

***BID RESPONSE PACKET***  
***710-25-072***

# BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:	Veteran Janitorial Service			
Address:	145 Chelton DR			
City:	Little Rock	State:	AR	Zip Code: 72223
Business Designation:	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input 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 checked="" type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input 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				
Provide contact information to be used for bid solicitation related matters.				
Contact Person:	Bryant Brown	Title:	Manager	
Phone:	501-733-6543	Alternate Phone:		
Email:	Veterjanitorial2018@gmail.com			
CONFIRMATION OF REDACTED COPY				
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input 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 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 submission 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: Bryant Brown Title: Manager  
 Printed/Typed Name: Bryant Brown Date: 4-22-2025

## 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 the 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:	Veteran Janitorial Service	Date:	4-22-2025
Signature:		Title:	Manager
Printed Name:	Bryant Brown		

## 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 that will inspect each building at least once a week to ensure that compliance with all specifications of this solicitation are met:

Arkansas County	
Name	Bryant Brown
Address	145 Challen Dr Little Rock, AR 72223
Phone #	501-733-6543

Carroll County	
Name	
Address	
Phone #	

Cleburne County	
Name	Bryant Brown
Address	145 Challen Dr Little Rock, AR 72223
Phone #	501-733-6543

# 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 I)
- ✓• Mandatory Site Visit Verification Form (Attachment B)



**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 710-25-058 for Janitorial Services.

<b>PROSPECTIVE CONTRACTOR'S REPRESENTATIVE INFORMATION</b>	
<b>Company Name:</b>	
<b>Representative's Printed Name:</b>	
<b>Signature:</b>	
<b>COUNTY ADMINISTRATOR or DESIGNEE INFORMATION – CAROLL CO.</b>	
<b>Printed Name:</b>	
<b>Signature:</b>	
<b>Date of Site Visit:</b>	
<b>COUNTY ADMINISTRATOR or DESIGNEE INFORMATION – CLEBURNE CO.</b>	
<b>Printed Name:</b>	Shannon Harris
<b>Signature:</b>	Shannon Harris
<b>Date of Site Visit:</b>	03/24/25
<b>COUNTY ADMINISTRATOR or DESIGNEE INFORMATION – ARKANSAS CO.</b>	
<b>Printed Name:</b>	.
<b>Signature:</b>	
<b>Date of Site Visit:</b>	

**ATTACHMENT B - SITE VISIT VERIFICATION FORM**

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<b>PROSPECTIVE CONTRACTOR'S REPRESENTATIVE INFORMATION</b>	
<b>Company Name:</b>	
<b>Representative's Printed Name:</b>	
<b>Signature:</b>	
<b>COUNTY ADMINISTRATOR or DESIGNEE INFORMATION – CAROLL CO.</b>	
<b>Printed Name:</b>	
<b>Signature:</b>	
<b>Date of Site Visit:</b>	
<b>COUNTY ADMINISTRATOR or DESIGNEE INFORMATION – CLEBURNE CO.</b>	
<b>Printed Name:</b>	
<b>Signature:</b>	
<b>Date of Site Visit:</b>	
<b>COUNTY ADMINISTRATOR or DESIGNEE INFORMATION – ARKANSAS CO.</b>	
<b>Printed Name:</b>	Brenda Thompson
<b>Signature:</b>	
<b>Date of Site Visit:</b>	3-22-2023





## 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: 710-25-072 Description: Janitorial Service

Agency Name: Department of Human Services

Vendor Number: \_\_\_\_\_ Vendor Name: Veteran Janitorial Service

  
\_\_\_\_\_  
Vendor Signature

4-22-2025  
\_\_\_\_\_  
Date

## 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."

DHS - South Arkansas Game and Fish
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Authorized Signature:  Title: Manager

Printed/Typed Name: Bryant Brown Date: 4-22-2025



# 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: Veteran Transitioned Service

YOUR LAST NAME: Brown

FIRST NAME: Bryant

M.I.:

ADDRESS: US Chalkin DR

CITY: Little Rock

STATE: AR

ZIP CODE: 72223

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.]	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee	<input checked="" type="checkbox"/>		<u>Ass L Director</u>	<u>1987</u>	<u>Current</u>	<u>Ruthie Brown</u>	<u>Mother</u>

☐ 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?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
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 [Signature] Title Manager Date 4-23-2025  
Vendor Contact Person Bryant Brown Title Manager Phone No. 501-733-6543

Agency use only

Agency Number 071 Agency Name [Name] Agency Contact Person [Name] Contact Phone No. [Number] Contract or Grant No. [Number]



**Arkansas Secretary of State  
John Thurston**

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

**Certificate of Good Standing**

I, John Thurston, 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


**VETERAN JANITORIAL SERVICE LLC**

authorized to transact business in the State of Arkansas as a Limited Liability Company, filed Articles of Organization in this office February 10, 2023.

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 3rd day of January 2025.**

  
**John Thurston**  
Secretary of State  
Online Certificate Authorization Code: bfe5b1ee6b62e6e  
To verify the Authorization Code, visit [sos.arkansas.gov](https://sos.arkansas.gov)



# STATE OF ARKANSAS



**John Thurston**  
ARKANSAS SECRETARY OF STATE

To All to Whom These Presents Shall Come, Greetings:

I, John Thurston, Arkansas Secretary of State, do hereby certify that the following and hereto attached instrument of writing is a true and perfect copy of

**Certificate of Organization**

of

**VETERAN JANITORIAL SERVICE LLC**

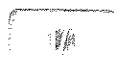
filed in this office  
February 10, 2023.

In Testimony Whereof, I have hereunto set my has  
affixed my official Seal. Done at my office in the  
Little Rock, this 10th day of February, 2023.



A handwritten signature in cursive script that reads "John Thurston".

Arkansas Secretary of State



## EQUAL EMPLOYMENT OPPORTUNITY POLICY

Veteran Janitorial Service LLC (VJS) is a Disabled Veteran Owned business that is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. We prohibit discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. conforms to the spirit as well as to the letter of all applicable laws and regulations.

### Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between VJS is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. VJS prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. [Company Name] is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. VJS prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. VJS conforms to the spirit as well as to the letter of all applicable laws and regulations. These policies include all off the following categories:

Recruitment.

Employment.

Promotion.

Transfer.

Training.

Working conditions.

Wages and salary administration.

Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Veteran Janitorial Service LLC.

## Dissemination and Implementation of Policy

The officers of VJS will be responsible for the dissemination of this policy. Managers and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

# OFFICIAL BID PRICE SHEET

710-25-072 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	Arkansas County	7,600	.18	\$ 1,368
2	Carroll County	8,097		
3	Cleburne County	5,321	.23	\$ 1,223.83

Number of hours bidder proposes to clean per day: \_\_\_\_\_

**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: Veteran Janitorial Service

Date: 4-22-2025

Signature: [Signature]

Title: Manager

Printed Name: Bryant Brown

***Attachment I***  
***Client History Form***  
***Janitorial Services***  
***710-25-072***



# Attachment I

## Janitorial Services


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Authorized Signature:  Title: \_\_\_\_\_

Printed/Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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 710-25-058 for Janitorial Services.

<b>PROSPECTIVE CONTRACTOR'S REPRESENTATIVE INFORMATION</b>	
<b>Company Name:</b>	Veteran Janitorial Service
<b>Representative's Printed Name:</b>	Bryant Brown
<b>Signature:</b>	
<b>COUNTY ADMINISTRATOR or DESIGNEE INFORMATION – CAROLL CO.</b>	
<b>Printed Name:</b>	
<b>Signature:</b>	
<b>Date of Site Visit:</b>	
<b>COUNTY ADMINISTRATOR or DESIGNEE INFORMATION – CLEBURNE CO.</b>	
<b>Printed Name:</b>	Shannon Harris
<b>Signature:</b>	Shannon Harris
<b>Date of Site Visit:</b>	03/24/25
<b>COUNTY ADMINISTRATOR or DESIGNEE INFORMATION – ARKANSAS CO.</b>	
<b>Printed Name:</b>	.
<b>Signature:</b>	
<b>Date of Site Visit:</b>	