



1. Solicitation #: 3080000357

2. Solicitation Issue Date: August 17, 2016

3. Brief Description of Requirement:

Janitorial Services for the Oklahoma State Bureau of Investigation (OSBI) Forensic Science Center.

NOTE TO SUPPLIERS: The State of Oklahoma is working to streamline the process of payment to suppliers and to reduce the timeframe of payment. When submitting your response, please also include a draft invoice (that is like your original invoices) with the item(s) and pricing. Please make sure that it is marked as "Draft Invoice". The intent of this is to match our purchase orders to an invoice whenever possible; however, unless there is some overriding reason for a marked difference, the invoice should closely match the RFP items and pricing. Please note that if your company is awarded and issued a purchase order, you will still need to submit a proper invoice after the purchase order has been issued and you have provided the item(s)/services(s) to the agency. Also, please be sure and put in bold letters "THIS IS NOT A BILL" in addition to marking it as a draft invoice.

RFP NOTICE: Please note that on an RFP no pricing shall be released at the time of opening. Should a public opening be requested the only information to be released will be a list of bidders without pricing.

4. Response Due Date¹: September 8, 2016

Time: 3:00 PM CST/CDT

5. Issued By and **RETURN SEALED BID TO**²:

U.S. Postal Delivery Address: OMES – Central Purchasing
5005 N. Lincoln Blvd., Suite 300
Oklahoma City, OK 73105

Common Carrier Delivery Address: OMES – Central Purchasing
5005 N. Lincoln Blvd., Suite 300
Oklahoma City, OK 73105

Electronic Submission Address: _____

6. Solicitation Type (type "X" at one below):

- Invitation to Bid
- Request for Proposal
- Request for Quote

7. Contracting Officer:

Name: Linda Lechtenberg
 Phone: 405-522-0436
 Email: Linda.Lechtenberg@omes.ok.gov

¹ Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments")

² If "U.S. Postal Delivery" differs from "Carrier Delivery", use "Carrier Delivery" for courier or personal deliveries



Responding Bidder Information

"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.

1. **RE: Solicitation #** 3080000357

2. Bidder General Information:

FEI / SSN : _____ VEN ID: _____
Company Name: _____

3. Bidder Contact Information:

Address: _____
City: _____ State: _____ Zip Code: _____
Contact Name: _____
Contact Title: _____
Phone #: _____ FAX#: _____
Email: _____ Website: _____

4. Oklahoma Sales Tax Permit¹:

- YES – Permit #: _____
- NO – Exempt pursuant to Oklahoma Laws or Rules

5. Registration with the Oklahoma Secretary of State:

- YES - Filing Number: _____
- NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. Workers' Compensation Insurance Coverage:

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

- YES – include a certificate of insurance with the bid
- NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2011, § 311 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)²

Authorized Signature Date

Printed Name Title

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/faqbussales.html>

² For frequently asked questions concerning workers' compensation insurance, see <http://www.ok.gov/oid/faqs.html#c221>



NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: Oklahoma State Bureau of Investigation Agency Number: 308

Solicitation or Purchase Order #: 3080000357

Supplier Legal Name:

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

- 1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
c. 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, nor
d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

[] the competitive bid attached herewith and contract, if awarded to said supplier;

OR

[] the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number

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A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.3. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.4. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.5. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the Central Purchasing Division in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The Central Purchasing Division must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the Central Purchasing Division.
- A.3.3. It is the Bidder's responsibility to check the OMES/Central Purchasing Division website frequently for any possible amendments that may be issued. The Central Purchasing Division is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the Central Purchasing Division with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
 - A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
 - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
 - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

A.6. Bid Opening

Sealed bids shall be opened by the Central Purchasing Division at 5005 N. Lincoln Blvd. Suite 300, Oklahoma City, Oklahoma, 73105 at the time and date specified in the solicitation as Response Due Date and Time.

A.7. Open Bid / Open Record

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

A.8. Late Bids

Bids received by the Central Purchasing Division after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the Central Purchasing Division, shall constitute a contract.
- A.9.2. The Contract resulting from this solicitation may consist of the following documents in order of preference:
 - A.9.2.1. Purchase order, as amended by Change Order (if applicable);
 - A.9.2.2. Solicitation, as amended (if applicable); and

A.9.2.3. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.

A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.

A.10.2. Bidders guarantee unit prices to be correct.

A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing Contracting Officer specified in the solicitation, and must be prior to the closing date of the solicitation.

A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.

A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review to the contracting officer listed on the solicitation. This request must be made prior to the closing date of the solicitation.

A.13 Negotiations

A.13.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that may mitigate the State's risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor's offer.

A.13.2. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:

A.13.3. Negotiations may be conducted in person, in writing, or by telephone.

A.13.4. Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.

A.13.5. Terms, conditions, prices, methodology, or other features of the bidders offer may be subject to negotiations and subsequent revision. As part of the negotiations, the bidder may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.

A.13.6. The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

A.14. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 260:115-7-32.

A.15. Award of Contract

- A.15.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.
- A.15.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.15.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

A.16. Contract Modification

- A.16.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Contract Modification, signed by the State Purchasing Director.
- A.16.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Central Purchasing Division in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.17. Delivery, Inspection and Acceptance

- A.17.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.17.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Central Purchasing Division.

A.18. Invoicing and Payment

- A.18.1. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.18.2. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

A.19. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

A.20. Audit and Records Clause

- A.20.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.
- A.20.2. The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.21. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any

language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.22. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.23. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.24. Termination for Cause

- A.24.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.24.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.24.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.25. Termination for Convenience

- A.25.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.
- A.25.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.26. Insurance

The successful bidder(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the Central Purchasing Division and the procuring agency with evidence of such insurance and renewals.

A.27. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.28. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

A.29. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.30. Special Provisions

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

B. SPECIAL PROVISIONS

B.1. Contract

B.1.1. This solicitation, the solicitation response, any amendments, any change orders, along with the resultant purchase order, constitutes the entire agreement. No additional agreements will be signed.

B.2. Contract Period

B.2.1. Supplier will be provided a one (1) week notice of when services shall begin. The contract will be effective from that date through June 30, 2017. The Contract may be renewed for four (4) additional 12-month periods under the same terms and conditions by mutual agreement of the parties beginning July 1st and ending June 30th of each renewal year. Supplier awarded this contract must have resources available to begin providing services on the actual start date of the contract. If the Supplier does not have resources or unable to begin service at the time, the contract will be awarded to the next best qualified Supplier who does have available resources.

B.3. Insurance

B.3.1. The Supplier shall maintain such insurance as will protect him/her and the State from the contingent of claims for workers compensation and from any other claim for damages to property or personal injury. OMES, Central Purchasing and the OSBI must be notified if the insurance policies are being cancelled or not being renewed.

B.3.1.1. A Certificate of Insurance indicating general liability insurance with a minimum combined single limit of \$1,000,000 is required.

B.3.1.2. A Certificate of Insurance indicating Workers' Compensation Insurance in compliance with the Oklahoma Workers' Compensation Law is also required.

B.3.1.3. Both Certificates of Insurance are to be provided to OMES, Central Purchasing with the solicitation response and to the OSBI after an award of contract and before any work begins.

B.4. Subcontracting

B.4.1. The service to be performed under this contract shall not be subcontracted, in whole or in part, to any other person or entity without the written consent of the OSBI. The terms of this contract and such additional terms as the OSBI may require shall be included in any approved subcontract and approval of any subcontract shall not relieve Supplier of any responsibility for performance under this contract.

B.5. Employment Relationship

B.5.1. This contract does not create an employment relationship. Individuals performing services required by the contract are not employees of the State of Oklahoma or the OSBI. Supplier's employees shall not be considered employees of the State of Oklahoma nor the OSBI for any purpose and as such shall not be eligible for benefits accruing to state employees.

B.6. Assignment

B.6.1. The Supplier shall not assign the Contract, or any portion thereof, except upon written approval of the OSBI and OMES, Central Purchasing.

B.7. Licensing

B.7.1. The Supplier must be licensed to perform all required chemical application in accordance with state and local laws.

B.8. Invoicing

B.8.1. Supplier will invoice the OSBI on a monthly basis in arrears for services. Claims for reimbursement of services shall be submitted in arrears and within 90 calendar days of the provision of services. The Supplier will send one copy of their invoice bearing the purchase order number to:

B.8.1.1. OSBI

B.8.1.2. Attention: Accounting Department

B.8.1.3. 6600 N. Harvey

B.8.1.4. Oklahoma City, Oklahoma, 73116

B.9. Contact Information and Notices

B.9.1. Before beginning work, Supplier will supply telephone numbers for the office, on-site supervisor, and Supplier contact to the OSBI Maintenance Supervisor or designee. All notices relevant to this Contract from Supplier shall be in writing and must be delivered in person or by certified mail to the following:

B.9.1.1. OSBI Forensic Science Center

B.9.1.2. Attention: Facility Manager

B.9.1.3. 800 E. 2nd Street

B.9.1.4. Edmond, Oklahoma 73034

B.10. Cost of Preparation

B.10.1. The State of Oklahoma and the OSBI are not liable for any cost associated with the preparation of successful Supplier's response or any cost incurred by any Supplier prior to the issuance of any agreement or contract.

B.11. Responses, Inquiries or Correspondence

B.11.1. All responses, inquiries, or correspondence relating to or in reference to this solicitation, when received by the State of Oklahoma, will become property of the State.

B.12. Approval of Contract

B.12.1. This Contract is subject to written approval of OMES, Central Purchasing and shall not be binding until approved.

B.13. Supplier Registration

B.13.1. The successful Supplier will be required to complete vendor registration with the Oklahoma Department of Central Services prior to award.

B.14. Draft Invoice

NOTE TO SUPPLIERS: The State of Oklahoma is working to streamline the process of payment to suppliers and to reduce the timeframe of payment. When submitting your response, please also include a draft invoice (that is like your original invoices) with the item(s) and pricing. Please make sure that it is marked as "Draft Invoice". The intent of this is to match our purchase orders to an invoice whenever possible; however, unless there is some overriding reason for a marked difference, the invoice should closely match the RFP items and pricing. Please note that is your company is awarded and issued a purchase order, you will still need to submit a proper invoice after the purchase order has been issued and you have provided the item(s)/services(s) to the agency. Also, please be sure and put in bold letters "THIS IS NOT A BILL" in addition to marking it as a draft invoice.

C. SOLICITATION SPECIFICATIONS

C.1. Services

C.1.1. This contract shall provide for year round janitorial services to be accomplished at the Oklahoma State Bureau of Investigation's (OSBI) Forensic Science Center located at 800 E. 2nd Street, Edmond, Oklahoma. Services will be provided for approximately 80,000 square feet of the facility.

C.1.2. Services are to be provided five (5) days per week between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays on a mutually agreeable schedule. A minimum of one staff person will be required in the building for the entire 8:30 a.m. to 4:00 p.m. period. Supplier is responsible for staffing the building adequately to meet the terms of the contract.

C.1.3. The work covered in these specifications consists of furnishing all management supervision, janitorial employees, janitorial supplies and equipment necessary for accomplishment of complete janitorial services (except for those items furnished by the OSBI in Section C.17).

C.1.4. Supplier will not be required to change light bulbs/florescent tubes or wash dishes. Janitorial services will be accomplished in accordance with the procedures and standards stated herein.

C.2. Janitorial Personnel

C.2.1. Supplier will employ only trained and qualified workers who are proficient in performing janitorial services using equipment, methods, and techniques as specified in the contract and commonly used within the trade.

C.2.2. Supplier and Supplier's employees must be United States citizens or be legally eligible to work in the United States. When requested, Supplier shall provide proof of eligibility of Supplier or Supplier's employees to work in the United States as indicated to comply with OSBI requirements or local, State and Federal laws.

C.2.3. Janitorial personnel shall at all time be employees of the Supplier (no sub-Suppliers or franchises without written permission from the OSBI). Supplier's employees are required to be a minimum age of eighteen with direct supervision on the premises or the age of twenty-one if not directly supervised.

C.2.4. Janitorial personnel shall present a neat, clean and well-groomed appearance at all times. Janitorial personnel will stay in their assigned work area and not be allowed to wander through the building.

C.2.5. Supplier will assign sufficient personnel to insure effective compliance with all provisions of the contract, including supervision.

C.2.6. The OSBI shall conduct investigations on companies and individuals with whom it contracts to provide janitorial services including but not limited to a background investigation, polygraph examination and national criminal history record check. The successful Supplier shall submit data as required by the OSBI for each proposed

employee. No employee of the Supplier shall work on the premises until the individual is approved by the OSBI. All personnel must be able to complete a polygraph examination conducted in English without the use of an interpreter. Any person found not acceptable to the OSBI will not be allowed to perform work at any OSBI facility.

- C.2.7.** Areas designated for janitorial employees will be determined by the OSBI. Breaks are to be taken in areas designated by OSBI. No televisions are to be used. No janitorial personnel shall sit at the desks of an OSBI employee or open any desk drawers. Use of OSBI telephones or computers is prohibited unless specifically approved by the OSBI Facility Manager. Personal use of telephones and computers is prohibited. No purses, shopping bags, large coats or other property of the Supplier's employees will be allowed only in designated areas. Personal belongings should be stored in the area designated for the janitorial supplier.

C.3. Keys/Key Cards/Access Codes

- C.3.1.** The Supplier will be provided with keys, key cards or access codes to allow access to all buildings and rooms, which are included in the provisions of this contract except designated areas, which will be cleaned at times established by the OSBI Facilities Manager or designee and may require OSBI staff escort. Keys and key cards assigned to a janitor will remain with that janitor while completing the duties associated with this contract. No exchanging or lending keys, key cards, or access codes will be permitted. Duplication of keys, key cards, or access codes is strictly forbidden. No master keys or building access cards will be permitted to leave the facility at any time for any reason without the approval of the OSBI Facilities Manager or designee. Failure to comply with the terms of this section may result in cancellation of the contract.

C.4. Locked Areas

Whenever private offices or other areas are locked, those rooms shall not be entered. It will be a violation of the provisions of this contract for the Supplier or Supplier's employees to access any locked area. Likewise, it will be a violation of this contract for janitorial personnel to open locked rooms or locked areas to permit entrance by persons other than janitorial personnel in the fulfillment of their duties. Rooms that should be locked, but are found unlocked by janitorial personnel, will be reported to the OSBI Facilities Manager or designee.

C.5. Off-Limit Areas

- C.5.1.** Certain rooms may be designated as off-limits to the Supplier and Supplier's personnel. The Supplier or Supplier's employees shall not enter these rooms at any time. Violation of this provision will be cause for immediate termination of the contract.

C.6. Lights

- C.6.1.** Janitorial personnel will turn off all lights upon completion of their duties unless directed otherwise or the room is currently in use by others.

C.7. Equipment

- C.7.1.** All equipment and tools shall be furnished by the Supplier and shall be properly maintained in a sanitary condition and proper working order. All equipment and tools must be maintained to standards appropriate for each. Equipment with frayed cords, etc. will not be allowed in the facility. Equipment provided will be suitable for tasks to be performed. All electrical devices will be properly grounded in accordance with the equipment's manufacturer's specifications. When not in use, equipment shall be stored in appropriate areas designated for Supplier. The OSBI shall not be held responsible for any item of Supplier equipment, which may be lost, damaged, or stolen unless loss, damage, or theft is through negligence of the OSBI's employees.

C.8. Damages

- C.8.1.** All tasks accomplished by janitorial personnel will be performed so as to preclude damage or disfigurement to furniture and/or building structure. Damage or loss of the OSBI's furniture, fixtures, or building structure as a result of negligence or intent by janitorial personnel will be the responsibility of the Supplier. The Supplier will reimburse OSBI expenses incurred for necessary repair or replacement.

C.9. Moving Furniture/Equipment

- C.9.1.** As soon as practical, after award of this contract, the OSBI Facilities Manager or designee will show the Supplier those items of equipment that are not to be moved by janitorial personnel during the cleaning process. Items that must not be moved may include, but not be limited to, file cabinets, desks, computers, and appliances. Items that must be moved prior to tasks such as vacuuming, mopping, removing or applying floor finishing, and carpet shampooing may include, but not be limited to, chairs, tables, floor or chair mats, and trash cans.

C.10. Performance

- C.10.1.** It is the Supplier's responsibility to bring everything included in this Contract up to standard. OSBI should only have to point out rare and isolated problems, if any. Anything not acceptable in accordance with the contract shall be corrected immediately. Failure to do so will constitute grounds for filing Supplier complaints with OMES, Central Purchasing potentially leading to corrective action, up to and including termination of contract.

C.11. Hazardous Substances

C.11.1. Supplier shall ensure that labels on containers of hazardous substances are not removed or defaced. If substance has been put in containers other than their original container, such containers must be labeled. Labels shall include the name of the product, the hazardous substance(s) it contains, and instructions in case of emergency. Material Safety Data Sheets shall be furnished to the OSBI.

C.12. Emergencies

C.12.1. In an emergency affecting safety of person or property, the Supplier shall act, at the Supplier's discretion, to prevent threatened damage, injury, or loss.

C.13. Space Allocated to the Supplier

C.13.1. The OSBI will provide secure space for storage of supplies and equipment belonging to the Supplier. Space allocated to Supplier shall be kept neat and clean at all times. All materials and cleaning supplies and equipment shall be stored using the manufacturer's recommendations. This shall prevent any chemical spills, chemical fumes, and provide for the safe storage of all cleaning equipment and supplies.

C.13.2. All wet mop heads must be rinsed carefully after each use and replaced with new or clean dry mop heads when rinsing no longer restores them to a reasonable state of cleanliness. When not in actual use all such equipment, tools, and carts will be stored or left only in the designated storage areas.

C.13.3. Dirty water and cleaning solutions shall be disposed of immediately in hopper sinks or floor drains in janitorial area. Cleaning solutions shall not be disposed of in any other floor drain, or in the restrooms, sinks in kitchens, food service areas, dining rooms, or dishwashing areas. Cleaning gear closets shall be kept in a clean and orderly manner. Sink strainers or floor drain covers shall not be removed except for cleaning purposes and will be replaced immediately after cleaning.

C.13.4. All materials and supplies shall be stored in accordance with applicable fire regulations. In no case shall rags be permitted to accumulate in boxes or cans. Clean rags may be stored in metal containers at the floor level provided the containers are equipped with lids which are kept in place at all times. Combustible materials subject to spontaneous ignition must be disposed of or stored outside the building in covered metal containers.

C.14. Safety Measures

C.14.1. The Supplier shall be responsible for instructing janitorial personnel in appropriate safety measures. Janitorial personnel must not place mops, brooms, machines, or other equipment in traffic lanes or other locations in such a manner as to create safety hazards. Appropriate, neat appearing, well-kept signs to indicate wet or hazardous floors or to caution staff or customers walking in an area being cleaned by janitorial personnel, as applicable, shall be provided by the Supplier. Such signs shall be displayed at all times in all areas where cleaning operations are in progress which necessitate the use of any equipment or supplies such as buckets, wires, ladders, water, wax, etc., which cause a traffic obstruction or hazard. Janitorial personnel shall be required to interrupt their work at any time to allow people to pass.

C.15. Full Initial Cleaning

C.15.1. Supplier will assume the OSBI building as is. Upon cleaning each area for the first time the janitorial personnel shall remove all residual and accumulated dirt and soil even though such dirt and soil may have been in existence prior to the effective date of the contract. This includes, but is not limited to completing every item listed in this section including cleaning and waxing all tile floors according to manufacturer's specifications, washing interior windows, etc.

C.16. Supplier Furnished Supplies

C.16.1. The Supplier will furnish all necessary supplies other than those specified in Section C.17. Supplies shall be of the highest quality and the most suitable type and grade for the work called for under this contract.

C.17. OSBI Furnished Supplies

C.17.1. The OSBI will furnish all electricity and water necessary for the accomplishment of work called for in accordance with these specifications. The OSBI shall also supply the following items for use on this contract by the Supplier.

C.17.1.1. Paper, Toilet Tissue

C.17.1.2. Towels, Paper, Single-Fold, Multi-Fold, Roll

C.17.1.3. Soap, Hand

C.17.1.4. Trash Bags, Plastic (Multiple Sizes)

C.17.1.5. Deodorizing Blocks

C.17.1.6. Spray Deodorant

C.17.1.7. Toilet Seat Covers

C.17.2. Items are not to be provided to other than janitorial personnel for use in the OSBI facility and requests for replacement will be made through the OSBI Facilities Manager and Supply Supervisor or designee. Periodic orders will be placed for OSBI furnished supplies to prevent depletion of stocks. The Supplier shall use every means to conserve the use of OSBI furnished supplies.

C.18. Storage of Supplies

C.18.1. All materials not immediately in use must be properly stored to avoid safety hazards.

C.19. Definitions of Tasks Listed on the Task and Frequency Chart (Attachment A)

C.19.1. Uncarpeted Floors – Sweeping

C.19.1.1. Floors will be swept clean so that no dust streaks remain and no dust will be allowed to remain in corners, behind radiators, space heaters, doors or under furniture and on stair treads and risers. All furniture and equipment moved during the sweeping process will be replaced at the completion of the work. Sweeping debris will be removed to receptacles intended for this purpose. Floor expansion joints must be cleaned by mechanical vacuum equipment to remove trapped dust and other debris.

C.19.2. Uncarpeted Floors – Mopping

C.19.2.1. All floors shall be cleaned and maintained according to the manufacturers recommendations (See Attachment C). All floors must be swept clean before mopping. Clean mops and water with detergent solutions appropriate for removal of soil shall be used. Floors will be wet mopped to remove dirt and stains that cannot be removed by sweeping or vacuuming. Floors will be rinsed to remove detergent residue and any dingy or cloudy appearances. Water splashed on baseboards, walls, doors, furniture and equipment will be removed immediately. Special care shall be used in mopping stairs to insure water does not drip over ends of treads onto wall surfaces. All floors will be maintained free of heel, cart, and other marks.

C.19.3. Uncarpeted Floors – Stripping

C.19.3.1. Stripping of all floors shall be accomplished per manufacturers specifications indicated in Attachment C. Stripping will result in the removal of floor finish from all surfaces down to the floor material using the finish remover appropriate for the flooring material being stripped of solution, dirt, and film. Floor surfaces shall be left free of all dirt, stains, deposits, cleaning solutions, standing water, and will have a uniform appearance when dry. Buildup removal shall also include corner of doorways and door thresholds.

C.19.3.2. The frequency schedule for this task may be adjusted when it is determined refinishing is not necessary, and is mutually agreed to by the OSBI Facilities Manager or designee and Supplier. Floor surfaces shall be left free of all dirt, stains, deposits, cleaning solution, standing water, and will have a uniform appearance when dry. Movable furniture and equipment (See Section C.9) shall be removed during stripping and refinishing operations. Mechanical equipment used in this operation shall present no obstacle, such as wires or cords, which creates a safety hazard when OSBI employees or customers are present.

C.19.4. Uncarpeted Floors – Finishing

C.19.4.1. Floor finishing should be accomplished per manufacturers specifications indicated in Attachment C. The appropriate floor finish for different floor coverings shall be used in the application of floor finish. Finishes shall be applied to surfaces only after they have been thoroughly cleaned by mopping, scrubbing, or stripping, as required as appropriate to keep the floor fully protected. Finishing shall be done in heavy traffic areas between regularly scheduled finishing.

C.19.5. Uncarpeted Floors – Buffing

C.19.5.1. Floor buffing should be accomplished per manufacturers specifications indicated in Attachment C. Buffing will be accomplished according to the recommendations of the manufacturer of the floor finish used. A buffing machine shall be used and buffing shall be enough to bring surfaces to a uniform luster. Movable furniture and equipment (See Section C.9) shall be moved during the buffing operation and then properly replaced. After buffing, all residual dirt and dust shall be removed. Spray buffing will be used to remove limited soil spots which resist mopping.

C.19.6. Carpet – Vacuuming

C.19.6.1. Carpet vacuuming shall thoroughly remove all airborne soil and dry dirt from it. Dry or loose dirt includes sand, grit, dust, cigarette ashes, and other types of non-adhesive soils. Supplier must change vacuum bags regularly or repair/replace defective vacuum equipment to ensure maximum performance of the equipment. Movable furniture and equipment (See Section C.9) shall be moved during vacuuming and then properly replaced. Entry mats shall be included in this section.

C.19.7. Carpet – Spot Cleaning

C.19.7.1. Spot cleaning of the carpet areas should be accomplished per manufacturers specifications indicated in Attachment B. Spot cleaning will be done to maintain carpet in a responsible manner. Entry mats shall be spot cleaned as required.

C.19.8. Carpet – Full Cleaning

C.19.8.1. Full carpet cleaning will be accomplished per manufacturers specifications indicated in Attachment B. Only products, or equivalent, specified by the carpet manufacturer shall be used in the full carpet cleaning process. Carpet cleaning schedules will be established with OSBI Facility Manager or designee and Supplier prior to the work being performed.

C.19.9. Carpet – Anti-Static

C.19.9.1. Application of agents recommended by the carpet manufacturer will be used in the anti-static treatment of specified areas.

C.19.10. Walls – Spot Cleaning

C.19.10.1. Spot cleaning shall remove soil and stains, rubber burns, handprints, smudges, food particles, chemicals, blood, and other blemishes. Spot cleaning will include maintenance of glazed or ceramic wall and baseboard tiles and the removal of residue in grout joints of tile walls. Light switches are included in this provision.

C.19.11. Walls – Full Cleaning

C.19.11.1. Full cleaning of walls shall include vacuuming areas so that they are free of all dust streaks, lint, and cobwebs but not imbedded dirt. Cleaning shall also include wall-mounted fixtures except for items of equipment and Art designated by OSBI Facilities Manager or designee. Cleaned surfaces of walls, exposed pipes, and equipment will have a uniform clean appearance free from dirt, stains, streaks, lint, and cleaning marks. Glaze ceramic tile surfaces shall be free of film, streaks, and deposits. Light switches are included in this provision.

C.19.12. Interior Glass and Window Cleaning

C.19.12.1. All exposed glass surfaces which are not an integral part of the exterior surfaces of the building shall be cleaned weekly as needed to present a neat, clear appearance and shall be free from streaks and smudges. This includes but is not limited to glass partitions, interior glass doors and glass on both sides of the doors, display cases, directory boards, and mirrors. Adjacent trim shall also be cleaned.

C.19.12.2. Glass and windows in the lobby/atrium areas will be cleaned on the inside and outside up to nine (9) feet quarterly to present a neat, clean appearance and shall be free from streaks and smudges.

C.19.12.3. The interior side of all exterior windows shall be cleaned annually except for those located in the atrium areas above the nine (9) foot level. All interior windows shall have a full cleaning based on a schedule outlined in Attachment A.

C.19.13. Exterior Doors

C.19.13.1. Entry door glass, trim, handles, and thresholds will be cleaned and/or polished to present a neat, clear appearance and shall be free from streaks and smudges.

C.19.14. Lobby

C.19.14.1. Lobby areas will be swept, damp mopped, and/or vacuumed and carpet spot cleaned on a schedule outlined in Attachment A. Lobby planters will be policed for debris daily and the outside of the container will be cleaned and polished monthly.

C.19.15. Dusting

C.19.15.1. Dusting shall be accomplished on all horizontal surfaces including, but not limited to, horizontal and vertical window blinds, up lighting fixtures, window ledges and trims, door trim and exposed shelving, desks, filing cabinets, artificial plants, or any surface that may serve as a depository for the accumulation of dust or dirt.

C.19.16. Metal Surfaces

C.19.16.1. Metal push plates, kick plates, name plates, doors, metal protective corner plates, elevator call buttons/plates, and other metal fixtures shall be cleaned and polished to present a clean appearance. Spillage and marks on adjacent surfaces resulting from polishing metal surfaces will be removed.

C.19.17. Furniture/Cabinet Cleaning

C.19.17.1. Wood and metal desk tops and sides, table tops and sides, chairs, divans, and all other furniture, including legs thereof, shall be damp wiped so as to remove dust, soil stains, and grease. Miscellaneous pencil, ink, and other markings shall be removed from furnishings as they occur. This provision and the indicated frequencies also apply to vinyl, plastic, and fabric upholstered furniture. Vinyl and/or plastic shall be wiped with damp or wet cloths. Non-washable fabrics will be vacuumed on

all exterior surfaces and sides of removable cushions. Metal and wood furniture shall be cleaned using the appropriate cleaning compound. Cleaning of stainless steel and other built-in counters, cabinets, and furniture is included in this provision. Tops and exterior of appliances will be cleaned weekly.

C.19.18. Refrigerators

C.19.18.1. The Supplier shall clean the inside of each break room refrigerator quarterly. The OSBI Facilities Manager or designee and Supplier will establish a schedule. The Supplier shall post a sign on each refrigerator at least two (2) working days prior to the proposed cleaning notifying the employees that the refrigerator will be cleaned and the employee is to remove all dishes and containers from the refrigerator. The Supplier shall dispose of any dishes or containers left in the refrigerator. The Supplier shall not be liable for any dishes or food items that are disposed of. Condiments and dressings may remain the refrigerator; however, the janitorial personnel shall check the expiration date and will dispose of any item that has passed the expiration date.

C.19.19. Trash Removal

Waste receptacles will be emptied on a schedule outlined in Attachment A. Washing and scrubbing to remove soil will be accomplished as required. New trashcan liners will be placed appropriately in trashcans as required. All trash including books, boxes, and any other items marked trash will be removed and deposited into the OSBI provided dumpster and secured to prevent trash from blowing out of the dumpster. Boxes, files, etc., not in trash cans will not be thrown away unless it is plainly marked trash.

C.19.20. Dispensers

C.19.20.1. All paper towels, toilet paper, and hand soap dispensers shall be maintained with an adequate supply at all times. All dispensers will be damp cleaned in and out prior to filling. Soap dispensers will be cleaned at each refilling or as required. Stocking of refill supplies in the area of the dispensers will not be permitted. Dispensers found defective will be reported to the OSBI Facilities Manager or designee. Dispensers will be serviced as frequently as necessary to insure a continuous supply.

C.19.21. Ceramic/Metal

C.19.21.1. Commodes, urinals, washbasins, sinks, and drinking fountains shall be cleaned inside and out, including under fixture edges and lips, to remove all deposits and stains, including rust and scale. Brass and chrome fittings shall be cleaned to remove foreign matter and watermarks. Stall partitions, and woodwork that is not washable shall be spot cleaned to remove accumulations of dirt and pencil or other marks. The appropriate detergent solution shall be used in cleaning partitions or woodwork.

C.19.22. Ducts/Louvers/Door Grills

C.19.22.1. All intake and exhaust ducts, exterior radiator vents, airway louvers, and door grills will be vacuumed to remove dust, lint, dirt, and other foreign matter. Cleaning of interior duct ways shall not be the responsibility of the Supplier.

C.19.23. Exterior Maintenance

- C.19.23.1.** Janitorial personnel shall dispose of all trash, litter, or other debris within 25 feet of the exterior building entry doors.
- C.19.23.2.** All waste receptacles located outside the building will be emptied and trash deposited into designated trash bins.
- C.19.23.3.** All smoking urns located outside the building will be emptied. Smoking waste will be collected in metal containers containing sufficient water to cover the contents and then drained and removed to outside collection facilities. Water or sand urns will be refilled as required.
- C.19.23.4.** Picnic tables, benches and any other exterior furniture shall be washed or cleaned to present a neat and clean appearance as required. All exterior sidewalks within 25 feet of OSBI facility entrances shall be swept to remove all debris including but not limited to dirt, cigarette butts, leaves, and grass as required. All material will be disposed of in dumpster(s) provided by the OSBI.

C.19.24. Grout

C.19.24.1. The grout in all ceramic tile areas shall be cleaned and sealed in accordance with manufacturer's specifications as detailed on Attachment C.

C.19.25. Special Services

C.19.25.1. Elevators

C.19.25.1.1. Cleaning of all interior surfaces of passenger and service elevators shall be done weekly to maintain them in a presentable, polished appearance. All cleaning shall be accomplished in the same manner as indicated for the cleaning of similar surfaces under other provisions of this contract. All light fixtures, ventilator slots, and guide

tracks shall be cleaned weekly. All elevator floors shall be buffed and refinished as needed. Elevator tracks and doors on each floor of the facility shall be cleaned.

C.19.25.2. Stairways

- C.19.25.2.1.** Stairways will be swept weekly and mopped monthly or as required to remove dirt and stains. All stairway doors, handles, light fixtures, and handrails will be dusted and/or cleaned as required to maintain and clean and neat appearance. Other cleaning functions shall be performed with a frequency required to keep these areas in a clean and sanitary condition.

C.19.25.3. Exterior Windows and Interior Lobby Windows above Nine (9) Feet

- C.19.25.3.1.** If included in this contract, all exterior windows and interior lobby windows above nine (9) feet shall be cleaned to present a neat and clear appearance. The windows will have a uniform, clean appearance free from dirt and streaks. Windows will be cleaned annually on a schedule determined by the OSBI Facilities Manager or designee and Supplier. The Supplier will provide a cost to clean exterior windows and lobby windows above nine (9) feet as an option.

C.19.25.4. Ceiling Light Lenses/Up lighting

- C.19.25.4.1.** Light lenses and up lighting will be cleaned as required to remove bugs and other debris.

C.19.25.5. Mechanical Rooms

- C.19.25.5.1.** All mechanical rooms will be swept with a dry mop once every six months. Spot/wet mopping will be completed as required.

C.20. Desired Results

- C.20.1.** While the foregoing definitions of tasks are intended to produce a “minimal acceptable” level of performance, the Supplier is encouraged to expend all possible effort to deliver “optimal, achievable” results at acceptable economic levels.

C.21. Task and Frequency Code Index

- C.21.1.** D – Daily
- C.21.2.** W – Weekly
- C.21.3.** 2xW – Twice per Week
- C.21.4.** M – Monthly
- C.21.5.** 2xM – Twice per Month
- C.21.6.** M3 - Quarterly
- C.21.7.** AR – As Required or Requested*
- C.21.8.** M6 – Semi-Annually
- C.21.9.** A – Annually

*The technical provisions of the Task and Frequency Chart that are annotated with a cleaning frequency of “AR” (as required or requested) shall be cleaned as frequently as necessary to maintain a maximum state of aseptic cleanliness and a maximum state of esthetic or visual cleanliness.

D. EVALUATION

D.1. Evaluation Criteria

- D.1.1.** Bids shall first be evaluated based on the mandatory administration requirements including such items as incomplete forms with the absence of the company authorized signature, additional Supplier terms and conditions, incomplete Confirmation of Onsite Inspection form, and absence of Confirmation of Onsite Inspection form. Suppliers that do not meet the mandatory administration requirements will be deemed as non-responsive and shall not be considered further.
- D.1.2.** Only responsive bids will be evaluated utilizing the following best value criteria:
 - D.1.2.1.** Cost.
 - D.1.2.2.** Supplier's acceptance of the requirements listed in Section C.
 - D.1.2.3.** Staffing and their ability to pass the OSBI Vendor Background Check.
 - D.1.2.4.** References/past performance.

D.1.2.5. National Certification.

D.1.3. After the successful Supplier is selected, OSBI reserves the right to award or not award the optional section E.3.4 to the successful Supplier.

E. INSTRUCTIONS TO BIDDER

E.1. Solicitation

E.1.1. Suppliers are expected to examine the solicitation, statement of work, instructions, and all/any amendments. Failure to do so will be at the Supplier's risk.

E.2. Response Submission

E.2.1. Supplier is to submit two (2) complete copies of their response on two (2) separate CDs (one copy on each Disc) which includes the completed proposal including the scanned images of the required OMES signed forms. CDs must be unprotected documents. Original hard copies are not required. Faxed or emailed responses will not be accepted. Please mark the CD's with the company name, solicitation number, and closing date. This requirement supersedes the hard copy requirement listed in A.2.4.

E.2.2. Supplier is to submit their response copies to the OMES, Central Purchasing address listed on the front page of this solicitation.

E.2.3. Please ensure that your Discs are marked clearly with the RFP Number.

E.2.4. PDF is an acceptable format for solicitation responses. This overrides requirements of A.2.4.

E.3. Submission Requirements

E.3.1. Suppliers are to provide a minimum of three (3) references of businesses that the Supplier provided janitorial services which are similar in size and scope or function within the past two (2) years. Include the company name, address, contact name, phone number, fax number (if available), email address, and period of time services were provided (See Supplier Response Form - Attachment D).

E.3.2. Suppliers are to provide a cost to complete janitorial services as specified in this document on a monthly basis for the initial term and four (4) options to renew (See Section H).

E.3.3. Staffing

E.3.3.1. Suppliers are to provide the number of staff to be assigned to this project daily.

E.3.3.2. Suppliers are to list the estimated number of hours it will take for each staff member assigned to this project to complete the daily cleaning.

E.3.3.3. Suppliers are to supply the names of all staff assigned to this contract.

E.3.3.3.1. Please note: All staff assigned to this contract will have to pass the OSBI Vendor Background Check in order to enter the building and perform the services described in this RFP. See C.2.6 for further information.

E.3.4. Suppliers are to indicate their acceptance of the specifications listed in Section C.

E.3.5. Suppliers are to list any National Certifications they may possess.

E.3.6. Supplier may provide a cost to complete window washing of exterior windows and interior break room and lobby windows above Nine (9) feet as an option. A minimum of two (2) washings per year is required (See Section H).

F. CHECKLIST

F.1. Attachments

F.1.1. Attachment A – Frequency Chart

F.1.2. Attachment B – Carpet Care Information

F.1.3. Attachment C – Floor Care Information (other than carpet)

F.1.4. Attachment D – Bidder Response Form

F.1.5. OMES Form CP 020 - Confirmation of On-Site Inspection

G. OTHER

G.1. Site Visit

G.1.1. A **Mandatory site visit** is required and will be held at the OSBI Forensic Science Center located at 800 E. 2nd Street, Edmond, Oklahoma on **August 29, 2016 at 2:00 P.M. CDT.** No other dates and times will be allowed for a site visit. Upon arrival all Suppliers should check in with OSBI contact; Nancy McFarland inside the lobby of the

building. A Confirmation of Onsite Inspection form is attached with this solicitation. Suppliers must bring the form and complete it at the time of a site visit. The completed Confirmation of Onsite Inspection form must be submitted with the bid response.

G.2. Question Submittal

G.2.1. All questions regarding this solicitation must be submitted in writing and are to be emailed no later than **August 31, 2016 at 11:00 a.m.** Central Standard Time. Questions are to be emailed to Linda.Lechtenberg@omes.ok.gov. Questions received after this date will not be answered. If any questions are received, an amendment to this solicitation will be posted on our website after this deadline listing all questions received and their answers. In addition, suppliers will be notified the amendment is on our website. Any communication regarding this RFP must be sent to Linda Lechtenberg at the email address listed above. Failure to do so (contacting the agency directly), may result in your proposal being deemed as non-responsive. Please be sure to reference the RFP number when emailing questions.

H. PRICE AND COST

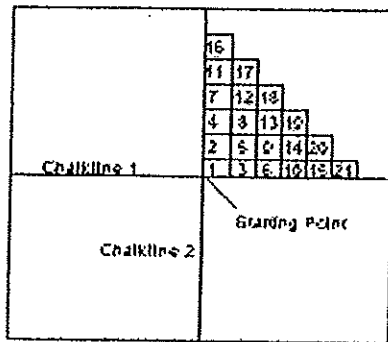
H.1. Janitorial Services Monthly Rate

- H.1.1. Initial Term \$ _____/month
- H.1.2. 1st Option to Renew \$ _____/month
- H.1.3. 2nd Option to Renew \$ _____/month
- H.1.4. 3rd Option to Renew \$ _____/month
- H.1.5. 4th Option to Renew \$ _____

H.2. Exterior and Lobby Window Washing Rate

H.2.1. Supplier may provide a per wash cost to provide exterior and interior windows above 9' in the break room and lobby: \$ _____/per wash.

Illustration B:



5. Slide modules into position to prevent yarn from being trapped between the modules. Trapped yarn will adversely affect the appearance of the installation and will cause alignment problems.

6. Modules must fit snugly, but not be compressed. Check for fit by measuring the length of ten full modules after installation. The measurement must not be less than, or exceed by more than 1/4 inch, the length of the modules being multiplied by ten. For example: if 18" X 18" modules are being installed, the measurement should be between 180 and 180 1/4 inches.

CUTTING TECHNIQUES

1. Modules may be cut by measuring and cutting from the back using a straight edge. Care must be taken to assure the arrows are pointing in the correct direction.
2. Modules may also be cut by letting them cover up the wall and cutting with a cushion back wall trimmer or similar tool. **DO NOT COMPRESS!**

POST INSTALLATION CARE

1. Roll the entire installation with a 75 lb roller once it is completed.
 2. Use plywood over the carpet when heavy objects are moved within 24 hours after installation.
 3. Protective chair mats under chairs with casters are recommended. This will prevent excessive wear to the face and possible transfer of the pressure sensitive adhesive to the back of the carpet.
 4. A non-staining building material paper must be placed over the carpet to protect it when additional construction activity is to take place that would soil or stain it. **Do not use plastic sheeting as it will trap moisture.**
- Shaw Technical Bulletins are updated as new information becomes available. To determine if this represents the most current information, call 1-800-471-7429 and ask for the current bulletin number and date. C200-01/28/05.
- These installation procedures are intended to assist in the installation and care of DesignWeave Modular carpet under most job conditions. Specific questions regarding installation and maintenance not covered within must be referred to the Shaw Industries Technical Services Department at 1-800-471-7429. Any variance from these procedures will become the responsibility of the installer and not the manufacturer.

STEP 3: CLEANING

With an appropriate maintenance program in place, the next step is to follow it. An explanation of recommended cleaning methods, and guidelines for each is listed below.

Vacuum: Vacuuming is the most important element in the maintenance of carpet and overall appearance of the facility. Vacuums are designed to remove dry soil, which accounts for 85 percent of soil tracked into a building. Frequent usage captures dirt at the surface before it settles and becomes more difficult to remove. A quality vacuum is vital to prolonging the life of your carpet. When selecting a vacuum, be sure it is certified by the Carpet and Rug Institute (CRI) Vacuum Cleaning Indoor Air Quality Program (www.carpet-rug.org).

Interim cleaning: Interim cleaning may be conducted between extractions to reduce the total number of extractions and renew carpet appearance.

- *Low moisture encapsulation:* Low moisture encapsulation systems efficiently improve carpet appearance with limited down time for cleaning and drying. The cleaning agent R2Xtra, or another encapsulating cleaner certified by the Carpet and Rug Institute (CRI) Seal of Approval Program, is applied and mechanically agitated into the carpet pile, allowed to dry, then vacuumed to remove the encapsulated soil. In conjunction with scheduled hot water extraction, the low moisture method helps maintain premium carpet appearance.
- *Other interim systems:* Other methods, such as the Bonnet, provide merely a temporary appearance enhancement because they only absorb at the surface and provide no extraction of deep soil. A spinning bonnet also may damage the pile. Designweave does not recommend the Bonnet method.

Hot water extraction: Hot water extraction cleans the oily materials that vacuums can't remove, which accounts for 15 percent of all soil. The frequency of hot water extraction should be defined by the maintenance schedule. If the carpet looks dull or dirty between cleanings the frequency should be increased. Proximity to areas with a high content of oily soil may require more frequent hot water extractions.

- *Steps to follow:*
 1. Thoroughly vacuum all carpet.
 2. Apply a traffic lane cleaner such as R2Xtra, or another cleaner certified by the CRI Seal of Approval Program (www.carpet-rug.org).
 3. Agitate carpet to allow cleaner to penetrate. Allow 10 min. dwell time.
 4. Extract with an extraction unit that can apply rinse water at a rate greater than one gallon per minute, with sufficient recovery power to avoid over-wetting the carpet. Do not use extraction machines that recycle the water.

5. Use fans or air movers to decrease drying times.

- Do not use cleaning agents containing optical brighteners or silicon-based anti-soil treatments.
- Self-contained, walk-behind machines that apply a cleaning solution at a rate balanced with the recovery capability of the machine do not perform as well as a high-performance extractor. These machines should be used as an interim method, supplemented by periodic high-performance cleaning.

STEP 4: SPOTS AND SPILLS

Unlike planned maintenance, spot and spill removal is the reaction to an unplanned incident and should *always involve immediate action*. In general, solids should be gently removed and liquids blotted with a white towel, working from the outer edge of the spill toward the center. Next, apply R2Xtra or another spotter certified by the CRI Seal of Approval Program to the stained area. Agitate with a soft bristle brush (do not scrub) and allow solution to dwell on the carpet for a minimum of 10 minutes. When dry, remove by vacuuming. Wet stains, severe stains, or bodily fluids should be removed by a portable extractor. If this does not fully remove the stain, contact a professional cleaner or follow the recommendations on the chart below.

SPOT AND SPILL REMOVAL

Adhesive: Carpet	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Alcoholic Beverages	Clean with R2Xtra or another general purpose cleaner.
Asphalt	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Betadine	Clean with a sodium thiosulfate solution or streepene solution for solution dyed carpet. Follow with R2Xtra or another general purpose cleaner.
Blood	Clean with R2Xtra or another general purpose cleaner. If blood is dry, an ammonia solution may be used.
Butter	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.

Chewing Gum	Freeze, then shatter and vacuum. Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Chocolate	Clean with an ammonia solution. Follow with R2Xtra or another general purpose cleaner.
Coffee	Clean with a white vinegar solution or acidic spot cleaner. Follow with R2Xtra or another general purpose cleaner.
Cola	Clean with R2Xtra or another general purpose cleaner.
Cosmetics	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Crayon	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Deicer, Salt	Vacuum and blot. Then clean with R2Xtra or another general purpose cleaner.
Excrement	Blot and clean with R2Xtra or another general purpose cleaner.
Food	Clean with R2Xtra or another general purpose cleaner.
Furniture Polish	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.

Grease	Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner.
Ink • Ballpoint • Permanent • Washable	<ul style="list-style-type: none"> • Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner. • Clean with a solvent designed for grease removal. Follow with R2Xtra or another general purpose cleaner. • Clean with R2Xtra or another general purpose cleaner.

**Maintenance Recommendations - Arteffects, Excelon & Standard
Excelon (Companion Square, Feature Tile/Strips, Stonetex, Imperial
Texture and MultiColor)**

Maintenance \ Specific Product Maintenance Recommendations\Maintenance Recommendations - Arteffects, Excelon & Standard
Excelon (Companion Square, Feature Tile/Strips, Stonetex, Imperial Texture and MultiColor)

Initial Protection Immediately After Installation :

Smart maintenance programs consist of thorough dirt and grit control, removal of spills and stains, and protection of the floor surface. Walk-off mats, sweeping, mopping, and vacuuming all help in the control of loose dirt and grit. Damp-mopping, spot-cleaning, and washing will remove most spills and stains. Polishing gives the floor an easy to maintain protective coating which enhances both appearance and longevity. Following these maintenance instructions will minimize maintenance costs and maximize appearance and durability.

NOTE: Armstrong commercial vinyl composition tile is coated with the Fast Start Factory Finish. Fortunately the Fast Start Factory Finish makes initial maintenance quick and easy and does not require removal after installation. It is compatible with commercial floor polishes such as Armstrong S-480 Floor Polish and reduces the need to strip the tile. Vinyl composition tile require polishing for protection, ease of maintenance and an attractive overall appearance.

STONETEX NOTE : Although Stonetex presents a monolithic or solid-colored image, the speckled pattern enables it to look better longer than Feature Tile or other nonpatterned vinyl composition tile. Stonetex may require more frequent maintenance than a typical vinyl composition tile with a more prominent pattern. Darker-colored patterns may be susceptible to scratch whitening. These colors may require more frequent maintenance if used in field areas: 52148, 52149, 52150, 52151, 52152, 52153, 52154, 52157

FEATURE TILE NOTE : Feature Tile, like solid-colored floors of any composition, show scratches and soiling more readily than patterned materials. They have been designed for use as decorative bands, borders and spot accent colors in combination with other Armstrong 1/8" Standard Excelon and Excelon Tile. Feature Tile is not suitable for use as an overall floor color and is not recommended or guaranteed for this use. When first installed, their plain-colored surface may reveal a light dusty or powdery film and some directional surface markings. These are common to the production of this type of product, but the markings will be eliminated with regular cleaning and polishing, and they will not affect the performance of the floor.

IMPERIAL TEXTURE NOTE : Darker-colored patterns are subject to scratch whitening. These colors may require more frequent maintenance if used in field areas: 51813, 51814, 51816, 51818, 51820, 51821, 51824, 51868, 51869, 51871, 51874, 51878, 51879, 51880, 51882, 51884, 51942, 51943, 51944, 51945, 51946, 51947, 51948.

ARTEFFECTS NOTE: Darker-colored patterns may be susceptible to scratch whitening. These colors may require more frequent maintenance if used in field areas: 57207, 57211, 57213.

Initial Protection

The typical construction site involves various tradespeople and an equal variety of dirt, soils, traffic and stains all of which can damage the unprotected flooring. The application of several coats of polish immediately after installation will help protect the new flooring and most likely reduce the number of tiles needing replacement before the area is put into actual use.

Do not wet wash, scrub or strip the floor for at least four or five days after installation (this

prevents excess moisture from interfering with the adhesive bond).

Scrub the floor with a neutral detergent solution such as Armstrong S-485 Floor Cleaner at 4 to 6 ounces per gallon and a scrubbing pad (3M blue/green, or equal), or equivalent brushes. If the floor is badly soiled and/or scratched, strip it using the same procedure but substituting a stripping solution such as Armstrong S-490 Floor Stripper.

1. Thoroughly rinse floor and allow it to dry.
2. Apply three to five coats of a high-quality commercial floor polish such as Armstrong S-480 Floor Polish. The use of a high-quality stain-resistant sealer such as Armstrong S-495 Floor Sealer should be considered in areas of high traffic, high soil load or high staining potential.

Daily/ Regular Maintenance :

1. Sweep or vacuum thoroughly.
2. Damp-mop with a neutral detergent solution such as Armstrong S-485 Floor Cleaner at 3 to 4 ounces per gallon, while carefully scrubbing black marks and excessive soil.
3. Apply two coats of a high-quality commercial floor polish such as Armstrong S-480 Floor Polish.

Periodic Maintenance :

1. Sweep or vacuum frequently.
2. Damp-mop or lightly scrub the floor with the appropriate pads or brushes, using a neutral detergent solution such as Armstrong S-485 Floor Cleaner at 3 to 4 ounces per gallon.
3. If the floor has been scrubbed, thoroughly rinse and allow it to dry.
4. If there is sufficient (three to five coats) polish remaining on the floor, spray-buff or burnish to restore gloss.

Restorative Maintenance :

Strip the floor only when necessary, following procedures outlined in Preparation for Commercial Traffic above. No-scrub and/or no-rinse strippers are not recommended on tile floors less than two years old, because they may affect the adhesive bond.

Care and maintenance

care and maintenance

One of the greatest things about ceramic tile is that it's a true low-maintenance material. Minimal effort will keep it looking great for years to come. A few steps taken when a tile installation is completed will simplify maintenance considerably.

routine tile care

Wipe glazed wall tiles periodically using a cloth or sponge dampened with non-abrasive household cleaner. Vacuum glazed floor tiles regularly to remove dirt and other gritty particles, then damp mop or sponge with a water-based all purpose cleaner. Wax cleaners and oil-based detergents may decrease the slip resistance of ceramic tile. Remember not to use ammonia, as it will discolor grout.

Clean unglazed wall and floor tiles in a similar manner using a solution of water and soapless detergent instead of an all-purpose water-based cleaner.

-grout care

Once the tile has been cleaned and dried (shortly after installation), grout joints should be treated with a silicone sealer. Grout, the material used to fill the spaces between tiles, is porous, and sealing it at this time will simplify maintenance in the future (epoxy grouts do not require a sealer).

We recommend you apply a sealer (grout joint application only) at least twice a year for maximum stain protection.

For all porcelain tiles, we recommend a grout release product to prevent finely powdered pigments from lodging in pores of porcelain surface.

heavy-duty cleaning

Neglected or heavily trafficked tile may require more intensive cleaning. Clean glazed wall tiles with a scouring powder or all-purpose, water-based cleaner applied to a non-metallic pad. Rinse and wipe dry.

For glazed floor tiles, use a commercial tile cleaner, or apply a strong solution of an all-purpose, water-based cleaner or scouring powder paste. Let stand for five minutes, brush and scrub. Then rinse with clean water and wipe dry.

For heavy-duty cleaning of unglazed wall tiles, make a paste of scouring powder. Apply to surface and let stand for five minutes. Scour with brush, rinse and wipe dry.

Unglazed floor tiles can also be cleaned with a scouring powder paste. Let stand for five minutes before scouring with a brush, rinsing and wiping dry. A small brush is suitable for most floors, but you may want to consider using a scrubbing machine for large areas.

To clean badly soiled countertops, apply a solution of scouring powder and very hot water. Let stand for five minutes, then scrub with a stiff brush and rinse.

Commonly available tile cleaning products can be used to remove soap scum, hard-water deposits and mildew stains. These products are available at local supermarkets or home service centers.

For soft water, use an all-purpose, water-based cleaner. Allow cleaner to stand for five minutes before lightly scrubbing with a sponge. Rinse well.

cleansers

Prior to usage, consult the manufacturer of the cleaner, cleanser or detergent for more detailed instructions for use and the impact of their cleaning solution to your tile product.

NEVER combine ammonia with products containing bleach — hazardous gases may result.

do's and don'ts

- Do not use cleansers containing acid or bleach for routine maintenance
- Do not use wax cleaners, oil-based detergents or sealants to maintain your tile (exceptions are made for Quarry). The use of these products may decrease the slip resistance of ceramic tile
- Do not use harsh cleaning aids like steel wool pads or any scouring pads containing metal
- Do not use a cleaning agent that contains color on unglazed tile
- Do not use scouring powders on a small area
- Do use a sealer on grout joints
- Do have a damaged or broken tile removed and replaced only by a qualified tile contractor

stone maintenance

Stone products require unique care. Proper care will preserve the natural stone's original appearance. Use a neutral cleaner with a pH between 7 and 10. Avoid all purpose cleaners or soaps containing water-soluble inorganic or crystallizing salts, harmful alkali or acids. Stone products should be sealed with either a penetrating or surface coating type sealer, depending on desired look. Sealed surfaces should be tested periodically for effectiveness. Many factors will contribute to the length of time a sealer will last, including the type and texture of stone, wear factors, cleaning methods used, weather conditions and sun exposure.

With proper care, American Olean ceramic tile and stone products will look great for years to come. For answers to other questions about your tile and its maintenance not addressed here:

www.americanolean.com or www.tile.com or call 1-888-AOFTILE for the distributor nearest you.

Attachment D

Supplier Response Form

Attach additional pages as needed.

Company Name: _____
Address: _____
Contact Person: _____ Phone Number: (____) _____
Fax Number: (____) _____ Email Address: _____

References: (Section E.3.1)

1. Business Name: _____
Address: _____
Contact Person: _____ Phone Number: (____) _____
Fax Number: (____) _____ Email Address: _____
Time Period Services Provided: _____

2. Business Name: _____
Address: _____
Contact Person: _____ Phone Number: (____) _____
Fax Number: (____) _____ Email Address: _____
Time Period Services Provided: _____

3. Business Name: _____
Address: _____
Contact Person: _____ Phone Number: (____) _____
Fax Number: (____) _____ Email Address: _____
Time Period Services Provided: _____



Confirmation of On-Site Inspection

This form is mandatory and must be enclosed with your solicitation.

Solicitation #: 3080000357

I, _____, representative for the company of: _____ personally visited the facility/facilities related to this solicitation and understand the facility related requirements associated with this solicitation.

Facility Contact Person Name (PRINT) Title

Facility Contact Person Signature Date

Vendor Representative Name (PRINT) Title

Vendor Representative Signature Date

Location Name: OSBI Forensic Science Center

Address: 800 East 2nd Street City: Edmond, OK Zip: 73034

Date: August 29, 2016 Time: 2:00 PM CDT

Agency Contact Person
(for directions only): Nancy McFarland Phone: 715-9572

Any questions as a result of the site visit must be submitted in writing via:

- email to Linda.Lechtenberg@omes.ok.gov
- or fax to 1 - 405 - -

No oral communication of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All modifications to the solicitation must be made in writing by the Office of Management and Enterprise Services, Central Purchasing.