

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
November 10, 2014
Page 1 of 2

BID NUMBER: #2015-#10 Janitorial Services / Health Department
BID CLOSING DATE AND HOUR: Nov. 26, 2014 at 4:00 pm
REQUIRED DELIVERY DATE: SEE SPECIFICATIONS
Days after award of Purchase Order

TERMS: Net, FOB this bid will open December 1, 2014 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>Pre-Bid Site Inspection: Meet at the Health Department located at 100 S. Rock Island, El Reno, Oklahoma. Monday, November 17 @ 8:00am.</p> <p><u>This Bid will be good for a period beginning when bid is awarded through June 30, 2015.</u></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><u>The reverse of this sheet must be completed and returned or the bid will be rejected.</u></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 11-5-2014
Julie Morlan
Officer of Department Head

STATE OF OKLAHOMA
CANADIAN COUNTY
FILED OR RECORDED
NOV 10 2014
SHELLEY DICKERSON
COUNTY CLERK
14590

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 01/01/2015
(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



**Canadian County
Purchasing**

Bid Specifications

Date Issued: November 10, 2014
Bid Number: **2015-#10**
Closing Date: November 26, 2014 at 4:00pm
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: December 1, 2014 at 9:30am
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 Department located at 100 S. Rock Island, El Reno, Oklahoma - **Monday, Tuesday, Wednesday, and Thursday** and the Health Department located at 1023 E. Vandament, Yukon, Oklahoma - **Monday, Tuesday, Wednesday, Thursday and Friday.**

ALL PAYMENTS ARE TO BE PAID MONTHLY IN ARREARS.

Pre-Bid Site Inspection: Meet at the Health Department located at 100 S. Rock Island, El Reno, Oklahoma. Monday, November 17 @ 8:00am.

Specifications:

To be performed on each day of cleaning:

1. Exam Rooms and Lab: sweep, mop, remove trash, sanitize, restock paper supplies, refill soap dispensers, spot clean walls, doors and door facings, clean and sanitize all seating.
2. Restrooms: sweep, mop, remove trash, sanitize, restock paper supplies, refill soap dispensers, spot clean walls, doors and door facings, clean and sanitize all seating, and sanitize baby changing stations.
3. Lobby: vacuum, empty trash, sanitize all seating (including children area), sanitize client check in stations, spot clean walls, doors and door facings, clean and sanitize water fountains.
4. Offices: vacuum and remove trash.
5. Conference Rooms: vacuum and remove trash.

To be performed on a weekly basis:

1. Clear cob webs in all rooms.
2. Clean all glass entry doors inside and outside.
3. Conference Rooms: clean all tables and dust chairs.
4. Spot check and clean all carpeted areas.

To be performed on a monthly basis:

1. Clean all tables located in gold room in El Reno Office (**3rd Monday of each month**).
2. Lobby: clean and polish wood work in El Reno Office (**4th Monday of each month**).
3. Stairs: clean and mop stair cases in El Reno Office (Total of 4) (**1st Monday of each month**).
4. Clean grout in all bathrooms (**2nd Monday of each month**).

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 when bid is awarded through June 30, 2015.

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

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Closing Date: November 26, 2014 at 4:00pm
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~ AFFIDAVIT ~

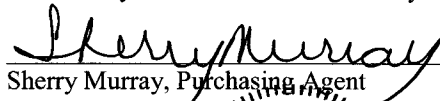
Janitorial Services / Health Department

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 Clerk
dhoogenboom@bidclerk.com | Bid News
project@bidnews.com |
| Busy Pro Cleaning Service LLC
Attn: Brenda Lawson
PO Box 21562
Oklahoma City, OK 73156 | Capitol Cleaning Services
Attn: Natasha Bassett
11625 N Santa Fe, Suite A
Oklahoma City, OK 73114 | ePlan
4115 South Providence, Ste.105
Columbia, MO 65203 |
| 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 | IHN LLC
6051 N Brookline Ave, Ste. 119F
Oklahoma City, OK 73112 |
| 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 Services
125 Czech Hall Place
Yukon, OK 73099 | Online Data Services
3295 River Exchange Dr, Suite 213
Norcross, GA 30092 |
| 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 10th day of November, 2014.


Sherry Murray, Purchasing Agent
(SEAL)



201 N. Choctaw Avenue, El Reno, OK 73036
405.262.1070 ~ Fax 405.422.2411
www.canadiancounty.org

