

THE STATE OF TEXAS  
COUNTY OF CORYELL

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**NOTICE TO BID**

**JANITORIAL AND CLEANING SERVICES**

Sealed bids addressed to the Honorable Judge and Commissioners' Court of Coryell County, Texas, will be accepted in the office of the County Judge until 9:00 a.m., on August 4, 2008, at which time the bids will be opened by the County Judge, to perform the following services for a one year period from October 1, 2008 thru September 30, 2009.

The janitorial and cleaning services performed by the contractor for the Coryell County Annex building, 201 South 7th Street, Gatesville, TX. The Scope of Work is to provide all equipment, supplies, materials, labor, supervision, and services necessary and in compliance with applicable statutes, ordinances, and regulations. Work includes:

1. Clean and sanitize restrooms.
2. Pick up and remove all trash.
3. Clean break areas including tables.
4. Vacuum floors or area rugs.
5. Clean entrance and interior glass doors and windows.
6. Sweep and mop flooring as needed but not less than once a week.
7. Cleaning services to be performed twice per week; once mid-week and once on the weekend.

Contact the Office of the County Judge, 254- 865- 5911, ext 221 or visit the Coryell County website: <http://coryellcounty.org> for any further information. The Commissioners' Court has the right to accept or reject any or all bids. A Business Services Bond is required for no less than \$12,000.

Mail or bring your bid to:

Hon. County Judge John E. Firth  
Coryell County Courthouse (SEALED BID)  
620 E. Main Street  
Gatesville, TX 76528  
Tel: 254-865-5911 ext. 222

**BID FORM**  
**for**  
**Janitorial and Cleaning Services**

**Bids to be considered on a flat fee basis for the scope of work.**

Bidder's Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

Cell Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Bid Amount (Flat Fee): \_\_\_\_\_

Date of Bid: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_