

**ANNUAL CONTRACT FOR JANITORIAL SERVICES FOR THE  
MATAGORDA COUNTY COURTHOUSE  
AND THE COUNTY OF MATAGORDA OFFICE BUILDING**

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<b>Opening Date:</b> 11/26/18	<b>Bid Number:</b> 18-0007	<b>Date Issued:</b> 11/05/18	<b>Page:</b> 1	<b>Of:</b> 17
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**PRE-BID CONFERENCE**

A Pre-Bid Meeting and Walk-Through will be conducted:

DATE: November 15, 2018

TIME: 10:00 A.M.

PLACE: Matagorda County Courthouse  
County Judge's Office  
1700 7th Street, Room 301  
Bay City, Texas 77414

Bidders will depart from the County Judge's office for the Walk-through of the Courthouse building. Upon completion of the Walk-through, they will proceed to the County of Matagorda Office Building located at 2200 7th Street for a Walk-through of that job-site.

**Questions from bidders will be addressed at the pre-bid conference only. Any bidder who submits a bid without attending the scheduled pre-bid conference does so at his own risk. Such applicant, who submits a bid and does not attend the scheduled pre-bid conference, waives any right to assert claims due to undiscovered conditions.**

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Matagorda County is soliciting bids for furnishing the merchandise, supplies, services, and/or equipment set forth in this Bid Proposal.

Completed Bid Proposals  
**Original and three (3) copies**

Must be received in the  
Matagorda County Auditor's Office  
2200 7<sup>th</sup> Street, Room 208  
Bay City, Texas 77414  
**Before 10:00 A.M.**  
**Monday, November 26, 2018**

All bids must be in sealed envelopes. Original bid must be clearly marked "**ORIGINAL**" **BID** and contain all original signatures.

**Late bids will be returned to the bidder unopened.** Matagorda County will not be responsible for un-marked/improperly marked bids or for bids delivered to the wrong location.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. After the official opening, bids and/or proposals become the property of Matagorda County and may not be amended, altered or withdrawn without the approval of Commissioner's Court.

Matagorda County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this bid.

Matagorda County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County.

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Matagorda County is requesting bids for **JANITORIAL SERVICES** for the **MATAGORDA COUNTY COURTHOUSE AND THE COUNTY OF MATAGORDA OFFICE BUILDING**. All bids must be submitted on the attached Bid Proposal Form. Vendors may bid on the contract for either the Courthouse or the Office Building or both. Successful vendor will be awarded a contract effective January 1, 2019, through December 31, 2019 with two (2) twelve (12) month options to renew at the same rate. If this contract expires prior to completion of subsequent bidding process, the contract will transition into a month to month contract not to exceed (2) two months. Once bidding process is complete and new vendor selected, the month to month contract terminates. **Prices must be firm for the entire contract.**

All **insurance requirements**, including Workers' Compensation, as outlined in the Texas State Statutes shall be met prior to any delivery and shall remain in effect during the life of this contract.

**Invoices** shall be sent directly to the County Judge's office, 1700 7th Street, Room 301, Bay City, Texas 77414. Payments will be processed within thirty days after receipt of invoice or items, whichever is later.

**Continuing non-performance** of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The county shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written sixty (60) days notice prior to cancellation.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the proposer. Matagorda County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

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**BOND REQUIREMENTS**

**BID BOND:**

A Bid Bond is not required for the contract.

**PERFORMANCE BID AND PAYMENT BONDS:**

If a contract for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the county as described under Local Government Code Section 262.032. All requirements set forth under 262.032 must be met.

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**Evaluation criteria** shall include, but is not limited to the following:

- a. Unit Price
- b. Vendor's past performance record with Matagorda County
- c. Matagorda County's evaluation of vendor's ability to perform
- d. Matagorda County's experience with service
- e. Special needs and requirements of Matagorda County

**\*FOR QUESTIONS CONCERNING THIS BID, CONTACT:**

KRISTEN KUBECKA, COUNTY AUDITOR  
979-241-0120

NATE MCDONALD, COUNTY JUDGE  
979-244-7605

KRISTEN KUBECKA, BUILDING SUPERVISOR  
979-241-0120

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**GENERAL CONDITIONS**

1. **EACH BIDDER SHALL BE HELD TO HAVE EXAMINED THE AREAS AND PREMISES UNDER CONSIDERATION AND CONFIRMS HE FULLY UNDERSTANDS THESE SPECIFICATIONS AND THE COUNTY'S NEEDS AND SATISFIES HIMSELF THAT HE IS COGNIZANT OF ALL FACTORS RELATING TO REQUIREMENTS CONTAINED IN THESE SPECIFICATIONS AS NO EXTRA CHARGES OR COMPENSATION WILL BE ALLOWED AFTER BIDS ARE OPENED.**
  
2. **WAGE SCALE:** All employees directly employed on the project by the contractor, shall be paid the prevailing wage scale for work of a similar character in this locality, and in no event less than the minimum wage by-law. Contractor shall pay all State and Federal taxes. Any aliens employed by contractor must have work permits to be in effect while working on County property. Contractor shall follow guidelines of equal employment practices.
  
3. **WORK TO BE DONE BY CONTRACTOR:** This contract is between Matagorda County and the successful bidder. Contractor will be responsible for all conditions and specifications of this contract.
  
4. **PENALTY:** A deduction of a proportionate amount of the contract will be deducted from the monthly billing for failure to perform in keeping with the terms of this agreement.
  
5. **COMPLAINTS:** Contractor will make inspection with the designated representative for each building as established by commissioners' court and furnish written plan of action as to how and when he proposes to correct any discrepancies. In order to eliminate complaints, the contractor shall have a regular systematic inspection by his supervisor to assume maximum efficiency at all times.
  
6. **MISCELLANEOUS REQUIREMENTS:** The contractor will not permit his employees to use the telephone in any office area; eat or remove food or drinks from refrigerators. The contractor may be required to require his employees to take a lie detector test if the thefts of articles are reported. All employees of the contractor must pass a security check by the County; for security reasons, the contractor will not have any personnel who have been convicted of a felony or misdemeanor in the last ten (10) years. **No one other than the contractor and/or employees (including their family members and friends) is allowed on the premises during working hours.**

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**SCOPE OF WORK:**

It is the intent of these specifications to adequately describe janitorial services as required in certain Matagorda County facilities in sufficient detail to secure competent bids. All normal and usual services or materials not specifically mentioned which are necessary to provide a complete and acceptable

service shall be included in the bid and shall conform in quality of materials, workmanship, and performance to which is usually provided to the trade in general in this type of service performed. It is not the intention of these specifications to eliminate any bidder and should such words appear, the bidder would make special mention of this fact in his proposal.

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**BID  
SPECIFICATIONS:**

Janitorial service to include all necessary supervision, labor, cleaning supplies and paper supplies. Filling the containers with the supplies will be the responsibility of the janitorial service.

**SCHEDULE OF CLEANING:**

**I. MATAGORDA COUNTY COURTHOUSE**

**A. THREE TIMES PER WEEK - (mutually agreed upon by county and contractor)**

1. Trash receptacles:

- a. Empty, clean and replace liners.
- b. Recyclable trash - empty all recycle bins and place in basement for County curb pick-up.

2. Drinking fountains - clean, disinfect and polish.

3. Restrooms:

- a. Polish metal fixtures, shelves and valves.
- b. Commodes, urinals and wash basins - scour and disinfect; do not use abrasives, wash commode seats with disinfectant solution. Also, replenish urinals with deodorant blocks.
- c. Dispensers - clean and polish; replenish hand soap, paper towels and toilet paper.
- d. Restroom floors and walls - mop and scrub with clean hot water and disinfectant solution; **run water in all floor drains.**
- e. Trash receptacles - empty and clean and replace liners.

4. Trash Containers:

- a. The removal of all trash from premises will be the responsibility of Contractor.
- b. Janitorial closets - clean and keep clean; clean mop sinks thoroughly. Empty all mop buckets.

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5. Hallways - mop, buff, or vacuum.
6. Terrazzo and concrete floors - damp mop and remove stains; then buff.
7. Vinyl floors and/or tile floors - buff. Remove beverage spills and scuff marks with clean wet mop.
8. Inside stairs - clean, sweep, and mop.
9. Stair handrails - clean and dry polish all handrails.
10. Elevators - dust and clean doors, frames and cabs, remove fingerprints from stainless steel door. Vacuum all door tracks.
11. Carpeted floors - vacuum and spot clean. **Pay particular care to clean edge of carpet at wall base and not to scuff molding or trim.**

**B. ONCE EACH WEEK**

1. Outside entrance doors - clean glass, inside and outside.
2. Restrooms:
  - a. Doors and door frames - damp clean.
  - b. Mirrors - clean and polish
  - c. Partitions - damp clean using disinfectant soap solution.

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**C. ONCE EACH MONTH**

1. Clean all interior glass panels, wood and metal doors and door frames. Dust door ledges and window ledges.
2. Dust, vacuum or damp clean all high ledges, tops of door and window frames, supply and return air vents and grills; dust paneling, clean glass and inside of fire hose cabinets.

**D. ONCE EACH QUARTER**

1. Miscellaneous cleaning such as directional signs, fire hose cabinets - dust, damp clean or polish.
2. Upholstered furniture - vacuum.
3. Mini/Vertical Blinds - dust and clean.
4. Lemon oil by hand applicator in all areas where applicable, wood rail partitions, Judge's bench areas, offices and libraries.
5. Vinyl/Terrazzo Floors shall be stripped and re-waxed.
6. Carpet - All carpet in all buildings shall be cleaned by "deep steam" cleaning method.

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**GENERAL INFORMATION REQUIRED FROM ALL BIDDERS**

COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

TELEPHONE NO \_\_\_\_\_

FAX NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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**VENDOR REFERENCES**

**Bidders qualifications:** Bid shall be considered only from bidders, who is judgment of Matagorda County Commissioners' Court are regularly established in this type of business, financially responsible, and who are able to show full evidence of satisfactory past performance, competence, and who are able to render prompt and satisfactory service. Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this bid.

REFERENCE ONE

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GOVERNMENT/COMPANY NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CONTACT PERSON AND TITLE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SCOPE OF WORK: \_\_\_\_\_

CONTRACT PERIOD: \_\_\_\_\_

REFERENCE TWO

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GOVERNMENT/COMPANY NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CONTACT PERSON AND TITLE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SCOPE OF WORK: \_\_\_\_\_

CONTRACT PERIOD: \_\_\_\_\_

REFERENCE THREE

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GOVERNMENT/COMPANY NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CONTACT PERSON AND TITLE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SCOPE OF WORK: \_\_\_\_\_

CONTRACT PERIOD: \_\_\_\_\_

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The undersigned agrees, this bid becomes the property of Matagorda County after the official opening.

The undersigned agrees, if this bid is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Bid Proposal will be thirty (30) calendar days unless a different period is noted by the bidder.

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Bidder, and that the contents of this bid have not been communicated to any other bidder prior to the official opening of this bid.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this bid package;

\_\_\_\_\_  
Name and Address of Company

\_\_\_\_\_  
Authorized Representative Signature    \_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number



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**BID**

**II. COUNTY OF MATAGORDA OFFICE BUILDING**

**A. TWO TIMES PER WEEK - Tuesday and Weekend**

1. **Trash Receptacles** throughout building - empty and clean; replace liners in non-recyclable cans only.
2. **Vinyl and/or Tile Floors** - vacuum (do not use broom); remove soils, spills and scuff marks with clean wet mop and disinfectant.
3. **Restrooms:**
  - a. Commodes, urinals, and wash basins - clean and disinfect; do not use abrasives (clean commode seats, water tank, and inside and outside of entire bowl with disinfectant solution).
  - b. Restroom floors and walls - mop and scrub with clean water and disinfectant solution, with special attention around toilets and urinals; **run water in all floor drains.**
  - c. Trash receptacles - empty and clean; replace liners.
4. **Trash Containers:**
  - a. The removal of all trash from premises will be the responsibility of the contractor.
  - b. Recyclable trash - empty all recycle bins and place in specified area for county pickup.
5. **Janitorial Closet** - located in Mechanical Room, 1<sup>st</sup> floor - keep in order and clean.
6. **Elevator** - clean doors, frame, and cab; remove fingerprints from stainless steel doors; clean walls and glass with disinfectant; vacuum all door tracks; and mop floor.

7. **Outside Entrance Doors** - clean glass, inside and outside with window cleaner; sweep surfaces around door and outside area to curb thoroughly.
8. **Stairwell** - vacuum and spot clean carpet

**B. ONCE EACH WEEK - weekends**

1. **Desks, Credenzas, and Other Furniture** - dust, including chair rails and table braces; straighten chair mats.
2. **File Cabinets and Other Furniture** - dust.
3. **Inside Stairs (Entire Stairwell)** - dust railings; vacuum, and spot clean carpet on stairs.
4. **Carpeted Floors** - vacuum and spot clean. *Pay particular care to clean edge of carpet at wall base and not to scuff molding or trim.*
5. **Restrooms:**
  - a. Polish metal fixtures, shelves, and valves.
  - b. Dispensers - clean and polish; replenish hand soap, paper towels and toilet paper.
  - c. Doors and door frames - damp clean.
  - d. Mirrors - clean and polish.
  - e. Partitions - damp clean using disinfectant soap solution.
6. Mirrors - Thoroughly clean and shine with window cleaner
7. Inside Glass Panels and Ledges on 1<sup>st</sup> Floor Lobby Areas - clean and dust, using window cleaner on glass sections.

**B. ONE TIME EACH MONTH**

1. Clean all other interior glass panels, wood and metal doors and door frames; dust door ledges and window ledges.
2. Dust, vacuum or damp clean all high ledges, tops of doors and window frames, supply and return air vents and grills.

3. **Brick Tiles on Floors** - Deep clean brick tiles by using electric buffer/scrubber with scrub brush.
4. **Vinyl Floors** - thoroughly clean and remove spots and scuffs; disinfect; buff with electric buffer to shine

C. **ONCE EACH QUARTER - (every 3 months)**

1. Clean exterior glass on all windows on 1<sup>st</sup> floor.
2. Stair handrails - clean and dry polish all handrails thoroughly.
3. Upholstered furniture - vacuum.

D. **SEMI-ANNUALLY (each six months)**

1. Vinyl floors shall be stripped and cleaned thoroughly; and also all in the Adult Probation Department will need to be waxed and buffed.
2. Carpet - all carpet in building shall be cleaned by “deep steam” cleaning method (with thorough spot cleaning beforehand).

E. **ANNUALLY (once per year)**

1. Mini/vertical blinds - dust and clean.
2. Emergency Stairwell - vacuum, mop, clean all marks and spots from walls and railings as well as inside of doors.

Walls may need to be cleaned with disinfectant soap solution where applicable on “as needed” basis.