

Advertise in the Big Lake Wildcat 9/07/23 and 9/14/23 (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, September 22, 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, September 25, 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](http://www.ethics.state.tx.us)).
- A complete and fully executed Form W-9. (Form W-9 is available online at [www.irs.gov](http://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](http://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, 66<sup>th</sup> 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**

<u>Task Description</u>	<u>Service Days</u>
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**

<u>Task Description</u>	<u>Service Days</u>
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**

<u>Task Description</u>	<u>Service Days</u>
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.