

City of Hemphill, Texas
Request for Proposal
Cleaning Services
211 Starr Street - City Hall, City Shop, City Work Center/ Shelter Building

The City of Hemphill is accepting SEALED and written bids/proposals to perform cleaning services at
211 Starr Street, City Hall, City Shop, City Work Center/ Shelter Building
from July 1, 2020 to June 30, 2021.

The City needs proposals to do the following:

SCHEDULE OF SERVICES AND SPECIFICATIONS

GENERAL CLEANING will be performed a minimum of two days per week Monday thru Friday after 4:30 p.m., at the City of Hemphill, except City holidays at times established by this City.

The City shall provide all cleaning supplies.

Cleaning Service Contractor will be required to furnish and maintain a logbook that will be used to keep an accurate and ongoing record of the cleaning program for the City facility. A copy must be provided to the City Secretary by April 1st of each year.

Cleaning services to be furnished for the City shall include, but are not limited to the following:

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| 1) Twice weekly | Clean and sanitize rest rooms, including counter tops, sinks and toilets. Replace toilet paper, paper towels and trash can liners. |
| 2) Twice weekly | Clean all counter tops. |
| 3) Twice weekly | Clean Break Room/Lounge Area sinks, appliances, counter tops, cabinets, etc. |
| 4) Twice weekly | Clean windows in Lobby |
| 5) Twice weekly | Vacuum and/or sweep and mop facility. |
| 6) Weekly | Clean all glass doors and windows inside building, including all entrance doors. |
| 7) Weekly | Dust office furniture, window ledges and offices. |
| 8) Monthly | Dust all picture frames, ceiling fans, base boards, miniblinds and equipment in offices. |
| 9) Monthly | Clean shower in the Work Center. |
| 10) Monthly | Remove all cobwebs from ceilings and walls in City Hall. |

Each bidder can and should contact the City of Hemphill to set up an appointment with the City Manager or City Secretary to look at the facilities and go over any details or questions, prior to bidding.

When submitting a bid, the outside of the sealed envelope shall bear the name, address, e-mail address, and phone number of the Bidder/Vendor, and, in addition, please mark envelope: ATTN: KELLI BEALL CITY SECRETARY, CITY OF HEMPHILL—Quote – Cleaning Services. All bidders/vendors must meet all federal, state and local requirements in order to perform work within the State of Texas and City of Hemphill. Contractor must be able to provide cleaning references and pass a background check. If the bidder will be using additional people to assist with cleaning, they must indicate that in their bid and list the names of the additional person(s), who must also be able to pass a background check. The City reserves the right to reject any and/or all bids, or part or all of any specific bids. The City also reserves the right to award the contract to the bidder whom the City deems in the best interest of the City.

Written quotes with detailed specifications will be received no later than 4:00 p.m., Friday, May 15, 2020 at City Hall, 211 Starr Street or mailed to P.O. Box 788, Hemphill, TX, 75948. Bids received after the specified time of closing will not be opened. Bids received on time will be opened by the City Council Tuesday, May 19, 2020.

For additional information concerning this bid invitation, please contact Hemphill City Hall at 409-787-2251 or cityhall@cityofhemphill.com.