



Housekeeping Services for the University of Arkansas System Office RFP No. 250725

Mandatory Pre-Proposal Meeting And Onsite Tour

August 8, 2025, 10:00 AM CST

On August 8, 2025, the University of Arkansas System held a Mandatory Pre-Proposal Meeting and Onsite Tour.

Steve Wood and Carol Waddle of the University of Arkansas System provided the following comments regarding the **UA System Administration Building**:

Board Room

The Board Room is used for Board of Trustees meetings and other high-level meetings. It is important to keep it pristine. On a monthly basis, the windows will need to be cleaned, and the patio will need to be swept. The parquet floors in and outside the Board Room, and in the hallway area, are scheduled to be resealed soon so clean-up will be easier. Buffers should not be used.

Kitchen Beside Board Room

No food preparation is done in this kitchen. It is used as a holding station for catered food and for cleaning up. It will need to be swept and mopped daily. The exit to the dumpster is through the back door and trash will need to be taken to it daily. There have been concerns in the past about going out in the dark; however, there have been no security issues. Staff cleaning the building should be made aware of this.

Janitor Closet

This room is located across from the Kitchen. It is used for daily clean-up and storage of supplies. It should be kept organized. There is an upstairs area, but no housekeeping services are required.

Staff Kitchen

The staff kitchen is heavily used and will require daily clean-up. Any issues with cleanliness are always reported.

Hallway Area

There are four suites on each corner and cleaning staff will have access. The Internal Audit wing will be locked initially, but arrangements for access will be made. The two wings are identical in layout. Inside each wing, some offices will be locked and should not be entered. If locked, the employee will set their trash can outside the door.

Comments regarding the Annex Building (Cabin)

The Cabin is used primarily for group training, IT staff (as needed), and storage. The rooms that will need to be cleaned are any rooms set up as an office, the kitchen, and the two bathrooms.

For the rooms used as storage, no housekeeping services are needed. This includes the upstairs area.

The Cabin includes two restrooms that will need to be cleaned. No food preparation is done in the kitchen, but catered food may be brought in. There are trash receptacles outside of the Cabin and any trash in the Cabin will need to be taken to them. The outside patio areas will need to be swept monthly. The fireplaces in the Cabin are not operational and will not need cleaning.

Questions:

1. How many bathrooms are there?
There are two main bathrooms in the front entrance area; an accessible bathroom by the Boardroom, and a bathroom in the President's Office.
2. How many fixtures are in the bathrooms?
In the front entrance women's bathroom, there are four sinks and four toilets. In the front entrance men's bathroom, there are three sinks, two urinals; and two toilets. In the accessible bathroom, there is one sink and one toilet. In the President's Office bathroom, there is one sink and one toilet.
3. Is the President's House included in the RFP?
No, the only buildings included in the RFP are the UA System Administration Building and the Cabin.

The Mandatory Pre-Proposal Meeting and Onsite Tour ended at approximately 10:33 AM CST.