



CITY OF BANDERA

REQUEST FOR QUOTES (RFQ) FOR CLEANING SERVICES

Overview:

The City of Bandera is seeking quotes from qualified and reliable individuals or cleaning service providers to perform weekly cleaning services at Bandera City Hall located at 511 Main Street, Bandera, Texas.

Scope of Services:

- **Frequency:** Once per week, during business hours
- **Time:** During business hours of 8:00 am to 4:00 pm Monday through Friday.
- **Location:** Bandera City Hall, 511 Main Street, Bandera, Texas 78003.

Specific Tasks Include:

- Dusting and wiping all desks, counters, tables, and office furniture.
- Cleaning and disinfecting kitchen and bathrooms, including toilets, sinks, mirrors, and floors.
- Sweeping and mopping all hard floors.
- Vacuuming carpets and rugs.
- Emptying trash and recycling bins; replacing liners.
- Cleaning entryway glass doors.
- Restocking bathroom and kitchen supplies (City provides consumables).
- Other cleaning as requested.

Supplies and Equipment:

- City of Bandera will provide cleaning supplies and equipment.

Qualifications & Requirements:

- Must pass a background check.
- Enter into a Service Agreement with the City of Bandera.
- Demonstrate reliability, consistency, and attention to detail.

Submission Requirements:

Interested parties must submit:

1. Contact information and brief business/individual background.
2. Hourly rate or flat rate per visit (specify clearly).
3. At least two references.

Submission Deadline:

Quotes must be received no later than **May 1, 2025** at 5:00 pm.

Submission Method:

Quotes may be submitted via email or mailed/delivered to:

City of Bandera
Attention: Allyson Wright
511 Main Street
Bandera, Texas 78003
Email: Allyson.wright@banderatx.gov

Evaluation and Selection:

The City will evaluate submissions based on cost-effectiveness, reliability, qualifications, and references provided. The City reserves the right to reject any or all quotes received.

Contact for Questions:

All inquiries regarding this RFQ must be directed to: Allyson Wright
Email: Allyson.wright@banderatx.gov
Phone: 830-796-3765