

TAYLOR COUNTY FISCAL COURT  
FOR FISCAL YEAR JULY 1, 2026 THROUGH JUNE 30, 2027

**BID LIST NO. 8 – JANITORIAL (COURTHOUSE)**

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**A. DAILY SERVICES:**

**INSIDE BUILDING:**

Trash:

- Trash containers – empty, replace all soiled or torn liner; clean as needed
- Trash – pick up all litter not put in trash containers
- Dispose of boxes and other items marked “TRASH” by the building’s occupants
- Dispose of trash and garbage in dumpsters or area designated for city/county pick-up

Floors:

- Vacuum all carpeted high traffic areas (including halls, corridors, circulation within open office areas, etc.)
- Spot clean carpets with commercial carpet cleaner or (if necessary) spot remover and wet/dry vacuum to insure stains are removed rather than spread and set
  - Clean the door frames crevices along the floor
- Damp mop all hard surfaced (non-wood) traffic areas, buff as necessary
- Dust mop all wood traffic areas

General Cleaning:

- Spot clean surfaces (horizontal and vertical) to remove all smudges, cup rings, spills, nicotine residues, etc
- Clean and polish entrance doors
- Spot clean all other window and door bright-wear and glass
- Clean and polish work counters and public work surfaces (clerk area counters, litigation tables, conference room tables, etc.)
- Clean all public seating. Brush-out or vacuum if cloth, wipe-off if wood

Break rooms:

- Clean and disinfect (sanitize) all tabletops and counter tops
- Clean any food spillage around cooking appliances (stoves, microwave ovens, coffee makers, etc.) and refrigerators
- Clean and polish sinks

Restrooms:

- Renew all supplies (paper towels, tissue, soap, etc.)
- Clean and polish all glass and mirrors
- Clean and disinfect commodes and urinals, inside and out

- ☑ Flush commodes and urinals
- ☑ Clean and disinfect washbasins and walls around washbasin
- ☑ Clean and disinfect all tiled wall surfaces and partition walls
- ☑ Clean and disinfect all dispensers (paper towel, toilet paper, soap, etc.)
- ☑ Clean and disinfect entrance doors, including bright surfaces (door knobs, push plates, etc.)
- ☑ Clean and disinfect all floors

**Emergencies:**

- ☑ Respond to plumbing backups. Have plumber on call for such services
- ☑ Clean up as required after emergency is resolved

**General:**

- ☑ Maintain a general listing of all mechanical and electrical system deficiencies or failures as observed during cleaning operations (e.g., burned-out lights, inoperative HVAC components, holes in walls, broken ceiling tiles, etc.)
- ☑ Provide access to the list at an agreed location with the COJ point of contact

**OUTSIDE BUILDING:**

**Trash:**

- ☑ Trash containers – empty, replace all soiled or torn liner; clean as needed
- ☑ Trash – pick up all litter not put in trash containers
- ☑ Dispose of trash and garbage in dumpsters or area designated for city/county pick-up
- ☑ Smoker’s outpost – empty as needed
- ☑ Maintain perimeter sidewalks, outside stairs and ramps that provide direct access to the building and/or the property, in a clean, debris-free manner

**B. WEEKLY SERVICES:**

- ☑ Dust, high (above desktop level, including signage) and low (below desktop level)
- ☑ Clean baseboards
- ☑ Clean wainscot (except for restrooms, which are cleaned daily)
- ☑ Mop and buff all hard-surfaced flooring
- ☑ Mop all stairs
- ☑ Vacuum all carpeted flooring, including edge vacuuming
- ☑ Clean all window ledges
- ☑ Remove cobwebs and bugs from high areas, lights, and corners

**C. MONTHLY SERVICES:**

- ☑ Surface clean and polish desks and work surfaces from which users have removed all or most items.
- \*Clean and dust Fiscal Court Room – the bookshelves and benches to prevent mold
- ☑ Surface clean file and storage cabinets (where accessible)
- ☑ Vacuum air diffusers and grills

**D. SEMI-ANNUAL SERVICES (extra cost to be paid to county in addition to reimbursement for daily/weekly/monthly items):**

- Apply polish and buff hard-surfaced (non-wood) floors to a high gloss
- Scrub and clean all stone or ceramic/quarry tiled floors
- Clean all wood floors - apply polish and buff wood floors
- Clean all high-traffic carpeted floors (hot water extraction method)
- Mop all sealed concrete floors
- Clean light fixtures and light fixture lenses
- Vacuum clean all drapes and blinds

**E. YEARLY SERVICES (extra cost to be paid to county in addition to reimbursement for daily/weekly/monthly items):**

- Clean all carpeted floors (hot water extraction method)
- Clean and polish all window interiors and exteriors
- Clean all blinds
- Strip and clean all hard-surfaced (non-wood) floors
- Apply sealer to all hard-surfaced (non-wood) floors
- Strip and seal joints in stone or ceramic/quarry tiled floors
- Pressure clean walkways

**\*\*\*\*\*SPECIAL NOTES\*\*\*\*\***

\*\*\*\*\*The **contracted party (incorporated)** must maintain evidence of worker's compensation for any personnel utilized during the contract period. All companies must supply their own liability insurance (\$ 1 million policy) and list Taylor County Fiscal Court as an additional insured and give a copy to Taylor County Fiscal Court if awarded bid. All contracted companies must be incorporated.

\*\*\*\*\*The contracted party may have a quarterly review with the Buildings and Grounds committee. This committee is made up of assigned Fiscal Court Members.

\*\*\*\*\*Work logs need to be submitted monthly to the County Judge. These will be reviewed by the BUILDING AND GROUNDS committee

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**ANY AND ALL BIDDERS MAY BID EACH STONE SIZE INDIVIDUALLY AND MAY ALSO BID STONE AT A RATE REFLECTING QUANTITY DISCOUNT.**

The County reserves the right (a) to reject all bids or any bids not in compliance with the requirements of the bid sought; (b) to accept the bid or accept multiple bids assuming that all terms are the same and any bidder shall have the right to amend his/her/its bid consistent with the lowest and best bid submitted; (c) or any item of any bid, deemed most advantageous to the County.

BIDDER \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE FAX \_\_\_\_\_

FEDERAL ID OR SOCIAL SECURITY NO. FOR 1099

COUNTY OF TAYLOR  
NON-COLLUSIVE BID STATEMENT

The undersigned Bidder, having fully informed himself regarding the accuracy of the statements made herein, certifies that:

- 1) The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition, and
- 2) The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent or its surety on any bond furnished with the bids, and will not be communicated to any such person prior to the official opening of the bid. The undersigned bidder further certifies that this statement is executed for the purpose of enabling the County of Taylor to consider the bid and make an award in accordance therewith.

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BIDDER

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AUTHORIZED SIGNATURE

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ADDRESS

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TELEPHONE

FAX

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DATE