

**Request For Proposals  
For  
Custodial Services, Equipment and Supplies**

**Intent**

Lampasas County is seeking proposals for custodial services, equipment and supplies.

**Proposal**

The term of the contract will be for one (1) year with option to extend for two (2) additional one (1) year terms. The County reserves the right to terminate the contract at any time for failure to meet expectations.

**Timeline**

March 14 & 18, 2025	Advertise for Proposals
March 17 – 24, 2025	Applications Available
March 24, 2025	Mandatory Pre-Proposal Meeting 10:00 am Annex Conference Room 409 South Pecan St. Lampasas, TX
April 4, 2025	Deadline to Submit Proposals 4:30PM County Auditor’s Office, 409 South Pecan St. Suite 207, Lampasas, TX
April 14, 2025	Award Contract at Commissioner’s Court Meeting 9:00AM Commissioner’s Courtroom, Lampasas County Courthouse 501 East 4 <sup>th</sup> St., Lampasas, TX 76550
April 28, 2025	Contract Start Date

**Facilities**

The selected contracted service will be expected to provide custodial services to the Lampasas County Courthouse located at 501 East 4<sup>th</sup> St., Lampasas, TX and the Lampasas County Annex Buildings I & II, located at 409 South Pecan St., Lampasas, TX.

Square Footage for Courthouse – 14,948  
Square Footage for Annex I – 21,948  
Square Footage for Annex II – 19, 358

**Schedule/Hours**

The cleaning schedule and hours will be flexible and negotiated with selected contractor.

NOTE: If cleaning hours are after 5:00pm, then an on-call person must be available within a .30-minute phone call to address any emergency cleaning needs between the hours of 8:00am – 5:00pm, Monday – Friday.

Please refer to Attachment A for specific cleaning locations, schedule and expectations.

**Proposal Sheet**

Lampasas County will consider a complete turn-key custodial proposal whereby the contractor will supply the labor, equipment and supplies. The County may also consider labor only or labor and equipment.

Therefore, please provide your proposal breakdown as follows:

Turn-Key, Contractor will supply labor, equipment and supplies for a period of one (1) year.

\$ \_\_\_\_\_

Contractor will supply labor and equipment for a period of one (1) year.

\$ \_\_\_\_\_

Contractor will supply labor only for a period of one (1) year.

\$ \_\_\_\_\_

*Labor – Qualified personal necessary to meet the expectations of the county*

*Equipment – All necessary cleaning equipment needed to meet expectations of the county.*

*Supplies – All necessary cleaning supplies, to include paper restroom products, trash bags, chemicals, disinfectants, etc., to meet expectations of the county.*

Contact County Judge, Randall J. Hoyer at (512)556-8271 for questions or clarification.

**References**

On a separate sheet, please list three current commercial references.

**Bonding/Insurance**

Bonding and insurance is not required, but preferred.

**Contact Information**

\_\_\_\_\_  
Contractor Name/Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Attachment A

## Daily Cleaning Duties

Courthouse

### Restrooms (2 downstairs & 2 upstairs)

Clean and disinfect countertops

Clean mirrors

Clean and disinfect sinks, faucets, fixtures

Clean and disinfect stall partitions and walls

Refill toilet paper, soap, and paper towels

Empty trash baskets and replace liners

Sweep/mop floors

Replace fresheners as needed

Sweep/vacuum/mop floors (special care on the wood floors) - hallways and office interiors

End of Day empty **ALL** trash cans in hallways and individual offices - replace liners as needed

Drinking Fountains - clean and sanitize (Chrome specific cleaners)

**Make sure all doors are secure and lights are turned off in areas!**

### Courtrooms

**Mondays and Thursdays** the district courtroom (2nd floor) should be completely cleaned from top to bottom and ready to shine for court on Tuesday and Fridays

Check HVAC and temperature in courtrooms

Wipe down the hand rails, take out trash, clean/tidy the jury room and Judge's office **after** court on Tuesdays and Fridays

Check and/or clean the Commissioners Court Room daily

Vandalism: Remove and/or report ASAP

Fixtures: Report any non-working appliances, fixtures, lights, etc. in any office

### Weekly Cleaning Duties

Dust

Dust, vacuum, tidy 3rd floor - clock room

Dust, vacuum, tidy attorney rooms located on the 2nd floor

### Monthly

Spot clean carpets as needed

Dust/clean elevator doors and interior, vacuum elevator cab floors

Wipe down baseboards, around door frames, and window seals

Dust hard to reach areas

*Replace vacuum bags as needed to avoid smells.*

*Do not use vacuum that has dog hair in other offices!*

**Daily Cleaning Duties**  
Annex I and II Buildings

**Restrooms (Annex I - 2 downstairs and 2 upstairs plus Adult Probation)**

**(Annex II - 2 restrooms plus Juvenile Probation )**

- Clean and disinfect countertops
- Clean mirrors
- Clean and disinfect sinks, faucets
- Clean and disinfect toilets and urinals
- Clean and disinfect stall partitions and walls
- Refill toilet paper, soap, and paper towels
- Empty trash baskets and replace liners
- Sweep and mop the floor
- Replace fresheners as needed

Drinking Fountains - clean and sanitize (Chrome specific cleaners)

Vacuum all hallways, stairwells and high traffic areas  
End of Day Empty **ALL** trash cans in hallways and individual offices  
Empty exterior trash can in breezeway

Wipe down, clean and disinfect the countertops and plexi glass  
in the Tax Office, County Clerk's Office, District Clerk's Office, Treasurers's Office  
Adult Probation, Juvenile Probation, Attorney's Office, and Extension Office

Clean outside of entrance doors (careful with interior window tint)  
Clean entrance mats

**Make sure all doors are secure and the lights are turned off in each office!**

**Conference Room**

**Early mornings:** Wipe down tables and vacuum  
Take out trash daily  
Clean the sink and countertops  
(Many evening activities)

**Mondays! Breezeway Public Restrooms**

- Clean and disinfect countertops
- Clean mirrors
- Clean and disinfect sinks, faucets
- Clean and disinfect toilets and urinals
- Clean and disinfect stall partitions and walls
- Refill toilet paper, soap and paper towels
- Empty trash baskets and replace liners

Sweep and **mop** the floor  
Replace fresheners as needed

Vandalism: Remove and/or report ASAP

Fixtures: Report any non-working appliances, fixtures, lights, etc.

### **Weekly Cleaning Duties**

Dust

Pick up loose trash/litter on sidewalks, courtyard, breezeway, around buildings

Clean exterior windows

### **Monthly**

Spot clean carpets as needed

Dust/clean elevator door and interior, vacuum elevators cabs

Wipe down baseboards, around door frames, and window seals

Dust hard to reach areas

*Replace vacuum bags as needed to avoid smells.*

*Do not use vacuum that has dog hair in other offices!*