

STATE OF OKLAHOMA  
CANADIAN COUNTY  
FILED OR RECORDED

FEB 09 2026

SHERRY MURRAY  
COUNTY CLERK

260118

SA&I 1-4040 (2000)

Canadian \_\_\_\_\_ County, Oklahoma  
COUNTY PURCHASING OFFICE  
Canadian \_\_\_\_\_ County Court House  
El Reno \_\_\_\_\_, Oklahoma  
Phone: ( 405 ) 295-6125

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  
February 9, 2026  
Page 1 of 2

BID NUMBER #2026-#10 Janitorial Services / Health Department	BID CLOSING DATE AND HOUR February 27, 2026 at 4:00	REQUIRED DELIVERY DATE SEE SPECIFICATIONS ____ Days after award of Purchase Order
TERMS Net, FOB this bid will open March 2, 2026 @ Commissioners Meeting starting at 9:00 am.		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: El Reno Office: 6100 E Hwy 66</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>The reverse of this sheet must be completed and returned or the bid will be rejected.</p> <p>Contact person(s): Jennifer Boyle, APO (405) 262-0042 Stacey Maroney, Business Manager (405) 306-1323</p>		<p>\$ _____ El Reno Office</p> <p><del>\$ _____ Yukon Office</del></p> <p>\$ _____ Grand Total</p>
<p>APPROVED</p> <p>Date: <u>2-2-2026</u></p> <p><i>Sherry Murray</i></p>					

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Canadian  
County Courthouse, 314 W. Rogers, 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 06/30/2026  
(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  
314 W. Rogers  
El Reno, OK 73036

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



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PO Box 458, 314 W Rogers, El Reno, OK 73036

Opening Date: March 2, 2026 during the Commissioner's Meeting that begins at 9:00am

Commissioner's Meeting Room, 314 W Rogers, El Reno, OK 73036

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~ SPECIFICATIONS ~

**Janitorial Services**

Canadian County Health Department is seeking bids for janitorial services for the following location:

- o 6100 E Hwy 66

**Nightly Cleaning- total 32,252 sqft building:**

- Vacuum/mop high traffic areas including walk off mats, inspect ad spot clean as needed.
- Dust/clean all horizontal surfaces;
- 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.
- Dust all vertical surfaces of desks, file cabinets, chairs & tables.
- Refill consumables including air fresheners.

**Hallways/Corridors/ Stairwells/All entrances, Vestibule:**

- Vacuum/ mop all 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, glass, doors, kick plates and baseboards.
- Dust and/or damp wipe horizontal surfaces as needed.
- Clean and polish all entrance glass entry points
- Refill consumables as needed

### **Offices/Conference Rooms/Activity Rooms/Operations/Labs:**

- 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 lab area
- 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.
- Wipe and disinfect all sinks and bright work.
- Refill consumables as needed.

### **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.  
Remove all trash to collection point, replace liners (provided by vendor).
- Damp wipe all horizontal surfaces with a disinfectant.
- Vacuum and spot clean tile & flooring or runners.
- Refill/Re stock all consumables, classified as hand soap, paper towels, toilet paper, seat covers, sanisacs etc. (All supplies will be provided by vendor)

### **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.
- Refill consumables including air fresheners.

**Reception Area/Patient Waiting Areas/Nurses' Stations:**

- Vacuum/Mop high traffic 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.
- Wipe down upholstered chairs & furniture
- Clean, disinfect and polish sinks and counters; restock towels and hand soap.
- Thoroughly clean partition all glass
- Refill consumables including air fresheners.

**Exam and Procedure Rooms:**

- Vacuum/Mop high traffic 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 all glass.
- Refill consumables including air fresheners.

**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/mop all high traffic areas, inspect and spot clean as needed.
- Wipe down all counters, tables with a disinfectant.
- Clean, disinfect and polish sinks and back splash areas.
- Wipe down exterior of appliances and/ fountains.
- 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, doorframes and kick plates.
- Refill consumables including air fresheners.

The general cleaning price shall include all labor, equipment and materials needed to perform the work. Consumables & Cleaning equipment will be stored and provided by the awarded vendor. Consumables would be classified as can liners, hand soap, paper towels, toilet paper, seat covers and sanisacs, air fresheners etc.  
A Certificate of Insurance shall be presented.

For more information Contact:

Jennifer Boyle, APO

(405) 262-0042

Stacy Maroney, Business Manager

(405) 306-1323



**Canadian County  
Purchasing**

**Affidavit / Proof of Mailing**

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~ AFFIDAVIT ~

**Janitorial Services / Health Department**

State of Oklahoma )  
County of Canadian ) S

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

**Bid Clerk**  
[projects@bidclerk.com](mailto:projects@bidclerk.com)

**Bid News Construction**  
[projects@isqft.com](mailto:projects@isqft.com)

**Online Data Services**  
5425 Peachtree Parkway NW  
Peachtree Corners, GA 30092

**ePlan**  
1400 Forum Blvd Ste 7B  
Columbia, MO 65203

**Reed Construction Data**  
30 Tech. Pkwy South, Ste 100  
Norcross, GA 30092

**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**  
30 Tech. Pkwy South, Ste 100  
Norcross, GA 30092

**Aspen Building Services**  
Attn: Dana Soupene  
4618 N Classen Blvd  
Oklahoma City, OK 73118

**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

**Commercial Cleaning Services of Oklahoma**  
7801 N Robinson Ave, J8  
Oklahoma City, OK 73116

**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, PMG 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<sup>th</sup>, Ste 200  
Oklahoma City, OK 73112

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

**Maddox Janitorial**  
1125 Elk Street  
Yukon, OK 73099

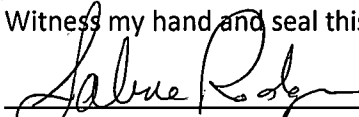
**Magic Maids Cleaning Services**  
125 Czech Hall Place  
Yukon, OK 73099

Pure Service Corp  
1528 Lindwood Blvd  
Oklahoma City, OK 73156

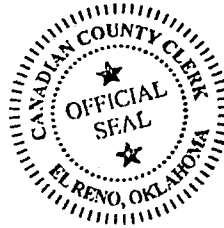
The Professionals  
Attn: Earnest Williamson  
1108 W Texas  
Chickasha, OK 73018

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

Witness my hand and seal this 9<sup>th</sup> day of February, 2026.



Salena Rodgers, 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,

Salena Rodgers, Purchasing Agent