐ Additional notes  
(Attach separate sheet)

## Package Items

### 16.1 Deep Cleaning of the Facility(s)

Quantity:   1  

Price: \$

Total: \$

Item Notes: Per request/as needed

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

- ☐ No bid
- ☐ Additional notes  
(Attach separate sheet)

Supplier Information

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

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Supplier Notes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature