

Advertise in the Big Lake Wildcat 9/10/20 and 9/17/20 (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 10/1/20 – 9/30/21.

Sealed bids must be marked “Professional Janitorial Service” and are due by 12:00 p.m., on Friday, September 25, 2020, 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 28, 2020.

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 10/1/20 – 9/30/21.

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

<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.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors – Use Appropriate Cleaner	5 days/wk.
Clean Both Sides of Door Glass and Wipe Frames	1 days/wk.
Spot Clean Entrance Glass	4 days/wk.
Vacuum Walk-Off Mats	5 days/wk.

LOBBIES

<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.
Arrange Furniture	5 days/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.
Vacuum Walk-off Mats	5 days/wk.

CONFERENCE ROOMS

<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.
Arrange Furniture	5 days/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.

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

<u>Task Description</u>	<u>Service Days</u>
Detail Dust – High and Low Areas	Monthly
Spot Clean Vending Machines, Walls and Light Switches	5 days/wk.
Arrange Furniture	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.
Damp Mop Hard Surface Floors – Use Appropriate Cleaner	5 days/wk.
Damp Wipe all Lunchroom Tables	5 days/wk.
Damp Wipe Eating Area Chairs	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.
Clean Sinks Using Appropriate Cleaner	5 days/wk.
Clean Coffee Machine/Station	5 days/wk.
Vacuum Walk-off Mats	5 days/wk.
Damp Clean Interior and Exterior of Microwave	5 days/wk.
Empty and Remove Trash	5 days/wk.
Clean Refrigerator, Empty Contents if Requested	Monthly

UTILITY ROOMS

<u>Task Description</u>	<u>Service Days</u>
Detail Dust – High and Low Areas	Monthly
Spot Clean All Walls, Light Switches and Doors	1 day/wk.
Spot Vacuum All Carpet	1 day/wk.
Sweep Hard Surface Floors	1 day/wk.
Spot Mop Stains and Spills Using Appropriate Cleaner	1 day/wk.

OTHER REQUIREMENTS

<u>Task Description</u>	<u>Service Days</u>
Site Supervision	5 days/wk.
Gather Supplies and Equipment for Shift	5 days/wk.
Clean and Arrange Janitor Closet	5 days/wk.
Prepare for the Next Day	5 days/wk.
Turn Off Lights – Per Instructions	5 days/wk.
Shut and Lock Doors, Set Alarm – Per Instructions	5 days/wk.