



**OKLAHOMA DEPARTMENT OF HUMAN SERVICES**

**Sequoyah Memorial Office Building**

P.O. Box 25352

Oklahoma City, OK 73125-0352

(405) 521-4314 • [www.okdhs.org](http://www.okdhs.org)



Issue Date: 06/18/2019

**SOLICITATION NOTIFICATION**

**Attention: SALES DEPARTMENT**

Oklahoma Department of Human Services (DHS) has the following solicitation available for bid for Janitorial Services.

#20000471 – DHS Oklahoma County Office: 7201 NW 10th St., Oklahoma City OK 73127.

Mandatory on-site inspection: Friday, June 21st 2019 at 10:30am

Contact Person:

A mandatory on-site Inspection must be completed by bidder on the date shown above and a Confirmation of On-site Inspection form (included in the Solicitation Packet) must be signed by the agency contact and bidder on the date of the mandatory on-site inspection.

**Bid Submission Due Date/Time: Thursday, June 27th 2019 at 3pm CDT**

Amendments to Solicitation may change the response due date.

All questions must be directed to:

Edward Cloud, Contracting Officer

Phone: (405) 521-4315

E-mail: [Edward.Cloud@okdhs.org](mailto:Edward.Cloud@okdhs.org)



## Confirmation of On-Site Inspection

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

Solicitation #: 20000471

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: DHS Oklahoma County Office H

Address: 7201 NW 10th St. City: Oklahoma City Zip: 73127

Date: Friday, June 21st 2019 Time: 10:30am

Agency Contact Person  
(for directions and/or appointments only): Kelly Russell Phone: 470-6200

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

- email to [Edward.cloud@Okdhs.org](mailto:Edward.cloud@Okdhs.org)

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.



1. Solicitation #: 20000471

2. Solicitation Issue Date: 06/27/2019

3. Brief Description of Requirement:

Oklahoma Department of Human Services (DHS) has the following Invitation to Bid (ITB) available for Janitorial Services in Oklahoma County.

Completed response may be returned by:  
Sealed Bid to the location or mailing address below; or  
Email in .PDF format to Edward.Cloud@okdhs.org with the solicitation number 20000471 in the subject line

4. Response Due Date<sup>1</sup>: 06/27/2019

Time: 3:00pm CST/CDT

5. Issued By and RETURN SEALED BID TO<sup>2</sup>:

U.S. Postal Delivery Address: 2400 N Lincoln Blvd

Oklahoma City, OK 73105

Common Carrier Delivery Address: \_\_\_\_\_

Electronic Submission Address: Edward.cloud@Okdhs.org

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

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

7. Contracting Officer:

Name: Edward Cloud  
Phone: 405.521.4315  
Email: Edward.cloud@Okdhs.org

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

<sup>2</sup> 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 #** 20000471

2. **Bidder General Information:**

FEI / SSN : \_\_\_\_\_ Supplier ID: \_\_\_\_\_

Company Name: \_\_\_\_\_

3. **Bidder Contact Information:**

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

4. **Oklahoma Sales Tax Permit<sup>3</sup>:**

YES – Permit #: \_\_\_\_\_

NO – Exempt pursuant to Oklahoma Laws or Rules – Attach an explanation of exemption

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](http://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 with the bid a certificate of insurance.

NO – Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) – Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.<sup>4</sup>

<sup>3</sup> For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

<sup>4</sup> For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>

**7. Disabled Veteran Business Enterprise Act**

- YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.
- NO – Do not meet the criteria as a service-disabled veteran business.

_____	_____
Authorized Signature	Date
_____	_____
Printed Name	Title



**Certification for Competitive Bid and/or Contract (Non-Collusion Certification)**

**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: \_\_\_\_\_ Agency Number: \_\_\_\_\_

Solicitation or Purchase Order #: 20000471

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



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



Financial Services

SUB-RECIPIENT CONTRACTOR'S QUESTIONNAIRE

The financial and business responsibility of Oklahoma Department of Human Services (DHS) as a Pass Through Entity (PTE) must ensure proper discharge of the Public Trust which accompanies the authority to expend Federal Funds. As such, adequate Business Management and Financial Management systems of Sub-grantees and Financial Assistance Contractors must meet the criteria outlined in OMB Circulars, Code of Federal Regulations and Program Law. The accounting system should be integrated with an adequate system of internal controls to safeguard funds and assets, check accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed policies.

Failure to complete this questionnaire will result in the inability of the DHS to meet its requirements as a pass-through entity to file required FFATA reports, as well as inhibit the ability of DHS to complete the contract award.

In the preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) Receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. Federal contracts, subcontracts, loans, grants, sub grants, and/or cooperative agreements.

Answer: Yes \_\_\_ No \_\_\_

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Note: If this information does not apply to your organization please select NO. Please seek legal or professional counsel for clarification. DHS staff are unable to answer this question.

HIGHLY COMPENSATED OFFICERS: Does the public have access to information about the compensation of the five most highly compensated senior executives of your organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Answer: Yes \_\_\_ No \_\_\_

If YES, skip to section A, if NO please list the names and total compensation of the five most highly compensated officers of your organization:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

DHS Staff are unable to answer this question, please seek legal or professional counsel for clarification.

## SUB-RECIPIENT CONTRACTOR'S QUESTIONNAIRE

### SECTION A: GENERAL INFORMATION

**NAME OF ORGANIZATION:**

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**"DOING BUSINESS AS" NAME**

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**ADDRESS:**

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**CITY, STATE, ZIP+4, CONGRESSIONAL DISTRICT:**

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**PRINCIPAL PLACE OF PERFORMANCE:** *Primary site where work will be performed.*

**ADDRESS:**

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**CITY, STATE, ZIP+4:**

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**EMPLOYER ID # \_\_\_\_\_ DUNN & BRAD# \_\_\_\_\_**

**DUNS 4 DIGIT EXTENSION # \_\_\_\_\_ PARENT DUNS # \_\_\_\_\_**

**SUBAWARD PROJECT DESCRIPTION:** *Description should capture overall purpose of the sub-award.*

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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 an entity acquires by purchase, lease purchase, lease with option to purchase, or rental;
- A.1.2. "Addendum" means a written restatement of or modification to a Contract Document executed by the Supplier and State.
- A.1.3. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.4. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.5. "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.1.6. "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 procuring agency 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 procuring agency 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 procuring agency.
- A.3.3. It is the bidder's responsibility to check frequently for any possible amendments that may be issued. The procuring agency 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 procuring agency 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 DHS Finance -Contracts and Purchasing located at 2400 N Lincoln Blvd Oklahoma City, OK 73105 at the time and date specified in the solicitation as the 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 procuring agency 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 procuring agency, shall constitute a contract.

A.9.2. The Contract resulting from this solicitation may consist of the following documents in the following order of precedence:

A.9.2.1. Any Addendum to the Contract;

A.9.2.2. Purchase order, as amended by Change Order (if applicable);

A.9.2.3. Solicitation, as amended (if applicable); and

A.9.2.4. 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 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 Addendum, signed by the State Purchasing Director and the supplier .
- 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 procuring agency 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 Addendums, 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 supplier(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 procuring agency.

#### **A.18. Invoicing and Payment**

- A.18.1. Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered or services provided, and the dates of such delivery or provision of services. An invoice is considered proper if sent to the proper recipient and goods or services have been received.
- A.18.2. State Acquisitions are exempt from sales taxes and federal excise taxes.
- A.18.3. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.18.4. Payment terms will be net 45. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.72.

- A.18.5. Additional terms which provide discounts for earlier payment may be evaluated when making an award. Any such additional terms shall be no less than ten (10) days increasing in five (5) day increments up to thirty (30) days. The date from which the discount time is calculated shall be the date of a proper invoice.

#### **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 supplier(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 procuring agency. 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 supplier(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 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](http://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 Compensation and Billing**

- B.1.1.** Contractor will bill DHS on a monthly basis for services. Claims for reimbursement of services shall be submitted within 90 calendar days of the provision of services. Supplier will provide documentation of such expenses to support requests for reimbursement that may include copies of invoices, evidence of payment by Supplier, and other documents as requested by DHS. Supporting encumbrances may be canceled upon a lapse of six months from the actual provision of services. DHS will have 45 calendar days from presentation of a proper invoice to issue payment to Supplier.
- B.1.2.** If DHS finds that an overpayment or underpayment has been made to Supplier, DHS may adjust any subsequent payments to Supplier to correct the account. A written explanation of the adjustment will be issued to Supplier by DHS.

### **B.2 Sub-Contracting**

The service to be performed under this contract shall not be assigned or sub-contracted in whole or in part to any other person or entity without advance DHS written consent. The terms of this contract and such additional terms as DHS may require shall be included in any approved sub-contract and approval of any subcontract shall not relieve Supplier of any responsibility for performance under this contract.

### **B.3 Limitation of Liability**

Supplier agrees to indemnify DHS and the State of Oklahoma in respect to all damages, expenses, fines, judgments, and costs including attorney fees arising from negligence, acts or omissions of Supplier, Supplier's agents, Sub-Contractors, and assigns in connection with performance of this contract. Without waiving any defense or immunity and subject to the Oklahoma Governmental Tort Claims Act, DHS agrees to bear all expenses, fines, judgments, and costs that may arise from any acts or omission of its officials or employees in connection with this contract.

### **B.4 Severability**

If any provision of this contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

### **B.5 Failure to Enforce**

Failure by the State of Oklahoma at any time to enforce the provisions of this contract shall not be construed as a waiver of any such provisions or of the State's right to do so in the future. Such failure to enforce shall not affect the validity of this contract or any part thereof or the State of Oklahoma's right to enforce any provisions at any time in accordance with its terms. Further, the State's selection of one remedy at law or in equity shall not be deemed an election of remedies and State shall maintain all rights and remedies provided herein.

### **B.6 Whistleblower Protection Act**

The parties acknowledge and agree the Pilot Program for Enhancement of Supplier Employee Whistleblower Protections, 41 U.S.C. Section 4712, may apply to this contract or grant and that no employee of a Supplier, Sub-Supplier, or grantee may be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or public body enumerated in said section, when that employee reasonably believes evidence exists of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety or a violation of law, rule or regulation related to a Federal contract.

## **B.8 DHS Logo Requirements**

During the term of the contract and any subsequent renewal period of the contract, the contractor is authorized and shall include DHS Logo on its website and on all printed materials to indicate services are provided in coordination with DHS. DHS Logo may be obtained from DHS website at: <http://www.okdhs.org/library/news/mk/docs/logos.htm> or by navigating to DHS website at [www.okdhs.org](http://www.okdhs.org), select Newsroom and select Logos. Size selection and placement of the logo on materials or website should be appropriate as determined by the Contractor. Records of the use of DHS logo should be maintained by the Contractor and be made available for review at the discretion of DHS. Contractor is not authorized to modify DHS Logo or to use in any inappropriate fashion. DHS bears no costs associated with the contractor's placement or use of DHS Logo. Upon DHS request, termination of the contract or expiration of the contract, the Contractor will remove DHS Logo from its website and cease production of DHS Logo on printed materials. DHS solely reserves the right to determine enforceability of this clause.

## **B.9. Contract Period**

The contract period will be from 07/01/2019 through 06/30/2020 with DHS having the sole option to renew the contract under the same terms and conditions for four (4) additional periods with a finite ending date of 06/30/2024

## **C. SOLICITATION SPECIFICATIONS**

### **C.1 Objective**

The objective of this solicitation is to receive proposals from Suppliers to provide Janitorial Services at the DHS Oklahoma County Office located at 7201 NW 10th St., Oklahoma City OK 73127. Services will be five days a week from Monday through Friday.

Initial contract period will be from 07/01/19 to 06/30/20. There will be an option to renew for 4 additional periods with a finite ending date of June 30<sup>th</sup> 2024. Renewal will be contingent on the unavailability of a mandatory state use vendor in the area.

### **C.2 Scope of Work**

Please see: Attachment A- Specifications, Attachment B- Task and Frequency Chart, Attachment C- Floor Plan

## **D. EVALUATION**

Award will be based on lowest and best of quoted price.

## **E. INSTRUCTIONS TO SUPPLIER**

The onsite pre-bid conference will be held at 7201 NW 10 St., Oklahoma City OK 73127 on Friday, June 21st 2019 at 10:30am

Questions must be submitted by 3pm CDT 06/25/19

Any questions concerning this Invitation to Bid must be submitted in writing via email to Edward.Cloud@okdhs.org with the Solicitation #20000471 in the Subject Line.

## F. CHECKLIST

Solicitation packets must include:

- Completed responding bidder information form
- Completed non-collusion form
- Completed Sub-Recipient Contractor's Questionnaire
- Proposed Price and cost

## G. OTHER

NONE

## H. PRICE AND COST

Suppliers must give a monthly rate that is inclusive of all services provided under this contract. Suppliers must list below the monthly rate for each of the contract periods.

1 <sup>st</sup> contract period:	July 1, 2019 through June 30, 2020	\$_____ per month
2 <sup>nd</sup> contract period:	July 1, 2020 through June 30, 2021	\$_____ per month
3 <sup>rd</sup> contract period:	July 1, 2021 through June 30, 2022	\$_____ per month
4 <sup>th</sup> contract period:	July 1, 2022 through June 30, 2023	\$_____ per month
5 <sup>th</sup> contract period:	July 1, 2023 through June 30, 2024	\$_____ per month

**STATE OF OKLAHOMA  
DEPARTMENT OF HUMAN SERVICES  
JANITORIAL SERVICES SPECIFICATIONS**

**FACILITY ADDRESS:** 7201 NW 10<sup>th</sup> St  
Oklahoma City, OK 73127

**FACILITY CONTACT:** Kelly Russell

**PHONE NUMBER:** 405-470-6200

**\*FACILITY SQUARE FOOTAGE: 29,799**

\*Estimated

## JANITORIAL SERVICES SPECIFICATIONS

### SECTION I - GENERAL

#### 1.01 SCOPE

These technical provisions cover work to be accomplished in the Oklahoma Department of Human Services (OKDHS) facilities. The work covered in these specifications consists of furnishing all management supervision, janitorial employees, janitorial supplies and equipment (except for those items, if any, of state furnished supplies identified in Section V), necessary for accomplishment of complete janitorial services. All regular janitorial employees will be on the contractor's payroll. In addition to the services included in the definition of tasks (reference Section II), incidental functions not specifically listed but normally part of janitorial responsibility as general practices within the trade shall be provided. Contractor will not be required to change light bulbs/florescent tubes, wash dishes or clean inside of appliances. Janitorial services will be accomplished in accordance with the procedures and standards stated herein.

#### 1.02 JANITORIAL PERSONNEL - QUALIFICATIONS

- (a) The contractor shall employ only qualified personnel who are proficient in performing janitorial services, using modern tools, methods and techniques. All janitorial personnel must be able to understand English sufficiently to comprehend spoken instructions. Janitorial personnel shall at all times be employees of the contractor.
- (b) All janitorial personnel shall present a neat, clean and well groomed appearance at all times.
- (c) Eating or smoking by janitorial personnel while in the performance of their duties shall be prohibited. If janitorial personnel are allowed a break or lunch period during the course of their duties eating or smoking will be allowed in designated areas only.

#### 1.03 INSPECTION

The OKDHS administrator or designee will accomplish random inspections of the facilities to evaluate the contractor's compliance with contract terms. All incomplete or defective work requiring corrective action will be conveyed to the contractor. If performance is not maintained at an acceptable level, according to the terms of this contract, a Vendor Performance Quality Report may be filed, and cancellation of the contract may be recommended.

#### 1.04 BUILDING SECURITY

- (a) **Keys/Access Codes:** The contractor will be provided with keys 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 on an appointment basis during normal working hours of the janitorial personnel. Keys/access codes provided to the contractor will not be duplicated and will not be issued to any particular individual to be retained in their possession while not physically performing duties under this contract. All keys/access codes will be issued to janitorial supervisory personnel.

- (b) Security:** Whenever rooms or areas are locked, it will be a violation of the provisions of this contract for the janitorial personnel to permit use of the keys/access codes in their possession by any other person for the purpose of gaining access to such locked rooms or areas; and 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. No rooms found locked will be left unattended during the cleaning process and all such rooms will be relocked by janitorial personnel after completion of cleaning duties. Rooms which should normally be locked, but are found unlocked by janitorial personnel, will be reported to the OKDHS administrator or designee.
- (c) Lights:** Janitorial personnel will turn off all lights, unless otherwise directed by the OKDHS administrator or designee, upon completion of their duties unless a room or area is currently in use by other than housekeeping personnel.

### **1.05 SAFETY AND FIRE PREVENTION**

- (a)** The contractor 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 “DANGER, HAZARDOUS FLOORS, WALK LEFT - WALK RIGHT” or “CAUTION - WET FLOOR”, as applicable, shall be provided by the contractor. 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. When cleaning public areas (lobbies, corridors, etc.) results in the temporary hazard of wet/slippery floors, janitorial personnel will use parallel wet mopping or cleaning procedures. Cleaning shall be accomplished so that at no time shall it be necessary for people to cross wet surface to gain access to other parts of the area.

### **1.06 DAMAGES AND EQUIPMENT LOSS**

All tasks accomplished by janitorial personnel will be performed so as to preclude damage or disfigurement to furniture and/or building structure. OKDHS expenses incurred for necessary repair or replacement will be reimbursed by the contractor. OKDHS shall not be held responsible for any item of contractor equipment which may be lost, damaged, or stolen unless loss, damage or theft is through negligence of the OKDHS employees.

### **1.07 CONTRACTOR STORAGE AREA**

The OKDHS shall provide adequate, secure space for storage of supplies and equipment belonging to the contractor.

## **SECTION II DEFINITIONS OF JANITORIAL TASKS**

### **2.01 FLOOR SWEEPING**

Floors will be swept clean so that no dust streaks remain and no dust remains in corners, behind doors or under furniture.

### **2.02 WET MOPPING**

Floors will be wet mopped with appropriate solutions to remove dirt and stains that cannot be removed by sweeping or vacuuming.

### **2.03 FLOOR STRIPPING & FINISHING**

- (a) Stripping will be resorted to only when a floor cannot be cleaned by mopping or scrubbing or when called for by the task and frequency schedule. Floor surfaces shall be left clean and will have a uniform appearance when left dry. Movable furniture and equipment shall be removed during stripping and refinishing operations.
- (b) The appropriate floor finish for different floor coverings shall be used in the application of floor finish. Finishes shall be applied to surfaces after they have been thoroughly cleaned by mopping, scrubbing, or stripping, as required.

### **2.04 FLOOR BUFFING**

Buffing will be accomplished according to the recommendations of the manufacturer of the floor finish used. Movable furniture and equipment 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.

### **2.05 CARPET VACUUMING**

Carpet vacuuming shall thoroughly remove all debris and dirt. Contractor must change vacuum bags regularly or repair/replace defective vacuum equipment to ensure maximum performance of the equipment.

### **2.06 CARPET SHAMPOOING**

An appropriate synthetic agent or disinfectant solution will be used to shampoo the carpets.

### **2.07 SPOT CLEANING – FLOORS & WALLS**

Spot cleaning shall include removal of stains, spills and soil as needed to maintain clean and sanitary surfaces.

### **2.08 WALL CLEANING**

Walls shall be cleaned to maintain a clean appearance free from dust, cobwebs, stains, streaks, lint, and marks. Glazed ceramic tile surfaces shall be free of film, streaks and deposits.

## **2.09 GLASS CLEANING**

All interior glass surfaces of the building (i.e. glass partitions, interior glass doors, entry glass doors, display cases, directory boards, and mirrors) shall be cleaned to present a neat, clear appearance at all times. Adjacent trim shall also be cleaned.

## **2.10 DUSTING**

Dusting shall be accomplished as needed to maintain a dust-free, clean environment.

## **2.11 METAL SURFACE CLEANING**

Metal light switch plates, doorknobs, push plates, kick plates, vestibule enclosures, doors, metal protective corner plates, elevator call buttons/plates and other metal fixtures shall be cleaned and polished to present a clean appearance.

## **2.12 FURNITURE/CABINET CLEANING**

All furniture shall be damp wiped so as to remove dust, stains, grease, pencil, ink and other markings. Non-washable fabrics will be vacuumed. Baby-changing tables located in restrooms and shower stalls shall include the interiors. Cleaning of all other cabinets, counters and refrigerators throughout the facility will be limited to exterior surfaces.

## **2.13 TRASH/WASTE REMOVAL**

All waste receptacles will be emptied and new trashcan liners will be used as required. All trash will be removed and deposited into designated trash bins located outside the building. All waste receptacles located outside the building will be emptied and trash deposited into designated trash bins. 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 deposited into designated trash bins.

## **2.14 DISPENSER SERVICING**

All paper towel, toilet paper and hand soap dispensers shall be maintained with an adequate supply at all times.

## **2.15 CERAMIC/METAL CLEANING**

Commodes, urinals, washbasins, sinks and drinking fountains shall be cleaned, including under fixture edges and lips, to remove all deposits and stains, including rust and scale. Brass and chrome fittings shall be cleaned. Surfaces of walls, stall partitions, and floor base shall be cleaned. The appropriate detergent solution shall be used.

## **2.16 AIR VENT CLEANING**

All air vent grilles shall be vacuumed.

## **2.17 POLICING OF OUTSIDE AREAS**

Janitorial personnel shall police all outside areas covered by this contract and dispose of all trash, litter or other debris. Parking areas are to be included.

## **2.18 EXTERIOR WINDOWS**

All exterior windows shall be cleaned on the inside and outside.

## **2.19 DESIRED RESULTS**

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

## **SECTION III SPECIAL SERVICES**

### **3.01 INITIAL CLEANING**

Contractor will assume the OKDHS 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.

### **3.02 TELEPHONES**

Telephones located in the interview rooms and lobbies will be wiped clean daily with a disinfectant cleaner or wipe.

### **3.03 ELEVATORS**

Cleaning of elevators shall be included in this contract. All cleaning shall be accomplished in the same manner as indicated for the cleaning of similar surfaces under other provisions of this contract.

### **3.04 STAIRWAYS**

Cleaning of stairways shall be included in this contract. All cleaning shall be accomplished in the same manner as indicated for the cleaning of similar surfaces under other provisions of this contract.

### **3.05 CLEANING OF SPACE ALLOCATED TO CONTRACTOR**

- (a)** All wet mop heads must be rinsed 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 use, all such equipment, tools, and carts will be stored or left only in the designated storage area.
- (b)** Dirty water and cleaning solutions shall be disposed of immediately in janitorial sinks or floor drains. Cleaning solutions shall not be disposed of in food service 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)** All materials and supplies shall be stored in accordance with applicable fire regulations.

## **SECTION IV SUPPLIES & EQUIPMENT**

### **4.01 CONTRACTOR FURNISHED SUPPLIES**

The contractor will furnish all necessary supplies other than those specified in paragraph 4.02. Supplies shall be of the highest quality and the most suitable type and grade for the work called for under this contract.

### **4.02 SUPPLIES FURNISHED BY OKDHS**

OKDHS will furnish all electricity and water. OKDHS shall also supply the following items for exclusive use on this contract by the contractor. Requests for replacement will be made through the OKDHS administrator or designee at the facility. The contractor shall use every means to conserve the use of OKDHS furnished supplies.

#### **OKDHS FURNISHED SUPPLIES**

**PAPER, TOILET TISSUE  
TOWELS, PAPER SINGLE-FOLD, MULTI-FOLD, ROLL  
SOAP, HAND  
SOAP, LIQUID, HAND  
BAGS, PLASTIC (15 X 9 X 23/22 X 16 X 60)  
DEODORIZING BLOCKS  
SPRAY DEODORANT**

### **4.03 EQUIPMENT**

The contractor shall furnish all equipment for accomplishment of this contract.

### **4.04 MATERIAL SAFETY DATA SHEETS**

A list of chemicals used in the accomplishment of this contract, as well as Material Safety Data Sheets shall be provided to the OKDHS contract monitor or designee, upon request. Material Safety Data Sheets for chemicals supplied by OKDHS will be provided to the Contractor upon request.

Attachment B

DEPARTMENT OF HUMAN SERVICES  
TASK & FREQUENCY CHART

LOCATION: Oklahoma H Office  
ADDRESS: 7200 NW 10<sup>th</sup>, Oklahoma City, OK 73127  
CONTACT NAME & PHONE: Kelly Russell, 405.470.6200  
APPROXIMATE SQUARE FOOTAGE: 29,799

DATE ISSUED:

TASK	CORRIDORS	OFFICES	FAMILY/ INTERVIEW ROOMS	LOBBY	CLASSROOMS/ CONFERENCE ROOMS	OUTSIDE AREAS	REST ROOMS	KITCHENS BREAK ROOMS	OTHER AREAS ELEVATORS &STAIRWELLS
FLOOR SWEEPING (2.01) Recommendation = D	D		D	D			D	D	D
WET MOPPING (2.02) Recommendation = D	D		D	D			D	D	D
FLOOR STRIPPING & FINISHING (2.03) Recommendation = A	A		A	A			A	A	A
FLOOR BUFFING (2.04) Recommendation = M	A		A	A			A	A	A
CARPET VACUUMING (2.05) Recommendation = D-Public Areas = W -Staff Areas		D			W				
CARPET SHAMPOOING (2.06) Recommendation = M6		A			A				
SPOT CLEANING - FLOORS & WALLS (2.07)	AR	AR	AR	AR	AR		AR	AR	AR
WALL CLEANING (2.08)	M	M	M	M	M		M	M	M
GLASS CLEANING (2.09)	D	D	D	D	D		D	D	D
DUSTING (2.10)	W	W	W	W	W		W	W	W
METAL SURFACE CLEANING (2.11)	W	W	W	W	W		D	D	D
FURNITURE/CABINET CLEANING (2.12)		D	D	D	D				
TRASH/WASTE REMOVAL (2.13)	D	D	D	D	D	D	D	D	D
DISPENSER SERVICING (2.14)							D/AR	D/AR	D/AR
CERAMIC/METAL CLEANING (2.15)							D	D	
AIR VENT CLEANING (2.16)	M	M	M	M	M		M	M	M
POLICING OUTSIDE AREAS (2.17)						D/AR			
EXTERIOR WINDOWS (2.18)	M	M	M	M	M		M	M	M

TASK AND FREQUENCY CODE INDEX:

D = DAILY      W = WEEKLY      M = MONTHLY      M6 = SEMI-ANNUALLY      A = ANNUALLY      AR = AS REQUIRED

