

STATE OF WYOMING
DEPARTMENT OF ADMINISTRATION & INFORMATION
PURCHASING SECTION
INVITATION FOR BID

June 22, 2026

Buyer: Jordan Hoadley

The Department of Administration and Information, Purchasing Section, will receive bids through the Public Purchase On-Line Bidding System on this form, **until 2:00:00 p.m. on July 6, 2026 delivered to Casper, Wyoming.** TRANSPORTATION CHARGES PREPAID. All in accordance with bidding conditions, specifications and/or special provisions attached.

(For: Wyoming State Forestry)

Bid Number: 0314-M

Janitorial Services

To establish the requirements for providing janitorial services at the Casper Interagency Dispatch Center located at 3777 Airport Pkwy Casper, Wy 82604.

Janitorial Specifications:

- On a daily basis one (2) time x week: June through September
- On a daily basis one (1) time x week: October through May
- Clean all bathrooms including changing sanitary waste containers, removing trash, cleaning toilets, cleaning urinals, changing stations and sinks and mopping bathroom floors
- Clean kitchen, Mop Kitchen Floor, excluding dishes
- Wipe down kitchen cabinets and counters
- Sweep and mop uncarpeted floors in common areas (not individual offices)
- Vacuum carpet areas in common areas (not individual offices)
- Spot clean carpets as needed
- Dump and empty all trash receptacles in common areas and for individual offices when waste cans are placed in the hallway
- Clean glass surfaces and interior windows in common areas
- Dust flat surfaces in common areas
- Wipe down the conference room table and chairs in the conference room
- Once (1) x month
- Vacuum large conference room

Bid Amount/s

\$ _____

Questions shall be submitted individually through Public Purchase by 2:00 p.m. (Mountain Time), on July 2, 2026. Questions submitted after the deadline may not be considered.

(FILL IN THIS FORM COMPLETELY)

Date: _____

In compliance with the above, and subject to all the conditions hereof, the undersigned offers and agrees to furnish all items upon which prices are quoted, at the price set opposite each item; if this bid is accepted within _____ **days** from the date of opening.

The undersigned also agrees to make delivery, or render the service, within _____ **days** after receipt of the order.

The undersigned certifies that no Federal, State, County or Municipal tax is included in the above quoted prices and that none will be added.

(Company Name and Address)

(Company E-Mail Address)

(Telephone Number)

(Company Representative - typed or printed) (Signature of Company Representative)

Sign bid and upload onto the Public Purchase site

VENDOR VERIFICATION

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as the bidder, that I have personally examined and am familiar with the information submitted in this disclosure and all attachments, and that the information is true, accurate and complete. I may be charged significant penalties for submitting false information, including criminal sanctions, which can lead to fines and/or imprisonment.

Signature

Date

Name

Title

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