

McCulloch County is seeking qualifications and bids from qualified janitorial service providers to perform routine cleaning services for the McCulloch County Courthouse, Library, and ancillary offices, including County Clerk, Tax Assessor-Collector, and Justice of Peace. The selected individual or firm will provide professional, reliable, and high-quality custodial services that maintain a clean, safe, and sanitary environment. McCulloch County provides cleaning equipment and supplies.

Trash Pickup – all offices, courtrooms, hallways, and restrooms.

Scope of Services: COURTHOUSE

Trash Pickup – all offices, courtrooms, hallways, and restrooms.

Restrooms – all restrooms must be cleaned, disinfected, and deodorized. All toilets must be wiped all around, including lids, seats, underneath, piping, and handrails. All mirrors must be cleaned and wiped with window cleaner. All restroom floors must be swept and mopped. Walls next to toilets and urinals must be wiped with disinfectants.

Doors – all entrance doors must be cleaned and wiped with window cleaner. Some interior doors have windows, and they must also be cleaned and wiped with window cleaners.

Floors – all wood floors and stairs must be swept or dust mopped. No water should be used to clean wood floors unless needed to clean up a spill or mud, etc.

Dust – all hallways and the staircase must be dusted when needed. Check for spider webs. Window Blinds and Seals should be dusted at least once a week.

COUNTY CLERK, TAX ASSESSOR, JUSTICE OF THE PEACE

Trash Pickup – all offices, lobby, breakroom, and restrooms.

Restrooms - all restrooms must be cleaned, disinfected, and deodorized. All toilets must be wiped all around, lids, seats, and underneath. All mirrors must be cleaned and wiped with window cleaner. All restrooms must be swept, mopped, or vacuumed.

Doors – all entrance doors, outside and inside glass, must be cleaned and wiped with window cleaner.

Floors – all floors must be swept and mopped, and carpet areas must be vacuumed.

LIBRARY

Trash Pickup – all offices, restrooms, workrooms, breakrooms, reading rooms, and playrooms.

Restrooms – all restrooms must be cleaned, disinfected, and deodorized. All toilets must be wiped all around, lids, seats, and underneath. All mirrors must be cleaned and wiped with window cleaner. All restroom floors must be swept and mopped.

Restroom walls next to toilets must be wiped with disinfectant.

Doors – entrance glass doors and indoor glass doors must be cleaned and wiped with window cleaner.

Floors – all floors must be swept and mopped, and carpet areas must be vacuumed.

The selected contractor may be required to provide services including:

- Empty interior office trash containers and replace liners twice a week, preferably on Tuesday and Friday before 5 pm
- Vacuum carpets; sweep once a week. Will consider after normal business hours or weekends
- Clean, disinfect, and mop public restroom floors twice a week
- Replenish restroom supplies
- Clean glass on entry doors (first floor only) weekly
- Submit a list of supplies as needed to the County Treasurer's Office

Minimum Qualifications:

- Experience providing janitorial services of similar size and type
- Ability to pass a background check
- Experience with OSHA safety standards and environmentally responsible cleaning practices
- Financial stability and capacity to perform the contract
- Good References containing name, dates, and contact information

Statements of Qualifications:

- Company Profile (if applicable) and years in business
- Descriptions of relevant experience
- List of similar projects within the last 5 years

Qualifications may be evaluated on:

- Relevant experience
- Qualifications of personnel
- Past performance and references
- Ability to meet service requirements
- Overall capability to perform the work

Submission Requirements:

- Statement of Qualifications
- References
- Proof of General Liability Insurance (\$1million per occurrence/\$2 million aggregate)
- Contact Information for the Applicant
- **Must attend the pre-bid meeting for a tour of facilities and an explanation of job requirements**

Pre- bid meeting: Thursday morning, August 13, 2026, 9 am

- *Sealed Bids must be received by August 19, 2026, at 4 pm* in the County Judge's office, Rm 302, 199 Courthouse Square, Brady, Texas 76825. Bids will not be received after that date.
- *Bids opened and awarded on August 24, 2026, at 9 am*
- **McCulloch County is an Equal Opportunity Employer**