

November 5, 2025

***REQUEST FOR QUOTE***

The City of Hallettsville is accepting quotes for custodial services for various City buildings.

The enclosed Request For Quote and accompanying specifications and quote form are for your convenience in quoting the enclosed referenced material.

Quotes shall be received no later than:

Thursday, November 20, 2025, at 2pm CST

Sealed and Marked Envelope: Custodial Services Quote

At City Hall, 101 N. Main St. Hallettsville, TX 77964

The City of Hallettsville appreciates your time and effort in preparing a quote. Please note that all quotes must be received at the designated location by the deadline shown. Quotes received after the deadline shown will be considered void and unacceptable.

The City of Hallettsville reserves the right to reject any or all quotes, to waive any informality, and to accept the quote or quotes most advantageous to the City.

To obtain results, or if you have any questions, please contact the Purchasing Agent at 361-798-2201.

Sincerely,

Cheryl Sommer  
Purchasing Agent

## **GENERAL INFORMATION AND INSTRUCTIONS**

1. Quotes may be offered for any one, combination, or all of the facilities identified below. Quote figures will be expressed in per-visit charges, except where otherwise specified.
2. The contractor period will be for one year, beginning January 1, 2026 and ending December 31, 2026. The City will have the option to renew the contract for two additional one year terms beginning January 1, 2027, and January 1, 2028.
3. The contractor will provide a schedule to the City including dates and times.
4. The City will provide all cleaning supplies needed for custodial services, subject to the following:
  - a. All purchases of supplies will be processed through the City's purchasing system.
  - b. Those providing custodial services will not use any chemical solvent, cleaning agent, etc., without prior approval of the City.
5. All bidders must provide a list of professional references (including volunteer activities) in this type of service. A form has been provided.
6. Bidder must complete the enclosed Statement of Statutory Compliance, Texas Senate Bill 252 Certification, and the Conflict of Interest Questionnaire and return the forms along with the bid packet. Upon City Council awarding a bid, the winning bidder will be required to complete the Form 1295 online.

# CLEANING SPECIFICATIONS

## **CITY HALL AND CITY HALL ANNEX - 101 N. Main Street**

## **CITY OFFICE AT FIRE- STATION - 108 E. Fourth Street**

Cleaning Frequency: Two (2) times per month, on the 2<sup>nd</sup> and 4<sup>th</sup> weekend of each month.

### Items to be covered:

- a) Dust all areas as needed and at least two (2) times per month. (including all blinds, window sills, and window ledges, front door, lobby area, desk and window partition at each desk).
- b) Clean all counters and desk tops each visit.
- c) Vacuum all carpets, sweep and mop all floors each visit, including under small items such as chairs, under all desks, file room and all floors in City Hall and City Hall Annex.
- d) Clean base boards and around windows as needed and at least one (1) time every three (3) months.
- e) Clean City Hall and City Hall Annex glass front doors, side door panels and front counter windows inside and outside each visit.
- f) Clean glass (windows, etc.) as needed and at least one (1) times per month including large City Hall Annex window.
- g) Clean and sanitize restrooms each visit, and restock supplies.
- h) Restock all other supplies (paper towels, trash bags, etc.) as needed.
- i) Empty trash receptacles and place trash in proper container(s).
- j) Shampoo carpets as needed or at least one time per year.
- k) Empty shredder each visit.

## **CITY LIBRARY - 705 E. Fourth Street**

Cleaning frequency: One (1) time per week

### Items to be covered:

1. Vacuuming:
  - a) Vacuum entire floor area each visit. Spot clean with carpet cleaner as needed.
  - b) Vacuum soft seating throughout library at least once per month.
  - c) Bissell clean soft seating once a month.
  - d) Sanitize chair table arms each visit.
  - e) Vacuum book/video drops at least once per month.
2. Sweep outside entrances and exterior rugs each visit.
3. Dusting:
  - a) Sanitize solid surfaces in entire library area, circulation desk, workroom, meeting room each visit.
  - b) Dust/sanitize office furniture and all computer stations each visit, Not to include staff desks.

- c) Dust all other areas including ledges, book stacks, DVD and audio shelves at least once per month.
- d) Blow out all keyboards with compress air each visit.
- 4. Kitchen:
  - a) Wipe kitchen countertops each visit.
  - b) Clean and sanitize kitchen sink each visit, Staff is responsible for washing dishes.
  - c) Sweep and mop kitchen floor each visit.
- 5. Bathrooms:
  - a) Sweep and mop bathroom floors each visit.
  - b) Clean and sanitize bathroom (sinks and commodes) each visit.
  - c) Order and restock supplies as needed.
  - d) Wipe bathroom stall partitions at least once per month.
  - e) Wipe bathroom mirrors each visit.
  - f) Clean white restroom doors each visit.
- 6. Windows and Doors:
  - a) Clean base boards, around windows and doors at least once per month.
  - b) Clean glass doors at least once per month.
- 7. Miscellaneous:
  - a) Empty all trash receptacles and place trash in proper containers each visit.
  - b) Clean and sanitize water fountains each visit.

**DEPARTMENT OF PUBLIC WORKS - 401 E. Fourth Street**

Cleaning frequency: One (1) time per week.

Items to be covered:

- a) Dust office areas as needed and at least one (1) time per month.
- b) Wipe off all counters and desk tops in offices each visit.
- c) Sweep and mop all offices and office area and hallway each visit, including under small items such as chairs and under all desks and runners.
- d) Clean and sanitize restrooms each visit.
- e) Clean glass windows in offices as needed and at least one (1) time per month.
- f) Empty trash receptacles in offices and place trash in proper container(s).
- g) Clean and sanitize water fountain in break room each visit.
- h) Clean sink and countertop in break room each visit.
- i) Sweep break room each visit.

## **YOUTH CENTER - 109 E. Park Street**

Cleaning frequency: Two (2) times per week and at other times as arranged for special events.

Items to be covered:

- a) Clean entire area, including kitchen and work surfaces each visit.  
Use appropriate disinfectant/cleaners in kitchen area.
- b) Thoroughly clean kitchen appliances at least one (1) time every three (3) months.
- c) Clean and sanitize restrooms each visit, and restock supplies.
- d) Restock all other supplies (paper towels, trash bags, etc.) as needed.
- e) Sweep and mop floors each visit.
- f) Wax floor area once a month.
- g) Strip and re-wax floors every 3-6 months as needed.
- h) Empty trash receptacles and place trash in proper container(s).

## QUOTE FORM & CERTIFICATION OF QUOTE

The undersigned does hereby declare that they have read the specifications for custodial services and with full knowledge of the requirements, does hereby agree to furnish the services in full accordance with the specifications and requirements at the prices stated below.

<b>Location</b>	<b>Quote Price</b>	<b>Unit of Measure</b>
City Hall, City Hall Annex, & City Office at the Fire Station		Per Visit
City Library		Per Visit
Department of Public Works		Per Visit
Youth Center		Per Visit
Rate for Addition Services Requested		Per Hour

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## REFERENCES

Name	Phone #	Years Serviced
<b>Comments:</b>		

Name	Phone #	Years Serviced
<b>Comments:</b>		

Name	Phone #	Years Serviced
<b>Comments:</b>		

Name	Phone #	Years Serviced
<b>Comments:</b>		

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date Received</p>
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p>	
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p><b>3</b> Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p><b>4</b> Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p><b>5</b> Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>	
<p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>	
<p><b>7</b></p> <p style="text-align: center;">_____ Signature of vendor doing business with the governmental entity</p> <p style="text-align: right;">_____ Date</p>	

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

**CERTIFICATE OF INTERESTED PARTIES**

**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.	<b>OFFICE USE ONLY</b>
<b>1</b> Name of business entity filing form, and the city, state and country of the business entity's place of business.	
<b>2</b> Name of governmental entity or state agency that is a party to the contract for which the form is being filed.	

**3** Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5** Check only if there is NO Interested Party.

**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(month) (year)

\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)

**ADD ADDITIONAL PAGES AS NECESSARY**

**Statement of Statutory Compliance: Israel Verification Form**

I, \_\_\_\_\_, the undersigned representative of \_\_\_\_\_ the "Company" being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby declare, represent, and verify under oath that the Company, under the provisions of Chapter 2270 of the Texas Government Code, as amended:

1. does not boycott Israel currently; and
2. will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001 of the Texas Government Code:

1. "Boycott Israel" means refusing to deal with terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary Business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exist to make a profit.

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

\_\_\_\_\_  
DATE

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2018, personally appeared \_\_\_\_\_, the above-named person, who after being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
DATE

**TEXAS SENATE BILL 252**  
**CERTIFICATION**

Texas Government Code, Chapter 2252  
**SUBCHAPTER F. PROHIBITION ON CONTRACTS WITH CERTAIN COMPANIES**

I, \_\_\_\_\_ (Company Representative) the undersigned representative of \_\_\_\_\_ (Company or business name), pursuant to Texas Government Code, Chapter 2252 Section 2252.152, certify that the company named above is:

1. not listed on the website of the Comptroller of the State of Texas Concerning the listing of companies that are identified under Section 806.051, Section 807.051, or Section 2252.153.
2. does not have contracts with, provide supplies or services to, or are doing business with Iran, Sudan, or a foreign terrorist organization.

Pursuant to Section 2252,0.001 Texas Government Code

- a) "Foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.
- b) "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent, company or affiliate of those entities or business associations that exist to make a profit.

\_\_\_\_\_  
Name of Company Representative (Print)

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date