

***BID RESPONSE PACKET***  
***710-25-071***



## BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:	Elite Floor Service LLC			
Address:	P.O. Box 2196			
City:	Conway	State:	AR	Zip Code: 72033
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit			
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Service-Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input checked="" type="checkbox"/> Women-Owned <input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American			
AR Certification #: _____ * See Minority and Women-Owned Business Policy				
PROSPECTIVE CONTRACTOR CONTACT INFORMATION				
<i>Provide contact information to be used for bid solicitation related matters.</i>				
Contact Person:	Chastity Smith	Title:	General Manager	
Phone:	501-329-1515	Alternate Phone:	479-264-3234	
Email:	chastity@cleaningarkansas.com			
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.  <i>Note: If a redacted copy of the submission documents is not provided in the Bid 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 Bid Solicitation for additional information.</i>				
COMBINED CERTIFICATIONS FORM				
Prospective Contractor has included, in this Bid Response Packet, the signed Attachment H - Combined Certifications for Contracting with the State of Arkansas.				

**An official authorized to bind the Prospective Contractor to a resultant contract must sign below.**

The signature below signifies agreement that any exception that conflicts with a Requirement of this Bid Solicitation will cause the Prospective Contractor's bid to be disqualified:

Authorized Signature: Chastity Smith Title: General Manager  
 Printed/Typed Name: Chastity Smith Date: 4/23/2025



## SECTIONS 1 - 4 VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-MANDATORY must be declared below or as an attachment to this page. Vendor must clearly explain the requested exception and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements shall cause Vendor's proposal to be disqualified.

By signature below, Vendor agrees to and shall fully comply with all requirements as shown in the *bid solicitation*.

Vendor Name:	Elite Floor Service LLC	Date:	4/23/2025
Signature:	Chasity Smith	Title:	General Manager
Printed Name:	Chasity Smith		



## PROPOSED SUBCONTRACTORS FORM

- *Do not include additional information relating to subcontractors on this form or as an attachment to this form.*

**PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.**

*Type or Print the following information:*

Subcontractor's Company Name	Street Address	City, State, ZIP

☒ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**



## MINIMUM QUALIFICATIONS

- In accordance with Section 2.3.B, provide the name, address, and telephone number of the supervisor who will inspect the building for each location being bid at least once a week to ensure compliance with all contract requirements:

County	Name	Address	Phone Number
Desha	Jeri Brown	P.O. Box 2196 Conway, AR 72033	501-426-2110
Grant	Jeri Brown	P.O. Box 2196 Conway, AR 72033	501-426-2110



# DOCUMENTATION CHECKLIST

*As outlined in section 2.3 Minimum Qualifications in the solicitation document, please provide the following:*

- Active registration from the Arkansas Secretary of State's Office, or other state approved documentation
- Official Bid Price Sheet
- All documents provided in the Bid Response Packet
- Copy of Vendor's Equal Opportunity Policy
- Signed Addenda, if applicable
- EO 98-04 Disclosure Form (Attachment A)
- Combined Certifications (Attachment H)
- Client History Form (Attachment F)
- Mandatory Site Visit Verification Form (Attachment B)





## Arkansas Secretary of State Cole Jester

State Capitol Building ♦ Little Rock, Arkansas 72201-1094 ♦ 501-682-3409

### **Certificate of Good Standing**

I, Cole Jester, Secretary of State of the State of Arkansas, and as such, keeper of the records of domestic and foreign corporations, do hereby certify that the records of this office show

### **ELITE FLOOR SERVICES, LLC**

authorized to transact business in the State of Arkansas as a Limited Liability Company, filed Articles of Organization in this office September 4, 2019.

Our records reflect that said entity, having complied with all statutory requirements in the State of Arkansas, is qualified to transact business in this State.



**In Testimony Whereof**, I have hereunto set my hand and affixed my official Seal. Done at my office in the City of Little Rock, this 14th day of April 2025.

A handwritten signature of Cole Jester in black ink, written over a horizontal line.

Cole Jester  
Secretary of State

Online Certificate Authorization Code: 3a7d67b48f9f646

To verify the Authorization Code, visit [sos.arkansas.gov](http://sos.arkansas.gov)





## ***Equal Opportunity Employer Policy***

### **Introduction**

At Elite Floor Services LLC, we are committed to providing equal employment opportunities to all individuals, regardless of their race, color, religion, gender, sexual orientation, national origin, age, disability, or any other characteristic protected by law. Our Equal Opportunity Employer Policy reflects this commitment and applies to all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, and termination.

### **Purpose**

The purpose of this policy is to ensure that all individuals are provided with equal employment opportunities, and to prevent discrimination or harassment based on any protected characteristic. This policy reflects our commitment to maintaining a workplace that is free from any form of discrimination, bias, or prejudice.

### **Scope**

This policy applies to all employees, job applicants, and contractors of Elite Floor Services LLC. It also applies to all employment decisions and actions, including those related to recruitment, hiring, training, promotion, compensation, benefits, and termination. Any violation of this policy will not be tolerated and may result in disciplinary action, up to and including termination of employment.

### **Policy Details**

#### **Responsibilities**

It is the responsibility of all employees and job applicants to comply with this policy and to ensure that all actions and decisions are made without regard to any protected characteristic. Managers and supervisors are responsible for ensuring that this policy is implemented and followed within their areas of responsibility. They are also responsible for promptly reporting any alleged violations of this policy to the Human Resources department.

#### **Recruitment and Hiring**

All job postings and advertisements will include a statement that Elite Floor Services LLC is an equal opportunity employer. Recruitment and hiring decisions will be based solely on job-related qualifications and merit, without regard to any protected characteristic.





### **Training and Development**

All employees will have equal access to training and development opportunities, regardless of their protected characteristics. This includes access to training programs, seminars, conferences, and other learning opportunities offered by Elite Floor Services, LLC.

### **Compensation and Benefits**

All employees will receive equal pay for equal work, without regard to any protected characteristic. Benefits, such as health insurance, retirement plans, and vacation, will be provided equally to all employees who meet the eligibility requirements.

### **Harassment and Discrimination**

Elite Floor Services, LLC has a zero-tolerance policy for any form of harassment or discrimination based on any protected characteristic. This includes harassment or discrimination by supervisors, co-workers, or any third-party individuals. Any employee who believes they have been subjected to harassment or discrimination should report the incident immediately to their supervisor or the Human Resources department.

### **Retaliation**

Retaliation against any employee who reports a violation of this policy, participates in an investigation of a complaint, or opposes any discriminatory practice is strictly prohibited and will not be tolerated.

### **Related Laws and Regulations**

The Equal Opportunity Employer Policy at Elite Floor Services LLC is compliant with the following laws and regulations:

- Title VII of the Civil Rights Act of 1964
- Age Discrimination in Employment Act (ADEA)
- Americans with Disabilities Act (ADA)
- Equal Pay Act (EPA)
- Genetic Information Non-discrimination Act (GINA)





## Disciplinary Action

Disciplinary actions for violations of the Equal Opportunity Employer Policy will depend on the severity of the offense and the circumstances surrounding it. Employers should have a clear disciplinary policy in place and consistently apply it to all employees found to be in violation of the policy.

Possible disciplinary actions may include verbal warnings, written warnings, suspension, demotion, or termination of employment. Employers may also be required to provide training or counselling to employees who have violated the policy, and to take steps to prevent future violations.

In addition, employers found to be in violation of federal or state anti-discrimination laws may face legal action, including fines, lawsuits, and investigations by government agencies.

It is important for employers to take allegations of discrimination seriously and to promptly investigate any complaints of discriminatory behavior. Employers should provide employees with a clear and accessible method for reporting discrimination and ensure that all reports are thoroughly investigated and addressed.

By taking a proactive approach to preventing discrimination and enforcing the Equal Opportunity Employer Policy, organizations can create a fair and inclusive workplace that values diversity and respects the rights of all employees.





**Declaration**

I, \_\_\_\_\_ acknowledge that I have received and read a copy of the Equal Opportunity Employer Policy at Elite Floor Services, LLC. I understand that as an employee of this organization, I have a responsibility to uphold the principles of equal opportunity and to treat all individuals with respect and dignity, regardless of their race, color, religion, gender, national origin, age, disability, or any other protected status.

I understand that discrimination or harassment of any kind will not be tolerated and may result in disciplinary action, up to and including termination of employment. I also understand that it is my duty to report any suspected violations of the policy to my supervisor or the Human Resources department, and that all reports will be taken seriously and investigated promptly.

I affirm my commitment to upholding the principles of equal opportunity and creating a workplace that is free from discrimination, harassment, and prejudice. I understand that by doing so, I am helping to foster a positive and inclusive work environment that values diversity and promotes the success of all employees.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



State of Arkansas  
DEPARTMENT OF HUMAN SERVICES  
700 South Main Street  
P.O. Box 1437 / Slot W345  
Little Rock, AR 72203

**ADDENDUM 1**

**TO:** All Addressed Vendors  
**FROM:** Office of Procurement  
**DATE:** April 14, 2025  
**SUBJECT:** 710-25-071 Janitorial Services

The following change(s) to the above referenced IFB have been made as designated below:

- ☐ Change of specification(s)
- ☐ Additional specification(s)
- ☐ Change of bid opening date and time
- ☐ Cancellation of bid
- ☒ Other

**OTHER**

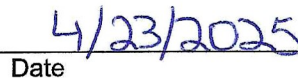
- Bidders may use the following alternate phone number for scheduling a site visit in Desha County: (870) 690-4651

The specifications by virtue of this addendum become a permanent addition to the above referenced IFB. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: Karrie Goodnight, [DHS.OP.Solicitations@dhs.arkansas.gov](mailto:DHS.OP.Solicitations@dhs.arkansas.gov), (501) 320-3906



Vendor Signature



Date



Company



Contract Number \_\_\_\_\_  
Attachment Number \_\_\_\_\_  
Action Number \_\_\_\_\_

## 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:

TAXPAYER ID NAME: Elite Floor Service LLC

Goods? ☐ Services? ☒ Both? ☐

YOUR LAST NAME: Smith

FIRST NAME Chastity

M.I.:

ADDRESS: P.O. Box 2196

CITY: Conway

STATE: AR

ZIP CODE: 72033

COUNTRY:

**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 (BUSINESSES) \*

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 position of control? 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 Number \_\_\_\_\_  
Attachment Number \_\_\_\_\_  
Action Number \_\_\_\_\_

## 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 Chastity Smith Title General Manager Date 04/23/25

Vendor Contact Person Chastity Smith Title General Manager Phone No. (501) 329-1515

**Agency use only**  
Agency Number 0710 Agency Name Department of Human Services Agency Contact Person \_\_\_\_\_ Contact Phone No. \_\_\_\_\_ Contract or Grant No. \_\_\_\_\_





Department of Transformation and Shared Services  
Governor Sarah Huckabee Sanders  
Secretary Leslie Fiskien

## COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

Pursuant to Arkansas law, a vendor must certify as specified below and as designated by the applicable laws.

- 1. Israel Boycott Restriction:** For contracts valued at \$1,000 or greater.  
A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.
- 2. Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater.  
No state agency may contract for services with a Contractor who knowingly employs or contracts with an illegal immigrant. The Contractor shall certify that it does not knowingly employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.
- 3. Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater.  
A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.
- 4. Scrutinized Company Restriction:** Required with bid or proposal submission.  
A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

By signing this form, the Contractor agrees and certifies they are not a Scrutinized Company and they do not currently and shall not for the aggregate term of any resultant contract:

- Boycott Israel.
- Knowingly employ or contract with illegal immigrants.
- Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- Employ a Scrutinized Company as a subcontractor.

Contract Number: \_\_\_\_\_ Description: Janitorial Service  
Agency Name: Department of Human Services  
Vendor Number: \_\_\_\_\_ Vendor Name: Elite Floor Service LLC

Charity Sell  
Vendor Signature

04/23/25  
Date



***Attachment F***  
***Client History Form***  
***Janitorial Services***  
***710-25-071***



## Attachment I

### Janitorial Services

*Instructions:* This form is intended to help the State gain a more complete understanding of each Respondent's experience. This form **must** be completed completely and accurately.


The State reserves the right to verify the accuracy of these answers by contacting any of the listed clients, and all applicable clients **must** be listed. Omission of a client will constitute a failure to complete this form.

For purposes of this form, the "client" is not an individual but the entity which held the contract. By way of explanation, in the Contract resulting from this IFB, Arkansas DHS will be the client. For each listed client, Respondents may (but are not required) provide the contact information for a person at the client entity who is knowledgeable of the named project. If the State contacts clients listed on this form, the State reserves the right to contact the listed individual or another person at the listed client.

The boxes below each prompt will expand if necessary. The form **must** be signed (please see the final page) by the same signatory who signed the Response Signature Page.

1. Please list clients where you (the prime contractor only) served as the prime contractor or subcontractor for providing janitorial services for at least two (2) years. For each client, please specify the organization/agency/division. Please specify the duration of services for each. If there are no contracts which meet this definition, please state "none."

Denali - 3308 Bernice Ave, Russellville, AR 479-498-0500 4 years  
Innovation Industries Inc. - 3500 East Main, Russellville, AR 479-968-2232 4 years  
Hendrix College - 1600 Washington Ave. - Conway, AR 501-269-9329 3 years  
Simmons Bank - Several Locations in Arkansas - 501-537-0182 3 years  
First State Bank - Several Locations in Arkansas - 479-498-2439 3 years

Authorized Signature:  Title: General Manager  
Printed/Typed Name: Chastity Smith Date: 04/23/25



## ATTACHMENT B - SITE VISIT VERIFICATION FORM

- Present this Site Visit Verification Form to the County Administrator or Designee for signature upon completion of the site visit for each location being bid.
- Submit the signed Site Visit Verification Form with the Bid Response Packet at bid submission.

This signed Site Visit Verification Form serves as verification that the Prospective Contractor or representative named below was present and participated in the site visit as required by Invitation for Bid 710-25-071 for Janitorial Services.

<b>PROSPECTIVE CONTRACTOR'S REPRESENTATIVE INFORMATION</b>	
<b>Company Name:</b>	Elite Floor Services LLC
<b>Representative's Printed Name:</b>	Chastity Smith
<b>Signature:</b>	Chastity Smith
<b>COUNTY ADMINISTRATOR or DESIGNEE INFORMATION – DESHA CO.</b>	
<b>Printed Name:</b>	Dorie Slater
<b>Signature:</b>	Dorie Slater
<b>Date of Site Visit:</b>	4-18-25
<b>COUNTY ADMINISTRATOR or DESIGNEE INFORMATION – GRANT CO.</b>	
<b>Printed Name:</b>	Melanie Miller
<b>Signature:</b>	Melanie Miller
<b>Date of Site Visit:</b>	4/18/2025



## OFFICIAL BID PRICE SHEET

### 710-25-071 Janitorial Services

All costs must be included in the unit price. Costs not included in the unit price below are not billable under a contract established from this solicitation. Bidder must submit a printed copy of the completed Official Bid Price Sheet with bid submission.

Quantities are estimated for bidding purposes only. Quantities may increase or decrease.

Instructions - Enter the unit price per square foot and the monthly amount for each location being bid. Pricing is not required for locations not being bid.

ITEM	DESCRIPTION	ESTIMATED QUANTITY (square feet)	UNIT PRICE (per square foot)	MONTHLY AMOUNT
1	Janitorial - Desha County	6,957	.2099	\$1,460.27
2	Janitorial - Grant County	7,600	.2298	\$1,746.48

Number of hours bidder proposes to clean per day:

4 hours

**AUTHORIZED SIGNATURE:**

By my signature below, I certify that the I am authorized by the respondent to submit this bid on his/her behalf.

Vendor Name:

Elite Floor Service LLC

Signature:

Chastity Smith

Printed Name:

Chastity Smith

Date:

4/23/2025

Title:

General Manager