

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  
June 16, 2014  
Page 1 of 2

BID NUMBER: #2014-#24 Janitorial Services / Health Department  
BID CLOSING DATE AND HOUR: July 3, 2014 at 4:00 pm  
REQUIRED DELIVERY DATE: SEE SPECIFICATIONS  
\_\_\_\_ Days after award of Purchase Order

TERMS: Net, FOB this bid will open July 7, 2014 at 9:30am  
DATE OF DELIVERY: SEE SPECIFICATIONS

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			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		\$ _____ El Reno Office
			<u>This Bid will be good for a period beginning when bid is awarded through June 30, 2015.</u>		\$ _____ Yukon Office
			SEE SPECIFICATIONS ATTACHED:  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.		\$ _____ Grand Total
			<u>The reverse of this sheet must be completed and returned or the bid will be rejected.</u>		
			Contact person: Julie Morlan Administrative Programs Officer 100 S. Rock Island El Reno, OK 73036 (405) 422-6435		
			APPROVED Date <u>6-10-2014</u> <u>Julie Morlan</u> Officer of Department Head		

STATE OF OKLAHOMA  
CANADIAN COUNTY  
FILED OR RECORDED

JUN 16 2014

SHELLEY DICKERSON  
COUNTY CLERK

14275

**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 08/07/2014  
(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)

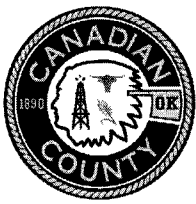
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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



Date Issued: June 16, 2014  
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PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036  
Opening Date: July 7, 2014 at 9:30am  
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

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~ 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.

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

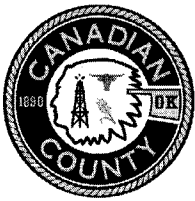
Phone: (405) 422-6435

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

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

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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



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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](mailto:project@bidnews.com)

Capitol Cleaning Services  
Attn: Jim Gould  
11625 N Santa Fe, Suite A  
Oklahoma City, OK 73114

ePlan  
4115 South Providence, Suite 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

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<sup>th</sup>, 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

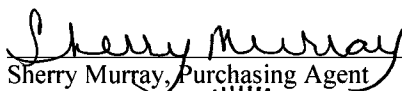
Online Data Services  
3295 River Exchange Dr, Suite 213  
Norcross, GA 30092

Pure Service Corp  
1528 Lindwood Blvd  
Oklahoma City, OK 73156

The Professionals  
Attn: Earnest Williamson  
1108 W Texas  
Chickasha, OK 73018

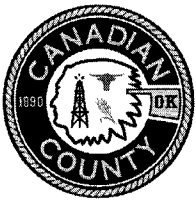
Willie's Janitorial  
PO Box 10413  
Midwest City, OK 73140

Witness my hand and seal this 16<sup>th</sup> day of June, 2014.

  
Sherry Murray, 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,

Sherry Murray, Purchasing Agent