

SA&I 1-4040 (2000)

Canadian _____ County, Oklahoma
COUNTY PURCHASING OFFICE
Canadian _____ County Court House
El Reno _____, Oklahoma
Phone: (405) 422-2441

INVITATION TO BID

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE
SIDE RELATING TO SUBMISSION OF THIS BID.
Notarized Affidavit completions and signature required on reverse side.

DATE ISSUED
May 28, 2013
Page 1 of 2

BID NUMBER: #2013-#22 Janitorial Services / Health Department
BID CLOSING DATE AND HOUR: June 14, 2013 at 4:00 pm
REQUIRED DELIVERY DATE: SEE SPECIFICATIONS
Days after award of Purchase Order

TERMS: Net, FOB this bid will open June 17, 2013 at 9:30am
DATE OF DELIVERY: SEE SPECIFICATIONS

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			<p>Canadian County Health Department is seeking bids for Janitorial Services for the following office's: El Reno Office: 100 S. Rock Island Yukon Office: 1023 E. Vandament</p> <p>This Bid will be effective July 1, 2013 thru June 30, 2014.</p> <p>SEE SPECIFICATIONS ATTACHED:</p> <p>The Board of Canadian County Commissioners reserves the right to reject any and all bids or to award all or any portion of the items bid.</p> <p><i>The reverse of this sheet must be completed and returned or the bid will be rejected.</i></p> <p>Contact person: Julie Morlan Administrative Programs Officer 100 S. Rock Island El Reno, OK 73036 (405) 422-6435</p>		<p>\$ _____ El Reno Office</p> <p>\$ _____ Yukon Office</p> <p>\$ _____ Grand Total</p>

APPROVED
Date 5-20-13
Julie Morlan
Officer of Department Head

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Canadian
County Courthouse, 201 N. Choctaw Avenue, El Reno, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by Canadian County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until 07/17/2013
(DATE)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this _____ day

of _____, 20 _____

(SEAL)

Firm: _____

My commission expires _____

Signed by: _____ Title: _____
(Manual Signature of Undersigned)

NOTARY PUBLIC (CLERK OR JUDGE)

Address: _____ Phone: _____

City: _____ State: _____

Zip: _____

Please mail sealed bids to:
Canadian County Clerk's Office
Attn: Purchasing
PO Box 458
El Reno, OK 73036

Street Address:
201 N Choctaw Avenue
El Reno, OK 73036



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PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
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Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ SPECIFICATIONS ~

Janitorial Services / Health Department

Canadian County Health Department is seeking bids for janitorial services for the Health Departments located at 100 S. Rock Island, El Reno, Oklahoma and 1023 E Vandament, Yukon, Oklahoma. **Four days per week, Monday, Tuesday, Wednesday, and Thursday in El Reno and Yukon offices**

ALL PAYMENTS ARE TO BE PAID MONTHLY IN ARREARS.

Specifications:

To be performed on each day of cleaning:

1. Empty and clean all trash receptacles, sanitizing those in restrooms and exam rooms, replace liners and remove trash to outside collection points.
2. Clean and disinfect all sinks, counters and desktops in exam rooms, sinks and changing table in restrooms, hallway and front counters and complete water fountain units in lobby.
3. Spot clean adult and baby scales.
4. Spot clean walls around sinks in exam rooms and all restrooms.
5. Scour and disinfect inside and outside of toilets, seats and rings.
6. Sweep, wet mop and sanitize tile floors in restrooms and exam rooms/lab.
7. Clean mirrors, paper towel dispensers and tissue holders in restrooms.
8. Sweep carpeting edges under cabinets and counter ledges and floor mats.
9. Vacuum all carpeted floors including but not limited to under chairs, other furnishings and behind all doors of public areas.
10. Sweep and wet mop all entrances/foyers/lobbies to buildings.
11. Check for carpet spots and stains and clean as needed; scotch guard.
12. Refill soap dispensers and restock paper supplies in restrooms and exam rooms.
13. Clean both sides of lobby/foyer doors and connecting windows (El Reno).
14. Clean vestibule windows, glass doors and counter glass (Yukon).
15. Dust half-side window ledges of exam rooms 1-5 (El Reno).
16. Clean both sides of east window at the end of hall and window connecting the south hall to the rear hall (El Reno).
17. Clean both sides of hall window in exam rooms 1-5 (El Reno).

To be performed on a weekly basis:

1. Feather dust all office equipment, including but not limited to telephones, computers, printers, copiers as well as furniture supporting the equipment, file cabinets, shelving, window sills, blinds, ledges and countertops.
2. Clean and polish wooden furniture, bookcases and file cabinets.
3. Spot clean walls, doors and door facings to remove handprints.
4. Clean and sanitize vinyl lobby seating, clean metal frames, polish wooden arms and legs (Yukon).
5. Remove cobwebs and dust from corners, ceiling fans and other accumulation points.
6. Vacuum all carpeted floors including but not limited to under chairs, desks and other furnishings and behind doors of areas used by staff, including offices and work areas including those in the basement and on the fop floor in El Reno.
7. Wet mop terrazzo flooring surfaces (El Reno).

To be performed on a monthly basis:

1. Vacuum upholstered furniture, polish wooden arms and bases in offices and conference rooms.

2. Wash inside and outside lobby windows, as well as inside of office windows.
3. Wash inside and outside ground level windows of north and east foyers (El Reno).
4. Vacuum visible debris from heat/air vent screens, return and supply vents. Remove and wash if necessary.
5. Sweep, spot clean and wet mop if needed all floor mats within the building.
6. Sweep and damp clean baseboards throughout buildings.
7. Strip wax, remove scuffs and heel marks from non-ceramic or terrazzo floor, clean and refinish to maintain protective coating.
8. Sweep, wet mop and polish terrazzo-flooring surfaces including all stairs.
9. Clean light fixtures and dust top of wall ledges in El Reno waiting and entry areas.
10. Sweep, damp mop hall floors in basement (El Reno).
11. Vacuum Gold Room (upstairs in El Reno), after each use but no less than monthly.

To be performed on a quarterly basis:

1. Replace filters in return air vents; wash both sides of grill coverings.
2. Remove and wash suction vent covers in restrooms (Yukon).
3. Clean and polish wood surfaces (El Reno) in waiting and clerical area.

To be performed as needed:

1. Wipe down the front of wood cabinets, tops and sides of refrigerators in exam rooms, labs & kitchens.
2. Remove visible debris from inside of light fixtures. Clean thoroughly.
3. Buff tile and terrazzo floors and steps.

TERMS AND CONDITIONS:

1. Insurance and bonding to be provided by vendor.
2. Cleaning services to be rendered outside of the normal business operating hours.
3. All supplies and equipment to render services with the exception of paper products, soap and trash bags are to be furnished by the vendor.

The bid will be good for a period beginning July 1, 2013 through June 30, 2014.

For Information Contact:

Julie Morlan, Administrative Programs Officer

Phone: (405) 422-6435

Hours: Monday – Friday 8:00am to 5:00pm

Address: 100 S. Rock Island, El Reno, OK 73036

If you have any questions or need additional information, please contact:
Sherry Murray, Purchasing Agent, 405.295.6125 or 405.422.2441
smurray@okcana.cogov.net



**Canadian County
Purchasing**

Affidavit / Proof of Mailing

Date Issued: May 28, 2013
Bid Number: **2013-#22**
Closing Date: June 14, 2013 at 4:00pm
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: June 17, 2013 at 9:30am
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~ AFFIDAVIT ~

Janitorial Services / Health Department

State of Oklahoma)
County of Canadian) §

I, Sherry Murray, Purchasing Agent, in and for said County and State, do hereby certify that "Invitations to Bid" were sent to the following:

- | | | |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| AEA Environmental Services
330 W Gray, Suite 100-6
Norman, OK 73069 | Alliance Maintenance
5500 N Western, Suite 101
Oklahoma City, OK 73118 | America's Commercial Cleaning Solutions LLC
5830 NW Expressway, Suite 113
Oklahoma City, OK 73132 |
| Aspen Building Services
Attn: Dana Soupene
4618 N Classen Blvd
Oklahoma City, OK 73118 | Bid News
project@bidnews.com | Capitol Cleaning Services
Attn: Jim Gould
11625 N Santa Fe, Suite A
Oklahoma City, OK 73114 |
| ePlan
3806 Buttonwood Drive, Suite 106
Columbia, MO 65201 | Francis Tuttle Vo-Tech Center
Attn: Bid Assistant-Judy Robbins
12777 N. Rockwell
Oklahoma City, OK 73142 | Heartland Commercial
Cleaning Service, Inc
12101 N MacArthur, PMB 154
Oklahoma City, OK 73162 |
| Inside and Out
1121 E Ash
El Reno, OK 73036 | Isim-Lee
PO Box 5994
Norman, OK 73069 | Jani-King of Oklahoma
3535 NW 58 th , Suite 200
Oklahoma City, OK 73112 |
| Maddox Janitorial
1125 Elk Street
Yukon, OK 73099 | Magic Maids Cleaning Service
125 Czech Hall Place
Yukon, OK 73099 | Online Data Services
8460 Holcomb Bridge Road, Suite 100
Alpharetta, GA 30322 |
| Pure Service Corp
1528 Lindwood Blvd
Oklahoma City, OK 73156 | The Professionals
Attn: Earnest Williamson
1108 W Texas
Chickasha, OK 73018 | Willie's Janitorial
PO Box 10413
Midwest City, OK 73140 |

Witness my hand and seal this 28th day of May, 2013.


Glenda Mallam, Assistant Purchasing Agent

(SEAL)





**Canadian County
Purchasing**

BID CHECKLIST

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**TO HELP PREVENT BIDS FROM BEING REJECTED FOR LACK OF COMPLETION
PLEASE CHECK FOR THE FOLLOWING:**

- Is the Invitation to Bid Signed and Notarized? _____
- Are all applicable spaces filled in? _____
- Are all necessary papers enclosed? _____
- Is the Bid # and Closing Date on outside of return envelope? _____

Thank You,

Glenda Mallam, Assistant Purchasing Agent