

NOTICE TO CONTRACTORS
REQUEST FOR BIDS
Lincoln County Janitorial Services

Lincoln County is soliciting competitive bids from interested parties for the Lincoln County Janitorial Services, for the period commencing July 1, 2026, and ending June 30, 2027. This contract may, upon mutual agreement, be extended in one (1) year increments for a period not to exceed a total of three (3) years, two (2) additional years. This extension is contingent upon legislative appropriation and in no case may a contract run longer than three (3) years.

Lincoln County plans to contract Janitorial Services at six locations:

- Lincoln County Courthouse
- Lincoln County Sheriff's Office
- Lincoln County Annex
- Inez R. Herrig County Library
- Lincoln County 503 Building
- Lincoln County 418 Main Building
- Lincoln County Elections Department

All bids submitted for janitorial services must meet or exceed the time frame. Service specifications as outlined in this INTENT OF REQUEST FOR BIDS.

Sealed bids will be received at the Clerk and Recorder's Office, 512 California Avenue, Libby, Montana, 59923, no later than 5:00 pm. MST on Friday, June 5th, 2026. The envelope containing the sealed bid will be labeled "LINCOLN COUNTY JANITORIAL SERVICES."

Bids will be opened and read aloud at the public meeting of the County Commissioners at 11:15 am MST on Wednesday, June 10, 2026, in the County Commissioners room, 512 California Avenue, Libby, MT.

Bids must be submitted on a bid form available from the Jim Hammons, 512 California Avenue, Libby, MT. For additional information, please contact Jim Hammons at (406)283-2345, or email at jim.hammons@libby.org.

Lincoln County reserves the right to reject any or all proposals received, to waive informalities therein, to postpone the award of the contract for a period of time not to exceed thirty (30) days and to accept the lowest responsible proposal(s) determined to be in the best interests of Lincoln County.

Lincoln County requires general liability coverage for all cleaning contractors. Proof of coverage must be submitted with all bids.

Legal Ad: Kootenai Valley Record

Publish: Wednesday, May 22, 2026

Wednesday, May 29, 2026

INTENT OF REQUEST FOR BIDS

The purpose and intent of this REQUEST FOR BIDS (RFB) is to contract for Janitorial Services in six Lincoln County maintained buildings.

1. This document
2. Attachment A: Lincoln County Janitorial Specifications
3. Attachment B: Lincoln County Janitorial Bid Response Form

INSURANCE COVERAGE

The Contractor shall not commence work under this contract until all insurance required under this section has been obtained. The Contractor shall not allow any subcontractor to commence work that has been subcontracted until similar insurance has been obtained by the subcontractor. Also, the Contractor agrees that during the term of this contract the Contractor, at their sole cost and expense, shall provide commercial insurance of this type and with such terms and limits as may be reasonably associated with the contract, at a minimum, the Contractor shall provide and maintain the following coverage and limits.

WORKERS COMPENSATION

The Contractor shall maintain Workers Compensation and Employers Liability Insurance affording:

1. Statutory protection under the Workers Compensation Law of Montana.
2. Employer's liability protection subject to a limit of not less than \$1,000,000.00

A certificate of Insurance shall be issued confirming the above coverage. The certificate must include a clause obligating the Insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance.

COMPREHENSIVE GENERAL LIABILITY

The Contractor shall maintain Comprehensive General Liability coverage in amounts not less than:

Bodily Injury - \$300,000.00 single limit each accident/\$600,00.00 aggregate
Property Damage - \$300,000.00 single limit each accident/\$600,00.00 aggregate

This coverage must include:

1. Blanket contractual coverage for the liability assumed by the Contractor under the indemnity provision of the contract involved. Such certificate must specifically state that the contractor is insured, and it must be signed by the insurance company, not the agent or broker.
2. Contractor's protective coverage for his subcontractors.

This Certificate must also include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of major change in the insurance and name the County as an additional insured.

GENERAL INDEMNITY

The Contractor shall save and hold harmless, protect, defend and indemnify the County (including the County Administrator, the Board of Commissioners, as well as Lincoln County Officers, agents and employees) from and against any demand, claim, suit, loss, expense or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of, any person arising out of, or in any way related to, any action or inaction of the Contractor (including its officer, agents and employees) in the performance or intended performance of this contract, or the maintenance of any facility, or the operation of any program, which is the subject of, or is related to, the performance of this contract. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation or benefits payable under any policy of insurance or self-insurance maintained by, or for the use and benefit of, the Contractor. As an integral part of this contract, the Contractor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amount required in the federal liability insurance requirements and to furnish proper evidence thereof with the County names as an additional insured.

TERMINATION CLAUSE

The County reserves the right to terminate this contract at any time for cause. The violation of any provision or condition contained in this contract, or the refusal, failure or inability to carry out any provisions of this contract, shall constitute sufficient cause to terminate this contract for cause, should the County elect to terminate this contract for cause, the County will notify the Contractor in writing and shall specify the cause for termination and the date that such termination shall be effective. Immediate dismissals may be executed if deemed necessary by the County.

If the Contractor:

1. Fails to begin the work under the contract within the time specified,
2. Fails to perform the work with sufficient workers and equipment, or with sufficient material to ensure the prompt completion of the work,
3. Performs the work unsuitably,
4. Discontinues the prosecution of the work,
5. Shall not carry on the work in an acceptable manner from any other cause whatsoever, the County shall give notice in writing to the Contractor of such delay, neglect, or default, specifying the same.

If the Contractor, within a period of ten (10) days after such notice, shall not proceed in accordance therewith, then the County shall, upon written certification of the fact of such delay, neglect or default, and the Contractor's failure to comply with such notice, have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of the Contractor, to appropriate or use any or all materials and equipment on the grounds as may be suitable and acceptable, and may enter into an agreement

for the completion of the contract according to the terms and provisions thereof, or use such other methods as, in its opinion, shall be required for the completion of this contract in an acceptable manner.

All costs and charges incurred by the County, together with the costs of completing the work under the contract, shall be deducted from any monies due or which may become due to the Contractor, In case the expense so incurred by the County shall be less than the sum which would have been payable under the contract, if the contract had been completed by the Contractor, then the Contractor shall be entitled to receive the difference, and in case such expense shall exceed the sum which would have been payable under the contract, then the Contractor shall be liable and shall pay to the County the amount of said excess.

TERMINATION FOR CONVENIENCE

If the County shall determine that it is in the County's best interest, the County shall notify the Contractor to terminate the work within seven (7) days. In such event, the Contractor shall be entitled to compensation for all work properly.

BACKGROUND CHECK.

Contractors and their employees who are working in Lincoln County buildings must pass a Criminal Background Check.

ATTACHMENT A

Lincoln County Courthouse
Sheriff's Office
Inez R. Herrig County Library
Lincoln County Annex

AREAS TO RECEIVE SERVICE

All hallways, offices, conference rooms, restrooms, elevators, lobbies, and other areas used by employees and visitors.

LIMITED ACCESS

Areas that have limited access will be specified to contractors primarily the Sheriff's Office, County Attorney, District Court and Elections office.

FREQUENCY OF SERVICE

Cleaning day/time will be coordinated with the County contract person and must take place at times and in a manner, which will limit disruption to normal County activities.

SERVICE TO BE PERFORMED - 3 Times Weekly

General:

1. Empty waste receptacles and furnish one (a) receptacle in each office or work area with a plastic liner. These supplies to be furnished by Lincoln County.
2. Low dusting (within arm's length) including windowsills.
3. Spot clean walls in halls, offices, and restrooms.
4. Disinfect bathrooms and drinking fountains with germicide including all fixtures, glass, floors, and walls.
5. Fill bathroom dispensers; toilet paper, paper towels, soap. These supplies will be provided by Lincoln County.
6. All floors upstairs dust-mop or vacuum, spot clean as required.
7. Elevator car checked and cleaned as needed.
8. Check all doors to see that they are securely locked.
9. Check all lights, turn off as required.

Quarterly Services Shall Include:

1. Disinfect waste receptacles and utility sinks.
2. High dusting.
3. Polish furniture including mopboards and railing.

Semi-Annually:

1. Contractor shall steam clean all carpeted areas.

Annually:

1. All non-carpeted floors stripped and waxed.
2. All windows cleaned inside and out.

Lincoln County 503 Building

AREAS TO RECEIVE SERVICE

All hallways, offices, conference rooms, restroom, lobby, and other areas used by employees and visitor.

FREQUENCY OF SERVICE

Cleaning day/time will be coordinated with the County contract person and must take place at times and in a manner, which will limit disruption to normal County activities.

SERVICE TO BE PERFORMED - 2 Times Weekly

General:

1. Empty waste receptacles and furnish one (a) receptacle in each office or work area with a plastic liner. These supplies to be furnished by Lincoln County.
2. Low dusting (within arm's length) including windowsills.
3. Spot clean walls in halls, offices, and restrooms.
4. Disinfect bathrooms and drinking fountains with germicide including all fixtures, glass, floors, and walls.
5. Fill bathroom dispensers; toilet paper, paper towels, soap. These supplies will be provided by Lincoln County.
6. All floors upstairs dust-mop or vacuum, Spot clean as required.
7. Elevator car checked and cleaned as needed.
8. Check all doors to see that they are securely locked.
9. Check all lights, turn off as required.

Quarterly Services Shall Include:

1. Disinfect waste receptacles and utility sinks.
2. High dusting.
3. Polish furniture including mopboards and railing.

Semi-Annually:

1. Contractor shall steam clean all carpeted areas.

Annually:

1. All non-carpeted floors stripped and waxed.
2. All windows cleaned inside and out.

Lincoln County 418 Main Ave.

AREAS TO RECEIVE SERVICE

All hallways, offices, conference rooms, restrooms, lobby, and other areas used by employees and visitor.

FREQUENCY OF SERVICE

Cleaning day/time will be coordinated with the County contract person and must take place at times and in a manner, which will limit disruption to normal County activities.

SERVICE TO BE PERFORMED – 1 Time Weekly

General:

1. Empty waste receptacles and furnish one (a) receptacle in each office or work area with a plastic liner. These supplies to be furnished by Lincoln County.
2. Low dusting (within arm's length) including windowsills.
3. Spot clean walls in halls, offices, and restrooms.
4. Disinfect bathrooms and drinking fountains with germicide including all fixtures, glass, floors, and walls.
5. Fill bathroom dispensers; toilet paper, paper towels, soap. These supplies will be provided by Lincoln County.
6. All floors upstairs dust-mop or vacuum, Spot clean as required.
7. Elevator car checked and cleaned as needed.
8. Check all doors to see that they are securely locked.
9. Check all lights, turn off as required.

Quarterly Services Shall Include:

1. Disinfect waste receptacles and utility sinks.
2. High dusting.
3. Polish furniture including mopboards and railing.

Semi-Annually:

1. Contractor shall steam clean all carpeted areas.

Annually:

1. All non-carpeted floors stripped and waxed.
2. All windows cleaned inside and out.

ATTACHEMNT B

Bid Response Form

Lincoln County Janitorial Services

Lincoln County Courthouse \$ _____

Lincoln County Sheriff's Office \$ _____

Lincoln County Annex \$ _____

Inez R. Herrig County Library \$ _____

Lincoln County 503 Building \$ _____

Lincoln County 418 Main Building \$ _____

Signature

Company Name

Printed Name

E-Mail

Mailing Address

City, State, Zip

Phone

Federal Tax ID #