

NOTICE TO BIDDERS

Faulkner County will be accepting sealed bids on custodial services for the Faulkner County Library, Conway location.

Bid specifications and Submittal forms may be obtained from the Faulkner County Judge's Office. Bids will be accepted until 9:00 am on Monday, December 15, 2025, at which time they will be opened at the Faulkner County Judge's Office, located at 801 Locust Street, Conway, AR, 72034. Faulkner County reserves the right to accept or reject any or all bids placed and waive formalities.

Bids should be submitted in total, including taxes, for the price to be paid by Faulkner County.

The initial term of the contract resulting from this bid notice shall be for the year 2026, commencing from the effective date of the contract. Faulkner County reserves the right to renew this contract for additional periods beyond the initial term. The renewal option shall be at the sole discretion of Faulkner County.

Direct questions and requests for clarification related to this RFP to John McGraw at 501-327-7482.

Bids may be mailed to:

Faulkner County Judge's Office
Attn: Library Custodial Services Bid
801 Locust Street
Conway AR, 72034

This information is also available on our website at www.faulknercountyar.gov/business/rfp/

The Faulkner County Library paid \$ [REDACTED] for this publication.

BID INFORMATION AND BID SPECIFICATIONS

FOR

CONTRACTOR BIDDING PROJECT

THIS BID PACKET CONTAINS INFORMATION
CONCERNING PROJECT FOR
FAULKNER COUNTY, ARKANSAS
COUNTY JUDGE ALLEN DODSON

Library Custodial Services

November 25, 2025

Date: November 25, 2025

Reference: Library Custodial Services

Bid is to be addressed to:

Faulkner County Judge's Office
Attn: Library Custodial Services Bid
801 Locust Street
Conway, Arkansas 72034

BIDS ARE DUE ON Monday, December 15, 2025, by 9:00 A.M.

Bids may be mailed or hand delivered to Judge Allen Dodson, County Judge, Faulkner County, Arkansas. All bids must be turned in prior to the 9:00 AM deadline.

*****Faxed, Phone, or e-mail bids will not be accepted.

*****All bids must be in a sealed envelope and marked Attn: Library Custodial Services Bid

Task Schedule For Faulkner County Libraries

*Daily is at least five (5) times a week

Areas	Task	Frequency
General	Notify building contact of any irregularities (Unlocked doors, plumbing, supplies, etc.)	Daily
	Turn off all lights except those to be left on, and lock doors.	Daily
	Dust air vents	Monthly
Lobby	Empty trash and replace liner as needed	Daily
	Clean glass doors and spot clean partition glass	Daily
	Clean entrance glass doors	Daily
	Dust horizontal surfaces	Daily
	Vacuum & wet mop floors	Daily
	Clean and wipe light switches/kick plate	Weekly
	Dust window sills	Weekly
	Spot clean spills on carpet & tile floors	Daily
	Spot clean walls	Daily
Office Areas	Empty trash and replace liner as needed	Daily
	Clean glass doors and partition	Daily
	Vacuum traffic lanes	Daily
	Vacuum wall to wall	Weekly
	Spot clean horizontal surfaces of desks, credenzas, tables, filing cabinets, etc.	Daily
	Dust horizontal surfaces	Weekly
	Dust Window Sills	Weekly
	Clean and wipe light switches/kick plate	Weekly
	Spot clean spills on carpet & tile floors	Daily
	Spot clean walls	Daily

Corridors

Vacuum floors	Daily
Clean glass doors and partition glass	Daily
Wet mop floors	Weekly
Dust horizontal surfaces	Daily
Clean and sanitize drinking fountain	Daily
Clean and wipe light switches/kick plate	Weekly
Spot clean spills on carpet & tile floors	Daily
Spot clean walls	Daily

Breakroom

Damp clean counters and table tops	Daily
Empty trash and replace liner	Daily
Wipe clean or dust horizontal surfaces	Daily
Clean and sanitize sink	Daily
wet mop floors	Daily
Clean microwave	Weekly
Clean and wipe light switches/kick plate, ice box	Weekly
Spot clean spills on tile floors	Daily
Spot clean walls	Daily

Restrooms

Empty trash and replace liner	Daily
Clean toilets, sinks, urinals	Daily
Clean mirrors	Daily
Fill soap, period products & paper dispensers	Daily
Dust horizontal surfaces	Daily
Clean and wipe light switches/kick plate	Weekly
Vacuum & wet mop floors	Daily
Spot clean walls	Daily
Empty sanitary container	Daily

Common Areas

Empty trash and replace liner as needed	Daily
Clean and sanitize drinking fountain	Daily
Clean glass doors and partition glass	Daily
Vacuum traffic lanes	Daily
Vacuum wall to wall	Daily
Wet mop floors	Daily
Clean horizontal surfaces of desks, chairs, tables, filing cabinets, etc.	Daily
Clean and wipe light switches/kick plate	Weekly
Dust window sills	Weekly
Spot clean spills on carpet & tile floors	Daily
Spot clean walls	Daily

Exterior

Empty trash and replace liner as needed	Daily
---	-------

Carpet

Shampoo carpet	Extra Cost
----------------	------------

Upholstered
Chairs

Shampoo chair fabric	Extra Cost
----------------------	------------

- **Bidders shall submit their bids on the form supplied by the Judge's Office.**

Bid

Name of Company _____

Name of Individual Representing Company _____

The above-named company offers to provide the custodial services listed in the Bid Specifications

to Faulkner County, at a base price of: \$ _____

Total bid price (including taxes): \$ _____

Signature: _____

Date: _____