



**City of Luling
509 E. Crockett St.
Luling, TX 78648**

**Request for Proposals
for
JANITORIAL CLEANING SERVICES
2025**

**CITY OF LULING
REQUEST FOR PROPOSALS (RFP)
JANITORIAL SERVICES FOR CITY OFFICE BUILDINGS**

Issued: December 8, 2025

Proposals Due: December 31, 2025 at 10:00 AM

1. Introduction

The City of Luling is requesting proposals from qualified firms or individuals to provide janitorial services for various City office buildings. The intent of this RFP is to establish a service contract with a reliable and experienced vendor to maintain clean, sanitary, and orderly facilities for employees and the public.

2. Scope of Work

The selected contractor shall furnish all labor, equipment, cleaning supplies, and supervision necessary to perform janitorial services at the following City buildings:

- **City Hall** – 509 E. Crockett St., Luling
- **City Annex**- 515 E. Crockett St., Luling
- **Police Department** – 1800 E. Pierce St., Luling
- **Fire Department**- 115 S. Pecan Ave., Luling
- **Public Works Office** – 2510 E. Pierce St., Luling
- **Public Library** – 215 S. Pecan Ave., Luling
- **Municipal Court**- 518 E. Pierce St., Luling

Comments: Janitorial services will be performed during business hours, Monday- Friday, 8:00 a.m.- 5:00 p.m.

2.1 Cleaning Services (Typical Tasks)

The following services are required unless otherwise specified:

Daily Services (Monday–Friday):

- Empty and clean all trash receptacles, shredders, and replace liners.
- Sweep all floors and vacuum entry mats.
- Clean and disinfect restrooms (toilets, sinks, mirrors, partitions).
- Refill restroom supplies (soap, paper towels, toilet tissue).
- Dust furniture and counters.
- Clean entrance doors and glass surfaces.

- Clean all sinks and countertops, including coffee stations.

Weekly Services:

- Vacuum and spot-clean upholstered furniture.
- Sweep, mop, and vacuum all floors.
- Mop and buff tile floors as needed.
- Dust blinds, vents, and high surfaces.
- Spot clean walls, doors, and light switches.

Monthly Services:

- Clean interior windows.
- Wipe down baseboards, light fixtures, window sills, ledges and door frames.

As Needed:

- Report maintenance issues (leaks, broken fixtures, etc.) to City staff.
- Perform additional cleaning upon request or for special events (at additional agreed rates).

3. Contract Term

The initial contract term will be one (1) year, with the option to renew annually for up to two (2) additional years upon mutual agreement and satisfactory performance.

4. Proposal Requirements

Interested vendors shall submit one (1) printed copy of their proposal in a sealed envelope, containing the following:

1. **Company Information** – Name, address, contact person, phone number, and email.
2. **Experience** – Description of similar janitorial service contracts performed in the past five (5) years, preferably for public entities.
3. **Personnel** – Number of employees available for this contract and their qualifications.
4. **Supplies and Equipment** – Outline of cleaning products and equipment to be used.
5. **References** – At least three (3) references with contact information.
6. **Cost Proposal** – Itemized monthly cost per building and any optional services or hourly rates.
7. **Insurance** – Proof of a \$1 million insurance policy for general liability and worker’s compensation insurance.

8. **Other Required Documents** – Any licenses, certifications, or background check compliance documentation.
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5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of firm and staff (25%)
- Quality of proposal and understanding of scope (25%)
- References and past performance (10%)
- Cost proposal (40%)

The City reserves the right to accept or reject any or all proposals and to waive informalities.

6. Submission Instructions

Proposals must be received no later than 10:00 AM on Wednesday, December 31, 2025 in a sealed envelope at:

City of Luling

Attn: Jessica L. Tucker

Deputy City Secretary

509 E. Crockett St.

Luling, TX 78648

Email: jtucker@cityofluling.net

Late submissions will not be considered.

7. Questions and Addenda

All questions regarding this RFP must be submitted in writing to Jessica L. Tucker, 509 E. Crockett St., Luling, TX 78648 no later than Monday, December 29, 2025. Responses and any addenda will be posted on the City's website: www.cityofluling.net

8. Award of Contract

The City of Luling anticipates awarding the contract by January 8, 2026 with services to begin on or about February 1, 2026. The selected vendor will be required to sign a Service Agreement with the City and provide proof of insurance prior to starting work.

9. Reservation of Rights

The City reserves the right to:

- Reject any or all proposals;
 - Waive minor technicalities;
 - Accept the proposal that best serves the City's interest;
 - Negotiate with one or more proposers;
 - Terminate the process at any time.
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10. Contact Information

For questions regarding this RFP, contact:

Jessica Tucker
Deputy City Secretary
City of Luling
Phone: (830) 875-2481, ext. 2205
Email: jtucker@cityofluling.net