



**Housekeeping Services for the University of Arkansas System Office  
RFP No. 231025**

**Summary of Voluntary Pre-Proposal Meeting and Onsite Tour  
Wednesday, November 8, 2023, 10:00 AM CST**

On November 8, 2023, the University of Arkansas System held a Voluntary Pre-Proposal Meeting and Onsite Tour.

**Steve Wood, Associate Vice President for the University of Arkansas System, provided the following comments of the RFP:**

**System Office details:**

The parquet floors in the high traffic areas are to be refinished within the next year. This should make them easier to clean.

The men's and ladies multi-stall restrooms are mirror images of each other layout wise. There is a single handicapped accessible rest room as well.

The Auditor's wing is locked. Cleaning needs to be scheduled for that area.

The President's office has three office areas with a small half bath.

The Finance wing and the Legal wing are mirror images of each other with several offices. Each office typically has one window and chair rail around the room.

The small kitchen/break room will need attention daily.

The large kitchen just outside of the Boardroom is used for a food service holding area and storage. Food is served in the hallway. Cleaning is light in that area.

The Boardroom is used frequently and needs to be vacuumed and dusted.

**Cabin details:**

Cleaning consists of two rest rooms, trash removal, and sweep/vacuum floors twice weekly.

Fireplaces are not in use. They currently have several leaks and are scheduled to be fixed.

**The following questions were raised during the tour:**

Question #1: How many people are in the system office on a daily basis?

Answer: Approximately 50

Question #2: How many people are in the cabin on a daily basis?

Answer: Approximately 1-5

Question #3: Does anything need to be done to the cabin's exterior?

Answer: On the exterior, cobweb removal is needed around the windows and doors.