



Cutter Morning Star School

2800 Spring Street
Hot Springs, Arkansas 71901
Tel: (501) 262-2414 | Fax: (501) 262-0670

Cutter Morning Star School District accepting bids for a highly qualified cleaning and lawn care services to provide services to a K-12 campus with student population of 650 and staff of 65.

This will include 3 gyms/MPB, 1 K-6 building, 1 7-12 building, 1 administration office, 2 cafeterias, 1 band hall, 1 choir building, 1 Sped Tech building, 1 baseball/softball complex, and 1 football stadium. The complete site acreage is 21.6. The total square foot of all buildings are 141,168 to be serviced.

Cutter Morning Star School District will need 3 day porters, 1 lawn care person with 1 additional “seasonal lawn care person”, and 5 evening cleaning personnel. Cleaning Company is responsible for all cleaning materials, supplies and equipment needed for all duties. The cleaning company will also be responsible to purchase each employee a key card at \$10.00 per key card for each employee. Replacement cards will be \$25.00 if employee breaks or misplaces their current card. Each employee will need to be in company attire with a name badge to be easily identified at all times. It will be the responsibility of the cleaning service to have current background checks on all employees. When employees are on campus providing these services they are not to interact with students or staff at any time.

This contract will begin July 1, 2021 thru June 30, 2022 with a 30-day cancellation of contract.

Cutter Morning Star School District has the right to refuse any bid. Selection will be made based on services provided, quality of company, and cost factors.

Cutter Morning Star is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.



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Scope of Work Classrooms

Daily

- Empty wastebaskets and replace liners as needed
- Spot clean all interior windows
- Clean and sanitize counters and sinks
- Dust mop, with chemically treated dust mop, all hard surface floors
- Spot vacuum all carpet
- Vacuum walk-off mats
- Clean chalkboards/trays
- Spot clean desktops for large debris

Weekly

- Dust horizontal surfaces to hand height (70")
- Clean baseboards as needed
- Damp clean window ledges
- Sweep edges and corners to remove debris
- Wet mop hard surface floors
- Detail vacuum all carpet
- Remove fingerprints from doors, frames, light switches, kick plated, handles, and railings
- Clean insides of all exterior windows (providing furniture is not in the way)
- Spot clean carpets using encapsulation or dry compound

Monthly

- High dust above height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas and lights

Annually (summer)

- Wash all interior windows and glass partitions (both sides)
- Refinish all tile floors
 - Top scrub 3 to 4 coats of finish as a minimum
 - Full strip – 5 to 6
- Shampoo carpeting. Correct method will be selected based on carpet condition
- Clean entire surfaces of student's desks and chairs
- Clean Chalkboards and trays
- High dust horizontal surfaces
- Remove dust and cobwebs from ceiling areas
- Dust blinds and air vent

Offices



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Daily

- Empty wastebaskets and replace liners
- Spot clean all window glass and glass partitions to hand height
- Spot clean desk tops for large debris
- Dust mop, with chemically treated dust mop, all composition floors
- Spot mop hard surface floors with neutral floor cleaner
- Spot vacuum all carpet
- Vacuum walk-off mats

Weekly

- Dust horizontal surfaces to hand height (70")
- Damp clean baseboards
- Damp clean window ledges
- Sweep edges and corners to remove debris
- Wet mop hard surface floors
- Detail vacuum all carpet
- Remove fingerprints from doors, frames, light switches, kick plates, and railing
- Clean all interior windows
- Clean inside of all exterior windows (providing furniture is not in the way)
- Spot clean carpets using encapsulation or dry compound

Monthly

- High dust above height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas and lights
- Dust Venetian Blinds

Annually (summer)

- Wash all interior windows and glass partitions (both sides)
- Refinish all composition floors
 - Top scrub 3 to 4 coats of finish as a minimum
 - Full strip – 5 to 6
- Shampoo carpeting. Correct method will be selected based on carpet condition
- Wash all windows and glass partitions (both sides)
- High dust horizontal surfaces
- Dust blinds and air vents
- Dust interior window ledges

Main Lobbies, Waiting Areas, Entrances



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Daily

- Empty wastebaskets and replace liners as needed
- Dust furniture, including desks, chairs, and tables
- Spot clean all window glass and glass partitions to hand height
- Damp clean vending machines
- Dust mop with chemically treated dust mop all composite floors
- Spot mop hard surface floors with neutral floor cleaner
- Vacuum carpet
- Vacuum walk-off mats
- Spot clean carpets using encapsulation or dry compound

Weekly

- Low dust all horizontal surfaces including shelves, moldings, ledges, pipes, dust, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas

Monthly (To be performed the Friday of each month)

- High dust above hand height (70") all horizontal surfaces including shelves, moldings, ledges, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas

Annually (summer)

- Refinish all composition floors
- Damp clean all washable furniture
- Shampoo carpeting. Correct method will be selected based on carpet condition
- High dust horizontal surfaces
- Dust blinds and air vents
- Dust interior window ledges
- Clean and sanitize sinks and counters
- Wash all interior windows and glass partitions (both sides)
- Refinish all tile floors (winter break)
 - Top scrub 1 to 2 coats of finish as a minimum
 - Full strip 5 to 6 coats of finish as a minimum
- Refinish all tile floors (summer break)
 - Top scrub 4 to 5 coats of finish as a minimum
 - Full strip 6 to 7 coats of finish as a minimum

Library

Daily

- Empty wastebaskets and replace liners as needed



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- Spot clean furniture, including desks, chairs, and tables
- Spot clean all interior window glass and glass partition to hand height
- Dust mop, with chemically treated dust mop, all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum all carpet
- Spot clean carpet
- Vacuum walk-off mats

Weekly

- Replace all plastic liners in waste receptacles
- Dust interior window ledges
- Low dust horizontal surfaces to hand height (70")
- Dust all bookshelves (books to remain in place)
- Damp clean baseboards
- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- Clean insides of all exterior windows (providing furniture is not in the way)

Monthly

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas

Annually (summer)

- Shampoo carpeting. Correct method will be selected based on carpet condition
- Damp clean all washable furniture
- Dust blinds and air vents
- High dust horizontal surfaces
- Dust furniture, including desk, chairs and tables
- Wash all interior windows and glass partitions (both sides)
- Wash all exterior windows (insides only)

Common Areas

Daily

- Spot clean glass partitions and doors



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- Clean and sanitize water fountains
- Dust mop composition floors with chemically treated dust mop
- Spot mop composition floors with neutral floor cleaner (auto scrubber should be used where possible)
- Clean under entrance mats daily, inside and out
- Vacuum carpet
- Vacuum walk-off mats

Two Times Weekly

- Wax all finished floors

Weekly

- Dust interior window ledges
- Damp clean baseboards
- Damp clean window ledges
- Dust locker tops
- Spot clean carpets using encapsulation or dry compound

Monthly (To be performed the last Friday of each month)

- High dust above hand height (70") all horizontal surfaces including shelves, moldings, ledges, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas

Semi-Annually (winter, summer)

- Refinish all tile floors (winter break)
 - Top scrub 1 to 2 coats of finish as a minimum
 - Full strip 6 to 7 coats of finish as a minimum
- Refinish all tile floors (summer break)
 - Top scrub 4 to 5 coats of finish as a minimum
 - Full strip 6 to 7 coats of finish as a minimum
- Shampoo carpeting. Correct method will be selected based on carpet condition
- Damp clean all washable furniture
- Dust blinds and air vents
- High dust horizontal surfaces
- Dust furniture, including desk, chairs and tables
- Wash all interior windows and glass partitions (both sides)
- Wash all exterior windows (inside only)

Restroom / Dressing Rooms

Daily

- Check restrooms throughout the school day



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- Empty wastebaskets and replace liners as needed
- Clean, sanitize, and polish all fixtures including toilet bowls, urinals, and sinks
- Clean and polish chrome fittings
- Clean and sanitize toilet seats
- Clean and polish glass and mirrors
- Wash and sanitize exterior of containers
- Remove spots, marks, stains, and splashes from wall areas
- Spot clean metal partitions
- Sweep floors
- Damp mop floors with germicidal disinfectant
- Re-supply common area restroom dispensers during the day
- Re-supply personal area restroom dispensers during the night cleaning
- Remove fingerprints from doors, frames, light switches, kick plates, plush plates, handles, railings, etc.

Weekly

- Low dust horizontal surfaces to hand height (70")
- Dust metal partitions
- Damp clean baseboards

Monthly

- High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas
- Wash and sanitize metal partitions

Multi-Purpose / Gymnasium

Daily



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- Empty wastebaskets
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
- Dust mop floors
- Spot mop hard surface floors with a neutral floor cleaner

Weekly

- Replace all plastic can liners in waste receptacles
- Low dust all horizontal surfaces to hand height
- Sweep baseboards

Monthly

- High dust above hand height all horizontal surfaces including shelves and moldings

Annually (summer)

- Wash all windows and glass partitions
- Refinish all finished floors
 - Top scrub 4 to 5 coats of finish as a minimum
 - Full strip 6 to 7 coats of finish as a minimum

Cafeteria

Daily

- Empty trash cans
- Replace all plastic can liners



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- Clean well around trash cans
- Dust mop/sweep floors
- Damp mop floors
- Vacuum walk off mats
- Clean water fountains
- Spray buff composition floors (two times weekly)

Weekly

- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings.
- Low dust horizontal surfaces to hand height
- Damp clean baseboards and window ledges

Monthly

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc.

Annually (Christmas)

- Scrub and refinish composition floors
- Clean windows

Annually (summer)

- Strip and refinish composition floors (with at least 5 coats of wax)
- Clean windows

Outside Building

Daily

- Empty trash cans
- Replace all plastic can liners
- Sweep entrance walkway
- Pick up trash around entrance, parking lot and grounds
- Remove snow from walkway entrances, as required

Grounds

Turf Care

- Grass cut once every 5 working days



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- Aeration as required, but not less than 2 times per year
- Reseeding or sodding when bare spots are present
- Weed control practiced when weeds present a visible problem or when weeds represent 5% of the turf surface

Fertilizer

- Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously
- Amounts depend on species, length of growing season, soils, and rainfall
- Trees, shrubs, and flowers should receive fertilizer levels to optimum growth.

Irrigation

- Sprinkler irrigated—electric automatic sprinklers commonly use.
- Some manual sprinklers could be considered adequate under plentiful rainfall circumstances and with adequate staffing
- Frequency of use follows rainfall, temperature, season length, and demands of plant material

Litter Control

- Minimum of once per year, five days per week.
- Off-site movement of trash depends on the size of the container
- High use may dictate daily

Pruning

- Usually done at least once per season unless species planted dictate more frequent attention.
- Sculpted hedges or high growth species may dictate a more frequent requirement than most trees and shrubs in natural growth plantings

Disease and Insect Control

- Usually done when disease or insects are inflicting noticeable damage, and reducing vigor of plant material, or could be considered a bother to the public
- Some preventive measures may be used, such as systemic chemical treatments

Floral Plantings

- Care cycle at least once a week, but watering may be more frequent
- Health and vigor dictate the cycle of fertilization and disease control
- Beds are to be kept weed free