

GEARY COUNTY PUBLIC WORKS



Jeremie Myers
Public Works Administrator
310 E. 8th Street
Junction City, KS 66441
(785) 238-3612

REQUEST FOR SEALED BID FOR JANITORIAL SERVICES AT THE GEARY COUNTY SHERIFF'S DEPARTMENT

BUILDING LOCATION
(826 N FRANKLIN, JUNCTION CITY, KS 66441)

Sealed Bids will be received by the:
Geary County Public Works Department
310 E. 8th Street
Junction City, KS 66441

Until 4:30pm on Friday, August 1, 2025

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR:

_____ **ZIP:** _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

Notice to Contractor

Sealed bids will be opened by the Geary County Commission at 200 E 8th Street, Junction City, KS on Monday, August 4, 2025 @ 11AM.

The sealed bid will cover all aspects of janitorial services. The contractor must state any exceptions to the sealed bid requested cleaning services.

The sealed bid envelope must be received at the address below by 4:30pm on Friday, August 1, 2025. Please mark outside of envelope as:

**Janitorial Services at the Geary County Sheriff's Department
Attn: Jeremie Myers, PW Administrator
310 E 8th Street
Junction City, KS 66441**

Any questions concerning this sealed bid will be answered by Jeremie Myers at jeremie.myers@gearycounty.org or (785) 238-3612.

Cleaning Schedule

The Sheriff's Department is requesting the following services to be performed at their location, 826 N Franklin St, Junction City, KS 66441.

Cleaning Schedule:

Once a week cleaning: Administration Area

Twice a week cleaning: Cleaning of the deputy area, lobby, and VIN.

Services Provided:

Each cleaning will include, but is not limited to:

- Sweeping & mopping all floors
- Vacuuming carpets & rugs
- Dusting & wiping down surfaces
- Cleaning & maintaining restrooms, common areas, such as break rooms, and hallways

Specific cleaning days will be determined in collaboration with the Sheriff's Office and contractor prior to signing of the awarded contract.

Cleaning Supplies & Equipment

The contractor shall utilize their own vacuum cleaners and vacuum cleaner bags, and other various cleaning equipment needed to perform services. All specialty equipment needed to perform the tasks outlined shall be provided by the Contractor.

Please check the box on the options below:

- The Contractor shall supply all cleaning supplies. Other supplies such as bags, paper towels, bathroom supplies and feminine supplies will be provided by the County.

- The Contractor shall supply all cleaning supplies and all other supplies such as bags, paper towels, bathroom supplies and feminine supplies etc.

The County shall pay the Contractor \$_____ per month for performing the services listed.

Contractor's Responsibilities

1. Contractor understands that during all material times while performing the requested services, Contractor is an "Independent Contractor" and is not an employee of Geary County.

2. Services to be provided by the contractor are to be performed fully and completely by awarded contractor. The contractor may not assign or otherwise transfer the cleaning responsibilities to another person or entity.

3. Contractor shall maintain a general liability insurance policy in the amount of \$1,000,000.00 covering any injury or harm to persons or property while performing requested services. Geary County shall be named as Additional Insured on the Commercial General Liability insurance.

4. Awarded contractor understands that all its employees will be vetted prior to its employees being granted access to this facility. Awarded contractor understands that its employees may encounter sensitive and / or confidential information and is required to not disclose any of the information.

Pre-Bid Meeting:

All contractors wanting to submit a sealed bid should meet with a representative from the Geary County Sheriff's Department so contractor can

fully understand the scope of work requested. Please contact Undersheriff Justin Stopper at 785-238-2261 or justinstopper@gearycountysheriff.org.

Length of Janitorial Services

After the awarded contractor is approved by the Board of County Commissioners, a signed contract will be submitted. Services will start as soon as the contract is signed and will terminate on December 31, 2025.

The awarded contractor may request a 1-year extension of the current contract in writing and accompanied by a current copy of their General Liability Policy 30 days prior to the expiration of the signed contract.

Company: _____

Authorized Representative Signature: _____

Title: _____

In submitting this bid, it is understood that the right is reserved by Geary County Commission to reject any or all bids, to make the award to other than the low bidder, to waive irregularities and / or informalities, and in general to make the award in any manner deemed by the Geary County Commission, in its sole discretion, to be in the best interests of the County.