

AUG 14 2017

SHERRY MURRAY
COUNTY CLERK

170666

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
August 14, 2017

Page 1 of 2

BID NUMBER #2017-05 Janitorial Services / Health Department	BID CLOSING DATE AND HOUR September 1, 2017 at 4:00 pm	REQUIRED DELIVERY DATE SEE SPECIFICATIONS ____ Days after award of Purchase Order
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TERMS
Net, FOB this bid will open September 5, 2017 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. August 17, 18 and 21 @ 8:00am.</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: Amy Van Ness Administrative Programs Officer 100 S. Rock Island El Reno, OK 73036 (405) 422-6434</p>		<p>\$ _____ El Reno Office</p> <p>\$ _____ Yukon Office</p> <p>\$ _____ Grand Total</p>

APPROVED

Date: 8-8-2017



Officer or 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 10/05/2017
(DATE)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authoriz-
ed 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 con-
tract 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

NOTE: Other terms and conditions can be added at the discretion of the county officers.



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

~ SPECIFICATIONS ~

Janitorial Services

Canadian County Health Department is seeking bids for janitorial services for both locations:

- 100 S Rock Island El Reno
 - 1023 E Vandament Ave Yukon
- Services to occur 5 days a week at each site

100 S ROCK ISLAND EL RENO FACILITY

NIGHTLY CLEANING SCHEDULE (ENTRANCES – RECEPTION AREA – HALLWAYS – OFFICES CONFERENCE ROOM – COMMON AREAS)

- Vacuum high traffic carpeted areas including walk off mats, inspect and spot clean as needed.
- Dust all horizontal surfaces; straighten any magazines on tables.
- Spot clean walls, doors, doorframes and kick plates.
- Spot clean all interior glass.
- Remove all trash to collection point and replace liners as needed. JANITORIAL SERVICES shall not be responsible for any Bio-hazardous waste.
- Sweep and/or dust mop all hard surface flooring to remove all loose debris.
- Damp mop all hard surface flooring to remove soil and spills.
- Wet wipe horizontal surfaces and waste receptacles as needed to remove spills.
- Thoroughly clean all door glass to remove fingerprints and smudges.
- Clean, sanitize and polish all drinking fountains.
- Dust and spot clean all televisions.

Hallways/Corridors:

- Vacuum all carpeted areas, inspect and spot clean as needed.
- Dust mop and/or sweep all hard surface flooring to remove loose debris.
- Damp mop all hard surface flooring to remove soil and spills.
- Remove trash to collection point, replace liners as needed.
- Spot clean walls, door frames, doors, kick plates and baseboards.
- Dust and/or damp wipe horizontal surfaces as needed.
- Clean, disinfect and polish all drinking fountains.

Offices/Conference Rooms/Activity Rooms/Operations/Library:

- Vacuum all carpeted areas, inspect and spot clean as needed.
- Dust mop and/or sweep all hard surface flooring to remove loose debris.
- Damp mop hard surface flooring to remove soil and spills.
- Remove all trash to designated area, replace liners as needed. JANITORIAL SERVICES will not be responsible for Bio-hazardous waste.
- Dust and/or damp wipe exposed horizontal surfaces.
- Clean, disinfect, polish all drinking fountains.
- Spot clean all interior glass to remove fingerprints and smudges.
- Vacuum all upholstered furniture, inspect and spot clean as needed.
- Spot clean walls, door frames and kick plates.

Restrooms:

- Clean, disinfect and polish all dispensers and fixtures.
- Clean and disinfect all basins, counters, toilets and urinals both inside and out.
- Spot clean & disinfect walls, partitions, doors & door frames, baseboards, kick plates & light switches.
- Dust mop and/or sweep hard surface flooring to remove loose debris.
- Damp mop hard surface flooring with a disinfectant and rinse.
- Clean and polish all chrome, stainless and bright work.
- Stock all towels, tissue and hand soap.
- Remove all trash to collection point, replace liners.
- Damp wipe all horizontal surfaces with a disinfectant.
- Vacuum and spot clean any carpeted areas or runners.
- Clean and disinfect showers.

Pharmacy/Record Area:

- All areas shall be cleaned per arrangement with designated staff.
- Vacuum all high traffic carpeted areas, inspect and spot clean as needed.
- Dust mop and/or sweep any hard surface flooring to remove soil.
- Damp mop any hard surface flooring to remove soil and spills.
- Dust and/or damp wipe exposed horizontal surfaces.
- Remove trash to designated areas and replace liners as needed.
- Spot clean any partition glass.
- Spot clean walls, doors, doorframes and kick plates.

Reception Area/Patient Waiting Areas/Nurses' Stations:

- Vacuum high traffic carpeted areas, inspect and spot clean as needed.
- Dust mop and/or sweep hard surface flooring to remove loose debris.
- Damp mop hard surface flooring with a disinfectant to remove soil and spills.
- Dust and/or damp wipe exposed horizontal surfaces and fixtures with disinfectant.
- Remove trash to collection point and replace liners. JANITORIAL SERVICES shall not be responsible for any Bio-hazardous waste.
- Clean, disinfect and polish sinks and counters; restock towels and hand soap.

- Spot clean all partition glass to remove fingerprints and smudges.

Exam and Procedure Rooms:

- Vacuum high traffic carpeted areas, inspect and spot clean as needed.
- Dust mop and/or sweep hard surface flooring to remove loose debris.
- Thoroughly wet mop hard surface flooring with approved disinfectant and rinse.
- Wet wipe exam chairs and tables as well as all horizontal surfaces and equipment with approved disinfectant.
- Dust all horizontal and vertical surfaces.
- Thoroughly clean walls, doors, doorframes, kick plates and baseboards with approved disinfectant.
- Clean, disinfect and polish all sinks and counters with approved disinfectant.
- Remove trash to collection point, spot clean receptacles with approved disinfectant and replace liners.
JANITORIAL SERVICES shall not be responsible for any Bio-hazardous waste.
- Thoroughly clean partition glass.

1023 E VANDAMENT AVE YUKON FACILITY

NIGHTLY CLEANING SCHEDULE (ENTRANCES – RECEPTION AREA – HALLWAYS – OFFICES CONFERENCE ROOM – COMMON AREAS)

Entrances/Hallways/Corridors/Lobbies:

- Vacuum all carpeted areas, inspect and spot clean as needed.
- Dust all horizontal surfaces; straighten any magazines on tables.
- Spot clean walls, doors, doorframes and kick plates.
- Thoroughly clean all door glass to remove fingerprints and smudges.
- Spot clean all interior glass.
- Dust mop and/or sweep all hard surface flooring to remove loose debris.
- Damp mop all hard surface flooring to remove soil and spills.
- Remove trash to collection point, replace liners as needed.
- Wet wipe horizontal surfaces and waste receptacles as needed to remove spills.
- Spot clean walls, door frames, doors, kick plates and baseboards.
- Dust and/or damp wipe horizontal surfaces as needed.
- Dust and spot clean all televisions.
- Clean, disinfect and polish all drinking fountains.

Offices/Conference Rooms/Activity Rooms/Mail Room/Operations/Library:

- Vacuum all carpeted areas, inspect and spot clean as needed.
- Dust mop and/or sweep all hard surface flooring to remove loose debris.
- Damp mop hard surface flooring to remove soil and spills.
- Remove all trash to designated area, replace liners as needed. JANITORIAL SERVICES will not be responsible for Bio-hazardous waste.
- Dust and/or damp wipe exposed horizontal surfaces.
- Clean, disinfect, polish all drinking fountains.
- Spot clean all interior glass to remove fingerprints and smudges.
- Vacuum all upholstered furniture, inspect and spot clean as needed.

- Spot clean walls, door frames and kick plates.

Break Rooms/Lunchrooms/Lounges/Kitchen Areas:

- Dust mop and/or sweep all hard surface flooring to remove loose debris.
- Damp mop all hard surface flooring to remove soil and spills.
- Vacuum all high traffic carpeted areas, inspect and spot clean as needed.
- Wipe down all counters and tables with a disinfectant.
- Clean, disinfect and polish sinks and back splash areas.
- Wipe down exterior of appliances and/or vending machines.
- Clean interior and exterior of microwave ovens.
- Dust all accessible horizontal surfaces.
- Remove all trash to collection point and replace liners as needed.
- Spot clean walls, doors, doorframe and kick plates.

Restrooms:

- Clean, disinfect and polish all dispensers and fixtures.
- Clean and disinfect all basins, counters, toilets and urinals both inside and out.
- Spot clean & disinfect walls, partitions, doors & door frames, baseboards, kick plates & light switches.
- Dust mop and/or sweep hard surface flooring to remove loose debris.
- Damp mop hard surface flooring with a disinfectant and rinse.
- Clean and polish all chrome, stainless and bright work.
- Stock all towels, tissue and hand soap.
- Remove all trash to collection point, replace liners.
- Damp wipe all horizontal surfaces with a disinfectant.
- Vacuum and spot clean any carpeted areas or runners.

Reception Area/Patient Waiting Areas/Nurses' Stations:

- Vacuum high traffic carpeted areas, inspect and spot clean as needed.
- Dust mop and/or sweep hard surface flooring to remove loose debris.
- Damp mop hard surface flooring with a disinfectant to remove soil and spills.
- Dust and/or damp wipe exposed horizontal surfaces and fixtures with disinfectant.
- Remove trash to collection point and replace liners. JANITORIAL SERVICES shall not be responsible for any Bio-hazardous waste.
- Clean, disinfect and polish sinks and counters; restock towels and hand soap.
- Spot clean all partition glass to remove fingerprints and smudges.

Exam and Procedure Rooms:

- Vacuum high traffic carpeted areas, inspect and spot clean as needed.
- Dust mop and/or sweep hard surface flooring to remove loose debris.
- Thoroughly wet mop hard surface flooring with approved disinfectant and rinse.
- Wet wipe exam chairs and tables as well as all horizontal surfaces and equipment with approved disinfectant.

- Dust all horizontal and vertical surfaces.
- Thoroughly clean walls, doors, doorframes, kick plates and baseboards with approved disinfectant.
- Clean, disinfect and polish all sinks and counters with approved disinfectant.
- Remove trash to collection point, spot clean receptacles with approved disinfectant and replace liners.
JANITORIAL SERVICES shall not be responsible for any Bio-hazardous waste.
- Thoroughly clean partition glass.

For Information Contact:

Amy Van Ness, Administrative Programs Officer

Phone: (405) 422-6434

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

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



**Canadian County
Purchasing**

Affidavit / Proof of Mailing

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~ AFFIDAVIT ~

Janitorial Services / Health Department

State of Oklahoma)
County of Canadian) §

I, Lindsey Garrett, 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
projects@bidclerk.com

Bid News
projects@isqft.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 58th, 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

Jan-Pro of OKC
Attn: Sonja Davis
1105 Sovereign Row
Oklahoma City, OK 73108

Witness my hand and seal this 14th day of August, 2017.

Lindsey Garrett

Lindsey Garrett, Purchasing Agent
(SEAL)





Canadian County
Purchasing

BID CHECKLIST

Date Issued: August 14, 2017
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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,

Lindsey Garrett, Purchasing Agent