

Advertise in the Big Lake Wildcat 10/26/23 and 11/2/23 (2 times)

BID NOTICE

Reagan County Commissioners are accepting sealed competitive bids for a professional janitorial service to clean the Courthouse, Annex, Probation Office and Library for the fiscal year 10/1/23 – 9/30/24.

Sealed bids must be marked "Professional Janitorial Service" and are due by 12:00 p.m., on Friday, November 10, 2023, in the Office of the County Clerk, 300 N. Plaza, P.O. Box 100, Big Lake, Texas 76932.

Sealed bids will be opened in Court at 9:15 a.m. on Monday, November 13, 2023.

The bidder must submit, along with the bid:

- A complete and fully executed Form 1295 Certificate of Interested Parties. (Form 1295 must be accessed online at www.ethics.state.tx.us).
- A complete and fully executed Form W-9. (Form W-9 is available online at www.irs.gov).
- Proof of insurance.

Bidders are expected to inspect the sites of work and to inform themselves regarding the scope of work and all conditions.

The bid documents and specifications may be obtained online at www.co.reagan.tx.us, in the Auditor's Office, Reagan County Courthouse, 300 N. Plaza, Big Lake, Texas, or by calling 325-884-2233.

In compliance with House Bill 1612, 66th Legislature, regular session, the County reserves the right to waive any formalities in bids or bidding. The County may accept any bid deemed to be advantageous.

Professional Janitorial Service
Job Specifications

Bidder agrees to provide all labor, supervision, material, and equipment to clean the Reagan County Courthouse, Annex, Library and Probation Office. The buildings will be cleaned and maintained to specifications 5 days per week. Bidder may observe Reagan County's holiday schedule.

Bidder will provide adequate personnel and supervision to ensure quality service.

Bidder will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

Bidder will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms.

Bidder will comply with current OSHA regulations and proven procedures pertaining to all work performed.

Bidder will furnish all forms of insurance required by law and shall maintain the same in force.

Bidder will supply personnel that are deemed employees of the bidder and will not for any purpose be considered employees or agents of Reagan County.

Bidder must be an equal opportunity employer and maintain all employment forms as required by law.

Bidder will invoice Reagan County monthly.

This Bid is for the fiscal year 10/1/23 – 9/30/24.

Professional Cleaning Service 5 days per week \$ _____ per month

Alternate Bid for Extra Services

Carpet Cleaning \$ _____ per square foot

Stripping & Waxing Floors \$ _____ per square foot

Company Name _____

Address _____

Company Representative Signature _____

Title _____

Date _____

Professional Janitorial Service

Job Specifications

ENTRANCES

Task Description

Detail Dust – High and Low Areas
Spot Clean All Walls, Light Switches and Doors
Dust Mop Hard Surface Floors
Damp Mop Hard Surface Floors – Use Appropriate Cleaner
Clean Both Sides of Door Glass and Wipe Frames
Spot Clean Entrance Glass
Vacuum Walk-Off Mats

Service Days

Monthly
2 days/wk.
5 days/wk.
5 days/wk.
1 days/wk.
4 days/wk.
5 days/wk.

LOBBIES

Task Description

Dust All Horizontal Surfaces within Normal Reach
Detail Dust – High and Low Areas
Spot Clean All Walls, Light Switches and Doors
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner
Vacuum or Brush Upholstered Furniture
Clean and Sanitize Telephones
Arrange Furniture
Empty and Remove Trash, Replace Liner if needed
Spot Vacuum All Carpet
Spot Clean Carpet, i.e. Spills
Detail Vacuum All Carpet
Detail Vacuum – Corners and Edges
Dust Mop Hard Surface Floors
Spot Mop Stains and Spills Using Appropriate Cleaner
Damp Mop Hard Surface Floors – Use Appropriate Cleaner
Vacuum Walk-off Mats

Service Days

4 days/wk.
Monthly
2 days/wk.
1 day/wk.
Monthly
1 day/wk.
5 days/wk.
5 days/wk.
4 days/wk.
1 day/wk.
1 day/wk.
Monthly
5 days/wk.
4 days/wk.
1 day/wk.
5 days/wk.

CONFERENCE ROOMS

Task Description

Dust All Horizontal Surfaces within Normal Reach
Detail Dust – High and Low Areas
Spot Clean All Walls, Light Switches and Doors
Damp Wipe Horizontal Surfaces – Use Appropriate Cleaner
Vacuum or Brush Upholstered Furniture
Clean and Sanitize Telephones
Arrange Furniture
Empty and Remove Trash, Replace Liner if needed
Spot Vacuum All Carpet
Spot Clean Carpet, i.e. Spills

Service Days

4 days/wk.
Monthly
2 days/wk.
1 day/wk.
Monthly
1 day/wk.
5 days/wk.
5 days/wk.
4 days/wk.
1 day/wk.

Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum – Corners and Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains and Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors – Use Appropriate Cleaner	1 day/wk.

OFFICES

Task Description

Service Days

Dust All Horizontal Surfaces within Normal Reach	4 days/wk.
Detail Dust – High and Low Areas	Monthly
Spot Clean All Walls, Light Switches and Doors	2 days/wk.
Damp Wipe Horizontal Surfaces – Use Appropriate Cleaner	1 day/wk.
Vacuum or Brush Upholstered Furniture	Monthly
Clean and Sanitize Telephones	1 day/wk.
Empty and Remove Trash, Replace Liner if needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum – Corners and Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains and Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors – Use Appropriate Cleaner	1 day/wk.

HALLWAYS

Task Description

Service Days

Detail Dust – High and Low Areas	Monthly
Spot Clean All Walls, Light Switches and Doors	2 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum – Corners and Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains and Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors – Use Appropriate Cleaner	1 day/wk.
Clean and Polish Drinking Fountains	5 days/wk.

RESTROOMS

Task Description

Service Days

Empty Trash, Refill Supply Dispensers, Clean and Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions and Chrome, Sweep and Mop Floor Using Appropriate Cleaner	5 days/wk.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------

LUNCHROOMS

Task Description

Detail Dust – High and Low Areas
Spot Clean Vending Machines, Walls and Light Switches
Arrange Furniture
Spot Vacuum All Carpet
Spot Clean Carpet, i.e. Spills
Detail Vacuum All Carpet
Detail Vacuum – Corners and Edges
Dust Mop Hard Surface Floors
Damp Mop Hard Surface Floors – Use Appropriate Cleaner
Damp Wipe all Lunchroom Tables
Damp Wipe Eating Area Chairs
Damp Wipe Countertops Using Appropriate Cleaner
Clean Sinks Using Appropriate Cleaner
Clean Coffee Machine/Station
Vacuum Walk-off Mats
Damp Clean Interior and Exterior of Microwave
Empty and Remove Trash
Clean Refrigerator, Empty Contents if Requested

Service Days

Monthly
5 days/wk.
5 days/wk.
4 days/wk.
1 day/wk.
1 day/wk.
Monthly
5 days/wk.
5 days/wk.
5 days/wk.
5 days/wk.
5 days/wk.
5 days/wk.
5 days/wk.
5 days/wk.
5 days/wk.
5 days/wk.
Monthly

UTILITY ROOMS

Task Description

Detail Dust – High and Low Areas
Spot Clean All Walls, Light Switches and Doors
Spot Vacuum All Carpet
Sweep Hard Surface Floors
Spot Mop Stains and Spills Using Appropriate Cleaner

Service Days

Monthly
1 day/wk.
1 day/wk.
1 day/wk.
1 day/wk.

OTHER REQUIREMENTS

Task Description

Site Supervision
Gather Supplies and Equipment for Shift
Clean and Arrange Janitor Closet
Prepare for the Next Day
Turn Off Lights – Per Instructions
Shut and Lock Doors, Set Alarm – Per Instructions

Service Days

5 days/wk.
5 days/wk.
5 days/wk.
5 days/wk.
5 days/wk.
5 days/wk.