

**Bid Notice  
Honey Grove City Hall  
Cleaning Services**

The City of Honey Grove, Texas is soliciting proposals for cleaning City Hall.

Required documentation will be provided to the interested parties without charge. Contact City Secretary Jaci Garner by phone at 903-378-3033 to request the required information package or you can visit [www.cityofhoneygrove.org](http://www.cityofhoneygrove.org) under the bid notice tab for the scope of work.

Proposals must be received on or before 2:00 p.m. on Wednesday September 4, 2019. The mailing address to submit the proposals is: City of Honey Grove, "City Hall Cleaning Bid", 633 N. 6<sup>th</sup> Street, Honey Grove, Texas 75446. All hand delivered bids must be sealed with "City Hall Cleaning Bid" indicated on the envelope. The governing body will open and consider the bids at the regular meeting of the Honey Grove City Council, held at Honey Grove City Hall on Monday September 9, 2019 at 6:00 p.m.

The City of Honey Grove reserves the right to reject any or all proposals. The City of Honey Grove is an Equal Opportunity Employer.

**CONTRACTOR AGREEMENT**

**City of Honey Grove, Texas**

**City of Honey Grove "City Hall " Cleaning**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by and between \_\_\_\_\_, hereinafter called the Contractor, and the City of Honey Grove, hereinafter called the Owner.

\_\_\_\_\_ agrees to contract Cleaning City Hall for the City of Honey Grove beginning October 1, 2019. The agreement follows in Exhibit "A".

**CONTRACT PAYMENT**

The City of Honey shall pay the Contractor for work performed under the Contact the sum of \_\_\_\_\_, payable the second Tuesday of each month.

**CONTRACT TERMS**

The Contractor or the City of Honey Grove has the right to renegotiate the terms of this contract and the City will require sealed bids prior to approval by the Honey Grove City Council prior to the renewal. Sixty-day written notice will be given to notify of intent to renegotiate. The Contract will begin on October 1, 2019 through September 30, 2021.

Both the Contractor and the City of Honey Grove have the right to terminate this contract after thirty days written notice.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Mayor Claude Caffee

ATTEST:

\_\_\_\_\_  
City Secretary Jaci Garner

## SCOPE OF WORK

1. The Contractor shall furnish all materials and perform all of the work agreed to herein. The City will furnish Trash bags, Mops and Brooms.
2. The City Hall building will be cleaned twice a week. The first cleaning may be performed Friday after business hours, Saturday or Sunday at the Contractor's option and the Second cleaning will be done on Wednesday. These days may be changed accordingly to accommodate both parties.
3. It is agreed that the City of Honey Grove shall not be liable for any expense or suits incurred in the operation and maintenance of said Contractor while performing the described duties under this Contract.
4. If additional cleaning is required, an agreed amount will be decided prior to cleaning and will be paid to Contractor upon completion of work.

### Twice Weekly

- (a). Sweeping and mopping floors (Downstairs)
- (b). Clean Men's and Women's bathrooms in downstairs hall
- (c). Cleaning break room (Cleaning cabinet, Dusting furniture, cleaning appliances on outside)
- (d). Trash removal from upstairs and downstairs, replacing all trash bags
- (e). Sidewalks will be swept and/or washed off on the east side & south side of City Hall
- (f). Windows to the three outside doors, Office door windows, and Counter windows in Water Department and Police Department will be cleaned
- (g). Clean rugs by doors

### Weekly

- (a). All Furniture will be dusted in all Offices, Halls and Foyers
- (b). Glass Cases in Administration Hall will be cleaned with window cleaner
- (c). Window sills will be cleaned
- (d). Base Boards will be cleaned
- (e). Vacuum carpet upstairs, downstairs and in the elevator
- (f). Kitchen on second floor will be cleaned thoroughly (Wipe down all shelves, tables and appliances – clean sinks, clean dishes, sweep and damp mop if not already cleaned) Special cleaner may be needed for a shine. This will be purchased by the City.
- (g). Clean 3<sup>rd</sup> Bathroom / Storage Room at end of foyer hall
- (h). Sweep and Mop upstairs in kitchen and large meeting room

### Monthly

- (a). Clean all trash cans (Upstairs and downstairs)

### Every 6 Months

- (a). All carpet must be steam cleaned upstairs, downstairs and in the elevator. This will be purchased by the City.

## EXHIBIT "A"