

***BID RESPONSE PACKET***  
***SP-21-0050***

## BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:	CLEANCO, LLC			
Address:	29 SHANNON DRIVE			
City:	LITTLE ROCK	State:	AR	Zip Code: 72207
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input type="checkbox"/> Nonprofit	
Minority and Women-Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> African American <input type="checkbox"/> Asian American	<input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American	<input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> Women-Owned	
	AR Certification #: _____		* See Minority and Women-Owned Business Policy in Solicitation Terms and Conditions	

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid solicitation-related matters.			
Contact Person:	EMILY L. COBB	Title:	VICE PRESIDENT
Phone:	501-831-173	Alternate Phone:	501-831-2505
Email:			

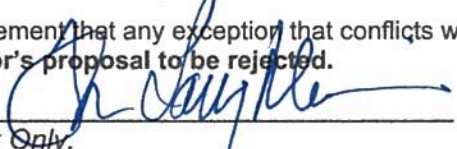
CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.
<p><i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Solicitation Terms and Conditions for additional information.</i></p>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants and shall not employ or contract with illegal immigrants during the term of a contract awarded as a result of this bid solicitation.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, Prospective Contractor agrees and certifies that they do not boycott Israel and shall not during the aggregate term of a contract awarded as a result of this bid solicitation.
<input checked="" type="checkbox"/> Prospective Contractor does not and shall not boycott Israel.

**An official authorized to legally bind the Prospective Contractor must sign below.**

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* may cause the Prospective Contractor's proposal to be rejected.

Authorized Signature:  Title: PRESIDENT

Use Ink Only.

Printed/Typed Name: TIMOTHY R. LAVATHAN Date: 3/3/2021

## EXCEPTIONS FORM

Prospective Contractor should document all exceptions related to terms in the "Standard Contract" and "Solicitation Terms and Conditions."

ITEM #	REFERENCE (SECTION, PAGE, PARAGRAPH)	DESCRIPTION	PROPOSED LANGUAGE
1.			
2.			
3.			

no exceptions.

Jim Laughlin

## 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.

SUBCONTRACTOR: SUBCONTRACTOR NAME:

Yes  No

IS THIS FOR:

Goods?  Services?  Both?

TAXPAYER ID NAME: CLEANCO LLC

YOUR LAST NAME: LAUGHLIN

FIRST NAME: TIMOTHY

M.I.: R

ADDRESS: 29 SHANNON DRIVE

CITY: LITTLE ROCK

STATE: AR

ZIP CODE: 72207

COUNTRY: USA

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

None of the above applies

### FOR AN ENTITY (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 [senator, representative, name of board/ commission, data entry, etc.]	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?	Ownership Interest (%)	Position of Control
	Current	Former		From MM/YY	To MM/YY			
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 PRESIDENT

Date 3/3/2021

Vendor Contact Person \_\_\_\_\_

EMILY L. COBB

Title VICE PRESIDENT

Phone No. 501-831-2505

*Agency use only*

Agency Number \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Contact Person \_\_\_\_\_

Contact Phone No. \_\_\_\_\_

Contract or Grant No. \_\_\_\_\_



29 Shannon Drive, Little Rock, AR 72207 501-831-2505

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

It is the policy of CLEANCO LLC not to discriminate against any applicant for employment, or any employee because of age, sex, color, disability, national origin, race, religion, or veteran status.

CLEANCO LLC will take affirmative action to ensure that the EEO Policy is implemented, with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, training, termination, transfer, upgrade, and working conditions.

CLEANCO LLC will continue to make it understood by the employment entities with which it deals, and in employment opportunity advancements that the foregoing is company policy and all employment decisions are based on individual merit only.

All current employees of CLEANCO LLC are requested to encourage qualified disabled persons, minorities, special disabled veterans, and Vietnam Era veterans to apply for employment, and on the job training.

It is the policy of CLEANCO LLC that all company activities, facilities, and job sites are non-segregated.

It is the policy of CLEANCO LLC to ensure and maintain a working environment free of coercion, harassment and intimidation at all job sites, and in all facilities at which employees are assigned to work.

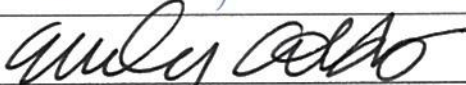
Any violation of the policy should be immediately reported to your supervisor or to the EEO Officer.


**MANDATORY SITE VISIT VERIFICATION FORM**

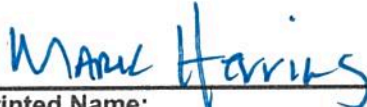
**PUBLIC SERVICE COMMISSION**

- Present this Mandatory Site Visit Verification Form to the DBA representative for signature upon completion of the Mandatory Site Visit.
- Submit the original duly signed Mandatory Site Visit Verification Form with the Bid Response Packet at bid submission.

This duly signed Mandatory Site Visit Verification Form serves as verification that the Prospective Contractor's representative named below was present and participated in the Mandatory Site Visit as required by the Invitation for Bid SP-21-0050, Janitorial Services for the:  
**Arkansas Public Service Commission (APSC/DBA) located at 1000 Center Street, Little Rock, AR.**

PROSPECTIVE CONTRACTOR'S REPRESENTATIVE INFORMATION	
Company Name:	CLEANCO LLC
Representative's Printed Name:	EMILY L. COBB
Signature:	

  
 DBA Duly Authorized Signature:

  
 Printed Name:

Date of Mandatory Site Visit: March 2, 2021  
 Time: 10:00 a.m. CT  
 Location: 1000 Center Street, Little Rock, AR 72201

# OFFICIAL SOLICITATION PRICE SHEET

## SP-21-0050, APSC, JANITORIAL SERVICE - Attachment "E"

All charges **must** be included on the Official Solicitation Price Sheet and

**must**

include all associated costs for the services being bid in Table A.

**Requirements and Instructions:**

**Award will be based on the Total Projected Annual Cost for All Services in Table A.**

Should Contractor not have access to a computer, place the hand-written monthly cost (in ink) and itemized requirements cost in the space provided. All required spaces **must** contain a cost. (Zero dollars is acceptable)

The OSP buyer may transfer hand-written figure(s) into the excel spreadsheet for automatic calculation.

Any changes to the documented square footage (Column B) by the Contractor will result in an automatic disqualification.

**TABLE A: To be used in low cost determination.**

Prospective Contractor must place their monthly cleaning cost for all janitorial services as outlined in the IFB in column "D".

Column "E", "F", and "G" are protected columns and contain formulas that will automatically calculate the cost per square foot and total annual cost.

**TABLE B: Not to be used in low cost determination.**

Itemized Requirements cost per square foot is based on the semi-annual cleaning rate.

SEE EXAMPLE:

Column A	Column B	Column C	Column D	Column E	Column F	Column G
<b>Description of Service</b>	<b>Daily Square Footage Cleaned</b>	<b>Unit of Measure</b>	<b>Monthly Cleaning Rate as Submitted by Vendor</b>	<b>Daily Cleaning Rate - Monthly Cleaning Rate divided by (21)</b>	<b>Cost per Square Foot based on Daily Cleaning Rate</b>	<b>Total Projected Annual Cost - Monthly Cleaning Rate multiplied by (12) Months</b>
<i>Example: Janitorial Service</i>	50,000	<i>Square Footage</i>	\$5,000.00	\$ 238.10	\$0.004762	\$60,000.00
<i>Total Annual Cost for All Services</i>						\$60,000.00

**Itemized Requirements not to be used in low cost determination**

Itemized Requirements	Square Footage Cleaned	Unit of Measure	Cost Per (1) Cleaning Each	Cost Per Square Foot	Frequency Requirement	Total Projected Annual Cost for Itemized Requirements - Cost per (1) multiplied by Frequency
<i>Example: Carpet Cleaning</i>	10,000	<i>Square Footage</i>	\$1,000.00	\$0.100000	2	\$2,000.00

**TABLE A: To be used in low cost determination. ENTER YOUR BID BELOW:**

Column A	Column B	Column C	Column D	Column E	Column F	Column G
<b>Description of Service</b>	<b>Daily Square Footage Cleaned</b>	<b>Unit of Measure</b>	<b>Monthly Cleaning Rate as Submitted by Vendor</b>	<b>Daily Cleaning Rate - Monthly Cleaning Rate divided by (21) Days</b>	<b>Cost per Square Foot based on Daily Cleaning Rate</b>	<b>Total Projected Annual Cost - Monthly Cleaning Rate multiplied by (12) Months</b>
Janitorial Service	43,112	Square Footage	6,024.00	\$ 286.86	\$0.006654	\$72,288.00
<b>Total square footage</b>	43,112	Square Footage				\$72,288.00
<b>Total Projected Annual Cost for All Services</b>						<b>\$72,288.00</b>

**TABLE B: Not to be used in low cost determination.**

Itemized Requirements	Square Footage Cleaned	Unit of Measure	Cost Per (1) Cleaning Each	Cost Per Square Foot	Frequency Requirement	Total Projected Annual Cost for Itemized Requirements - Cost multiplied by Frequency Requirement
Carpet Shampooing (Semi-Annually per IFB specifications)	37,914	Square Footage	800.00	\$0.021100	2	\$1,600.00
Stripping/Refinishing (Semi-Annually including ceramic, tile, and brick pavers)	2,993	Square Footage	1,050.00	\$0.350819	2	\$2,100.00



Other - Restrooms and Stairs (does not require stripping)	2,205	Square Footage	0.00	\$0.000000	1	\$0.00
<b>Total square footage</b>	<b>43,112</b>	<b>Square Footage</b>				<b>\$3,700.00</b>