



Solicitation Cover Page

1. Solicitation #: 4520000450

2. Solicitation Issue Date: 10-31- 2019

3. Brief Description of Requirement:

The Office of Management & Enterprise Services, on behalf of the Oklahoma Department of Mental Health and Substance Abuse Services, is accepting proposals for Janitorial Services for the Tulsa Center for Behavioral Health.

Solicitation Notice: Please note that on a Request for Proposal (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.

All questions regarding this solicitation must be submitted in writing and are to be emailed no later than Wednesday, November 20, 2019 at 3:00PM CST/CDT. Questions are to be emailed to Stephanie.Beshears@omes.ok.gov. Questions and answers will be posted on our website after this deadline.

4. Response Due Date¹: November 27, 2019

Time: 3:00 PM CST/CDT

5. Issued By and RETURN SEALED BID TO²:

U.S. Postal Delivery Address: 5005 N. Lincoln Blvd. Ste. 300
Oklahoma City, OK 73105

Common Carrier Delivery Address: 5005 N. Lincoln Blvd. Ste. 300
Oklahoma City, OK 73105

Electronic Submission Address: N/A

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

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

7. Contracting Officer:

Name: Stephanie Beshears
 Phone: 405-522-1037
 Email: Stephanie.Beshears@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 #** 4520000450

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 Permit¹:**

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 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.²

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

² 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: Oklahoma Department of Mental Health & Substance Abuse Services Agency Number: 452

Solicitation or Purchase Order #: 4520000450

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 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 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 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 Equivalent

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 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 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 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 Central Purchasing Division.

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 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 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 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 Period

The term of this contract will be date of award through June 30, 2020 with the Oklahoma Department of Mental Health and Substance Abuse Services, herein after referred to as ODMHSAS, having the sole option to renew for five (5) additional one (1) year periods, at the same terms and conditions.

B.2. 90 Day Extension

The State may extend the term of this contract for up to ninety (90) day intervals if mutually agreed upon in writing by both parties.

B.3. Hold Harmless

The successful offeror agrees to indemnify and hold harmless the State of Oklahoma, any of its agencies, and any of its agents and employees from any claim arising out of the performance of this contract.

B.4. Compensation and Billing (In addition to Section A.18.)

- B.4.1.** Payment against this contract shall be firm fixed at the quoted price and ODMHSAS shall not pay, nor be liable for, any other additional costs, including, but not limited to: taxes, attorney fees, identified costs.
- B.4.2.** Payment for all services herein shall be made in arrears. ODMHSAS shall not make any advance payments or advance deposits. Contractor will bill ODMHSAS when service is complete. Claims for reimbursement of services shall be submitted within ninety (90) calendar days of the provision of services. Contractor will provide documentation of such expenses to support requests for reimbursement, which may include copies of invoices, evidence of payment by Contractor and other documents, as requested by ODMHSAS. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services.
- B.4.3.** ODMHSAS will have forty-five (45) days from presentation of a proper invoice to issue payment to contractor.
- B.4.4.** If ODMHSAS finds that an overpayment or underpayment has been made to Contractor, ODMHSAS may adjust any subsequent payments to Contractor to correct the account. A written explanation of the adjustment will be issued to Contractor by ODMHSAS.

B.5. Faith Based Contractors

Contractors that are members of the faith community are eligible to compete for contracts with ODMHSAS on the same basis as any other provider. Such Contractors shall not be required to alter their forms of internal governance, their religious character or remove religious art, icons, scripture or other symbols. Such Contractors may not, however, discriminate against individuals on the basis of their religion, religious beliefs or the individual's refusal to participate in religious practices.

B.6. Contractor Preclusion

Contractors that have provided any consulting services or technical assistance that resulted in any specifications or concepts in this Solicitation, either directly or indirectly, are precluded from the award of such contract. Contractors are also precluded from securing a Sub-Contractor that has provided such services.

B.7. Approval

The contract is subject to the written approval of ODMHSAS and shall not be binding until approved.

B.8. Subcontracting

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 ODMHSAS. The terms of this contract and such additional terms as ODMHSAS may require shall be included in any approved subcontract and approval of any subcontract shall not relieve Contractor of any responsibility for performance under this contract.

B.9. Travel

Travel expenses incurred by the Contractor pursuant to this contract shall be included in the total amount of the contract award and will not be in excess of the rates established by the Oklahoma State Travel Reimbursement Act unless stated otherwise specifically in this Solicitation.

B.10. Confidential Information

Contractor recognizes that ODMHSAS has and will have agency and client information, ("Information") which are confidential and need to be protected from improper disclosure. Contractor agrees that Contractor, any employees of Contractor, or any agents of Contractor will not at any time or in any manner, either directly or indirectly, use any information for Contractor's own benefit or divulge, disclose, or communicate in any manner any Information to any third party. With the prior written consent of ODMHSAS, such Information may be released to authorized third parties. Contractor will protect the information and treat it as strictly confidential. This includes, but is not limited to total compliance with the Privacy Act of 1974, Public Law 93-579, 5 US Code 552a.

B.11. Equipment

Any equipment or other tangible materials directly and/or specifically purchased with funds provided through this contract and previously approved for said purchase by ODMHSAS shall remain/become the property of the State of Oklahoma and shall be held, maintained, and insured by the supplier for the benefit of ODMHSAS. Upon termination or cancellation of the contract, for any reason, ODMHSAS may demand the deliver/return of such equipment or materials at the Contractor's sole cost and expense. The Contractor shall notify ODMHSAS prior to relocation or substantial alteration of such equipment or materials.

B.12. Conflict of Interest

- B.12.1.** All Contractors must disclose any contractual relationship or any other contact with any state personnel, Contractor or Subcontractor involved in the development of the Contractor's response to the solicitation resulting in this contract. Any conflict of interest shall, at the sole discretion of ODMHSAS, be grounds for rejection of the response or termination of this contract.
- B.12.2.** In addition to any requirements of law or through a professional code of ethics or conduct, Contractor is required to disclose any outside activities or interests that conflict or may conflict with the best interest of ODMHSAS or the State of Oklahoma. Further, Contractor shall not plan, prepare or engage in any activity that conflicts or may conflict with the best interests of ODMHSAS or the State of Oklahoma during the period of this agreement without prior written approval of ODMHSAS. Prompt disclosure is required under this paragraph if the activity or interest is related, directly or indirectly, to any person or entity currently under contract with or seeking to do business with ODMHSAS.

B.13. Mandatory Vendor Registration for Contract Award (In Addition to Section A.15.3.)

- B.13.1.** Acquisitions issued by agencies under the authority of Title 74 require vendors to register with Central Purchasing prior to award. Vendors will not be required to register to submit a bid response but will be required to register prior to being awarded a contract and renew their registration prior to each renewal of an award.
- B.13.2.** Vendors pending contract award to a bid released by the Central Purchasing Division or other Oklahoma state agency MUST register with the state at: <https://www.ok.gov/dcs/vendors2/app/index.php>
 - B.13.2.1.** Pursuant to 74 O.S. § 85.33.B: A vendor may register with the Central Purchasing Division to be placed on the Supplier List for bid notification.
 - B.13.2.2.** Registration entitles a supplier to receive all bid notices for the commodity classes specified by the vendor in the registration process for a period of one year.
 - B.13.2.3.** The Vendor Registration fee is \$25 for EACH family code for which the vendor desires registration.
 - B.13.2.4.** The following items describe information requested by the vendor registration application. To expedite the application process, vendors are encouraged to have the information readily available prior to beginning the registration application. If your company is not currently transacting business in the State of Oklahoma, you may not have some of the items listed. However, any vendor selected for award of a contract with the state of Oklahoma must meet the requirements prior to the issuance of a purchase order.
 - B.13.2.5.** E-mail address - if possible, we encourage all vendors to create a central e-mail address, to which all state bidding e-mail correspondence can be sent. A central e-mail for your organization will assure personnel changes or employee absences do not inhibit your ability to receive timely notifications of State bidding opportunities.
 - B.13.2.6.** An Oklahoma Sales Tax Permit Number and its Expiration Date or explanation of the exemption status (FAQs)
 - B.13.2.7.** An Oklahoma Secretary of State Filing Number, or explanation of the exemption status (www.sos.ok.gov or 405-521-3911)
 - B.13.2.8.** A Workers Compensation Insurance Certificate (PDF file) or explanation of the exemption status (FAQs)
 - B.13.2.9.** Vendors must complete all 12 steps of the registration application, which require business information about your company, a substitute W-9 form and designation of the commodity codes/classifications your company is interested in. We recommend vendors search UNSPSC Website Code Posting to identify the applicable commodity codes prior to beginning the registration application. However, you will have the option to select and deselect a family, class and commodity during the online registration process before finalizing your application.
 - B.13.2.10.** Payment information related to a bank checking account (example), or VISA, MasterCard or American Express credit card. All payments are made through an encrypted secure server and payment information is not stored after a transaction. You will receive confirmation after your registration is validated and approved by the Vendor Registration Officer.

- B.13.3.** Note to Vendors: The State of Oklahoma does NOT provide legal advice regarding exemptions from Sales Tax Permit, Secretary of State, and Workers Compensation Insurance registrations

C. SOLICITATION SPECIFICATIONS

C.1. Purpose

- C.1.1.** The ODMHSAS is accepting proposals for Janitorial Services for the Tulsa Center for Behavioral Health, hereinafter referred to as TCBH, located at **2323 South Harvard, Tulsa, OK 74114**, which consists of 44,461 square feet.

C.1.1.1. TCBH will award to one (1) vendor.

C.2. Scope of Work

- C.2.1.** Supplier shall provide a Manager who shall be responsible for the performance of the work. The name and phone number will be provided at time of bid submission plus one alternate.

- C.2.2.** Supplier shall provide phone number to the designated person at TCBH. The Manager or alternate will be available during TCBH business hours of 8:00 a.m. to 5:00 p.m. CST/CDT with two (2) hour response time to meet with a representative of the Facility after 5:00 p.m. CST/CDT and on week-ends.

- C.2.3.** The Supplier shall comply with the Department's no smoking policy, confidentiality regulations and no cell phones within consumer units policy.

- C.2.4.** Flammable liquids will not be stored in janitorial closets.

- C.2.5.** Vendor's staff will present a neat appearance and will be easily recognized, either by badges or wearing clothing bearing the company's name or logo. The Department retains the right to restrict the on-site presence of any vendor employee or prospective employee who is identified as a potential threat to the health, safety, security, general wellbeing or operational mission of the agency.

C.2.5.1. Vendor is to provide the names and contact information of housekeeping staff and their work schedule. Vendor must notify TCBH of change in staffing prior to reporting to work.

C.2.5.2. Prior to working at TCBH, Vendor must submit immunization records, background checks, and verification Vendor trained employees on cleaning products and cleaning procedures.

- C.2.6.** Cleaning products must be medical grade and stored no higher than eye level in housekeeping supply room. Vacuum cleaner with attachments for cleaning smaller/difficult areas and must be equipped with HEPA filter. Personal protective equipment (e.g. gloves, face masks, protective clothing) should be on site as needed.

- C.2.7.** When considering accepted practices, the organization may find it useful to consult guidelines available from the CDC: Healthcare Infection Control Practices Advisory Committee (CDC/HICPAC): <https://www.cdc.gov/hicpac>

- C.2.8.** Vendor shall provide adequate staff to work eighteen (18) hours of labor between 7 a.m. - 7 p.m. CST/CDT Monday – Friday, and for staff to work twelve (12) hours of labor Saturday and Sunday between 9 a.m. – 3 p.m. CST/CDT, seven (7) days a week, 365 days a year. Additional night time hours will be required when performing the quarterly, twice yearly and yearly duties. Work schedule will be presented to facility.

- C.2.9.** Rooms to be cleaned but not limited to:

C.2.9.1. Client bedrooms

C.2.9.2. Client day rooms

C.2.9.3. Client bathrooms

C.2.9.4. Client shower stalls

C.2.9.5. Nursing stations

C.2.9.6. Medication rooms

C.2.9.7. Hallways

C.2.9.8. Offices

C.2.9.9. Courtroom

C.2.9.10. Waiting/reception area

C.2.9.11. Visitor and staff bathrooms

C.2.9.12. Main entrance

- C.2.10.** Areas to be cleaned daily:
 - C.2.10.1.** Client Bedroom in Treatment Units
 - C.2.10.2.** Client Bathrooms in Treatment Units
 - C.2.10.3.** Client Shower stalls in Treatment Units
 - C.2.10.4.** Dust, mop all tiled/linoleum floors
 - C.2.10.5.** Wet mop all tiled/linoleum floors
 - C.2.10.6.** Vacuum Carpet in public areas
 - C.2.10.7.** Spot clean walls in Treatment Units, Halls and Bedrooms
 - C.2.10.8.** Empty all trash cans, disinfect as needed and reline
 - C.2.10.9.** Clean Formica counters with germicidal solution
 - C.2.10.10.** Wipe down and disinfect vinyl furniture in Dayrooms
 - C.2.10.11.** Clean glass entrance doors
- C.2.11.** Areas to be cleaned weekly:
 - C.2.11.1.** Spot clean windows
 - C.2.11.2.** Wipe down and disinfect vinyl furniture in Offices and Nurses Stations
 - C.2.11.3.** Dust window sills and on top of consumer lights and clothing shelf.
 - C.2.11.4.** Clean vents
 - C.2.11.5.** Dust high ledges and wall moldings
 - C.2.11.6.** Move all moveable furniture in Treatment Unit Dayrooms to allow thorough cleaning of floors, baseboards, etc.
 - C.2.11.7.** Sweep, mop and clean stairs and stairwell railing – north end
 - C.2.11.8.** Vacuum all other carpeted offices
- C.2.12.** Areas to be cleaned quarterly:
 - C.2.12.1.** Thoroughly clean moldings and baseboards of dirt and cobwebs
 - C.2.12.2.** Sweep, mop and clean stairs and stairwell railing – south end
- C.2.13.** Areas to be cleaned twice per year:
 - C.2.13.1.** Machine scrub tile/linoleum floors and apply finish
 - C.2.13.2.** Wash all walls from floor to ceiling in Treatment Units
 - C.2.13.3.** Shampoo carpet
- C.2.14.** Areas to be cleaned yearly:
 - C.2.14.1.** Shampoo fabric upholstered furniture in Office Areas
 - C.2.14.2.** Clean outside main entrance windows
- C.2.15.** Documentation of Services
 - C.2.15.1.** Supplier shall maintain and provide to the Director of Facility Services, upon request, a Tracking Log to document periodic cleaning tasks as stated above. These logs will be maintained in the housekeeping supply room.
 - C.2.15.2.** Supplier will attend a quarterly meeting with the Director of Facility Services or designee to discuss housekeeping performance.
- C.2.16.** Supplies and Equipment
 - C.2.16.1.** All cleaning and housekeeping supplies and equipment will be furnished by Supplier.
 - C.2.16.2.** TCBH will provide toilet paper, c-fold and round paper towels, liquid hand soap and plastic trash liners.
 - C.2.16.3.** All costs for goods, supplies and equipment will be considered inclusive in the rate for housekeeping services annually

C.2.17. Lost and Found

C.2.17.1. It is the responsibility of the Supplier to ensure that all items found by the Supplier's staff are to be turned in to the receptionist or other TCBH staff.

D. EVALUATION

D.1. Evaluation Criteria

Award will be made based upon the lowest and best responsive vendor that is able to meet the minimum requirements of the solicitation (Please see Section H and Attachment A).

D.2. Negotiations (In addition to Section A.13.)

The State reserves the right to negotiate any part of this solicitation and resulting contract. If deemed necessary, The State may negotiate and will determine the scope and subject of any negotiations.

D.2.1. However, the Contractor should not expect that the State will negotiate to give the Contractor an opportunity to strengthen its proposal. Therefore, the Contractor must submit its best offer based on the terms and conditions set forth in this solicitation.

D.2.2. Terms, conditions methodology or other features of the Contractor's bid may be subject to negotiation and subsequent revision. As part of the negotiations, the Contractor may be required to submit supporting financial and other data in order to allow a detailed evaluation of the feasibility, reasonableness and acceptability of the bid.

D.2.3. Selection of a Contractor for contract negotiations does not guarantee a contract with the State.

E. INSTRUCTIONS TO BIDDER

E.1. **Prospective bidders are urged to read this solicitation carefully. Failure to do so will be at the Bidder's risk. Provisions, terms, and conditions may be stated or phrased differently than in previous solicitations. Irrespective of past interpretations, practices or customs, proposals will be evaluated and any resultant contract(s) will be administered in strict accordance with the plain meaning of the contents hereof. The Bidder is cautioned that the requirements of this solicitation can be altered only by written amendment approved by the state and that verbal communications from whatever source are of no effect. In no event shall the Bidder's failure to read and understand any term or condition in this solicitation constitute grounds for a claim after contract or award.**

E.1.1. All Bids submitted shall be consistent with the Oklahoma Central Purchasing Act and associated Rules and subject to the Information Services Act and other statutory laws and regulations as applicable.

E.1.2. By submitting a Bid, Bidder agrees not to make any claims for damages or have any rights to damages, because of any misunderstanding or misrepresentation of the specifications or because of any misinformation or lack information.

E.1.3. Bidders should note that this Solicitation reflects changes in the existing operation to increase efficiencies and streamline business environments in the State of Oklahoma. All previous solicitations or resultant contracts should not be either depended upon, perceived or interpreted to have any relevance to this Solicitation.

E.2. Bid Submission/Copies

E.2.1. Two (2) complete copies of bid response on two (2) separate USB/Flash Drives which includes the completed proposal, including the scanned images of the OMES signed forms. USB/Flash Drives must be an unprotected document. Original copies are not required or preferred. **This overrides hard copy submittal requirements of Section A.2.4.**

E.2.2. The name and address of the Bidder shall be inserted in the upper left corner of the single sealed envelope, package, or container. The solicitation number and solicitation response due date and time must appear on the face of the single envelope, package, or container.

F. CHECKLIST

F.1. **Listed below is a checklist of items that are to be completed and returned with the proposal. This is not an all-inclusive list and it is the vendor's responsibility to ensure that they submit all required/requested documentation:**

F.1.1. OMES Form CP076 – Responding Bidder Information

- F.1.2. OMES Form CP004 – Certification for Competitive Bid and/or Contract (Non-Collusion Certification)
- F.1.3. All amendments (OMES Form CP011) signed, if applicable
- F.1.4. Proof of Liability and Workers' Compensation Insurance
- F.1.5. Response to Section C.2. - Scope of Work (Attachment A – Bid Response Worksheet)
- F.1.6. Response to Section H – Price and Cost
- F.1.7. OMES Form CP020 – Confirmation of On-Site Inspection (Distributed at Mandatory Site Visit referenced in Section G.1.)
- F.1.8. OMES Vendor/Payee Form, if applicable
- F.1.9. Two (2) electronic copies of bid response

G. OTHER

G.1. Mandatory Site Visit

- G.1.1. A mandatory site visit will be conducted on Wednesday, November 13, 2019 at 10:00AM CST/CDT at the TCBH.
- G.1.2. OMES Form CP020 must be completed and returned with your response. Copies of the form will be distributed at the site visit.
- G.1.3. All questions resulting from the site visit must be submitted in writing by the deadline listed below in Section G.2.1. No questions will be permitted at the site visit.

G.2. Questions

- G.2.1. All questions regarding this solicitation must be submitted in writing and are to be emailed no later than Wednesday, November 20, 2019 by 3:00 p.m. CST/CDT. Questions are to be emailed to Stephanie.Beshears@omes.ok.gov. Questions received after this date will not be answered. An amendment will be posted after this deadline listing all questions received and their answers.
- G.2.2. Any communication regarding this solicitation must be sent to the Contracting Officer 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 solicitation number when emailing questions.

H. PRICE AND COST

H.1. Please use the pricing matrix below to submit pricing:

- Year #1: Date of award through 06/30/2020 Monthly Rate \$_____ per month
- Year #2: 07/01/2020 through 06/30/2021 Monthly Rate \$_____ per month
- Year #3: 07/01/2021 through 06/30/2022 Monthly Rate \$_____ per month
- Year #4: 07/01/2022 through 06/30/2023 Monthly Rate \$_____ per month
- Year #5: 07/01/2023 through 06/30/2024 Monthly Rate \$_____ per month
- Year #6: 07/01/2024 through 06/30/2025 Monthly Rate \$_____ per month

Attachment A – Bid Response Worksheet

Solicitation #4520000450

| <p>This Bid Response Worksheet will be used to determine whether or not bidders agree to all sections in the Statement of Work (Section C.2. of the solicitation).</p> <p>Instructions: Please complete this worksheet by indicating “YES” or “NO.” If “NO” is selected, please provide an explanation for each “NO” indicated on this worksheet.</p> | | |
|---|----|--|
| YES | NO | Scope of Work |
| | | C.2.1. Supplier shall provide a Manager who shall be responsible for the performance of the work. The name and phone number will be provided at time of bid submission plus one alternate. |
| | | C.2.2. Supplier shall provide phone number to the designated person at TCBH. The Manager or alternate will be available during TCBH business hours of 8:00 a.m. to 5:00 p.m. CST/CDT with two (2) hour response time to meet with a representative of the Facility after 5:00 p.m. CST/CDT and on week-ends. |
| | | C.2.3. The Supplier shall comply with the Department's no smoking policy, confidentiality regulations and no cell phones within consumer units policy. |
| | | C.2.4. Flammable liquids will not be stored in janitorial closets. |
| | | C.2.5. Vendor's staff will present a neat appearance and will be easily recognized, either by badges or wearing clothing bearing the company's name or logo. The Department retains the right to restrict the on-site presence of any vendor employee or prospective employee who is identified as a potential threat to the health, safety, security, general wellbeing or operational mission of the agency. |
| | | C.2.5.1. Vendor is to provide the names and contact information of housekeeping staff and their work schedule. Vendor must notify TCBH of change in staffing prior to reporting to work. |
| | | C.2.5.2. Prior to working at TCBH, Vendor must submit immunization records, background checks, and verification Vendor trained employees on cleaning products and cleaning procedures. |
| | | C.2.6. Cleaning products must be medical grade and stored no higher than eye level in housekeeping supply room. Vacuum cleaner with attachments for cleaning smaller/difficult areas and must be equipped with HEPA filter. Personal protective equipment (e.g. gloves, face masks, protective clothing) should be on site as needed. |

Attachment A – Bid Response Worksheet

Solicitation #4520000450

| | | |
|--|--|---|
| | | C.2.8. Vendor shall provide adequate staff to work eighteen (18) hours of labor between 7 a.m. - 7 p.m. CST/CDT Monday – Friday, and for staff to work twelve (12) hours of labor Saturday and Sunday between 9 a.m. – 3 p.m. CST/CDT, seven (7) days a week, 365 days a year. Additional night time hours will be required when performing the quarterly, twice yearly and yearly duties. Work schedule will be presented to facility. |
| | | C.2.9. Rooms to be cleaned but not limited to: |
| | | C.2.9.1. Client bedrooms |
| | | C.2.9.2. Client day rooms |
| | | C.2.9.3. Client bathrooms |
| | | C.2.9.4. Client shower stalls |
| | | C.2.9.5. Nursing stations |
| | | C.2.9.6. Medication rooms |
| | | C.2.9.7. Hallways |
| | | C.2.9.8. Offices |
| | | C.2.9.9. Courtroom |
| | | C.2.9.10. Waiting/reception area |
| | | C.2.9.11. Visitor and staff bathrooms |
| | | C.2.9.12. Main entrance |
| | | C.2.10. Areas to be cleaned daily: |
| | | C.2.10.1. Client Bedroom in Treatment Units |
| | | C.2.10.2. Client Bathrooms in Treatment Units |
| | | C.2.10.3. Client Shower stalls in Treatment Units |
| | | C.2.10.4. Dust, mop all tiled/linoleum floors |
| | | C.2.10.5. Wet mop all tiled/linoleum floors |
| | | C.2.10.6. Vacuum Carpet in public areas |
| | | C.2.10.7. Spot clean walls in Treatment Units, Halls and Bedrooms |
| | | C.2.10.8. Empty all trash cans, disinfect as needed and reline |
| | | C.2.10.9. Clean Formica counters with germicidal solution |
| | | C.2.10.10. Wipe down and disinfect vinyl furniture in Dayrooms |
| | | C.2.10.11. Clean glass entrance doors |
| | | C.2.11. Areas to be cleaned weekly: |
| | | C.2.11.1. Spot clean windows |
| | | C.2.11.2. Wipe down and disinfect vinyl furniture in Offices and Nurses Stations |
| | | C.2.11.3. Dust window sills, on top of consumer lights and shelf |

Attachment A – Bid Response Worksheet

Solicitation #4520000450

| | | |
|--|--|--|
| | | C.2.11.4. Clean vents |
| | | C.2.11.5. Dust high ledges and wall moldings |
| | | C.2.11.6. Move all moveable furniture in Treatment Unit Dayrooms to allow thorough cleaning of floors, baseboards, etc. |
| | | C.2.11.7. Sweep, mop and clean stairs and stairwell railing – north end |
| | | C.2.11.8. Vacuum all other carpeted offices |
| | | C.2.12. Areas to be cleaned quarterly: |
| | | C.2.12.1. Thoroughly clean moldings and baseboards of dirt and cobwebs. |
| | | C.2.12.2. Sweep, mop and clean stairs and stairwell railing – south end |
| | | C.2.13. Areas to be cleaned twice per year: |
| | | C.2.13.1. Machine scrub tile/linoleum floors and apply finish |
| | | C.2.13.2. Wash all walls from floor to ceiling in Treatment Units |
| | | C.2.13.3. Shampoo carpet |
| | | C.2.14. Areas to be cleaned yearly: |
| | | C.2.14.1. Shampoo fabric upholstered furniture in Office Areas |
| | | C.2.14.2. Clean outside main entrance windows |
| | | C.2.15. Documentation of Services |
| | | C.2.15.1. Supplier shall maintain and provide to the Director of Facility Services, upon request, a Tracking Log to document periodic cleaning tasks as stated above. These logs will be maintained in the housekeeping supply room. |
| | | C.2.15.2. Supplier will attend a quarterly meeting with the FAQ to discuss housekeeping performance. |
| | | C.2.16. Supplies and Equipment |
| | | C.2.16.1. All cleaning and housekeeping supplies and equipment will be furnished by Supplier. |
| | | C.2.16.2. TCBH will provide toilet paper, c-fold and round paper towels, liquid hand soap and plastic trash liners. |
| | | C.2.16.3. All costs for goods, supplies and equipment will be considered inclusive in the rate for housekeeping services annually |
| | | C.2.17. Lost and Found |
| | | C.2.17.1. It is the responsibility of the Supplier to ensure that all items found by the Supplier's staff are to be turned in to the receptionist or other TCBH staff. |

Attachment A – Bid Response Worksheet

Solicitation #4520000450

NOTES:



Vendor/Payee Form

Agency: OMES Vendor Management requires the following information for all new non-registered vendors (payees) before payments may be processed. Information is used to establish the payee in the State's PeopleSoft vendor file for payment and procurement activities.

DO NOT use this form for:

- **Garnishment Payees:** Use [OMES Form GarnVendor](#)
- **State Employees:** Use [OMES Employee Vendor Request Form](#)
- **Vendors pending contract award** to a solicitation released by the division of Central Purchasing or another Oklahoma state agency **MUST** first register online with the state unless exempt per statute. For additional information, please refer to [Central Purchasing Vendor Registration](#).

AGENCY SECTION (To be completed by state agency representative):

State agency representative should provide form to payee for completion of the vendor section shown below. Upon receipt of the completed form the agency should enter request instructions below. Please email completed and signed form to vendor.form@omes.ok.gov or fax to 405-522-3663.

| | | | |
|---|---|--|---|
| Agency Name | | Contact Name | |
| Phone # | | Fax # | Email |
| Agency Request To – Please select all applicable request types | | | |
| <input type="checkbox"/> Add New Vendor | <input type="checkbox"/> Update Existing Vendor | PeopleSoft 10-digit Vendor ID | _____ |
| <input type="checkbox"/> Add New Address | <input type="checkbox"/> Change Address/Location | PeopleSoft Address # | _____ PeopleSoft Location # _____ |
| <input type="checkbox"/> Change Vendor Tax ID | <input type="checkbox"/> Change Vendor Name | <input type="checkbox"/> Add Alternate Payee Name | PeopleSoft Location # _____ |
| <input type="checkbox"/> Other | Explain _____ | | |
| Vendor 1099 Reportable Status | Attention Paying Agency: Please check the Add box on the left if payments to this vendor/payee are represented by Account Codes listed on page 3 of this form. If the vendor is incorrectly showing as 1099 Reportable, check the Remove box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor: | | |
| <input type="checkbox"/> Add: | <input type="checkbox"/> 1 - Rents | <input type="checkbox"/> 2 - Royalties | <input type="checkbox"/> 3 – Other Income |
| <input type="checkbox"/> Remove: | <input type="checkbox"/> 6 - Medical & Health Care | <input type="checkbox"/> 7 - Non-Employee Compensation | <input type="checkbox"/> 10 - Crop Insurance Proceeds |
| | <input type="checkbox"/> 14 - Gross Proceeds to an Attorney | | |

VENDOR/PAYEE SECTION (To be completed by vendor/payee)

Please print legibly or type information. Form must be completed and signed by authorized individual. Email or fax to requesting state agency.

| | | | | | | |
|--|------------------------------------|---|----------------------------------|------------------------------------|----------------------------------|---------------------------------|
| Payee Information: Please provide the requested information for the payee receiving funds from the Oklahoma state agency. All information should match U.S. Internal Revenue Service filing records for the business, individual or government entity receiving payment. | | | | | | |
| Name | | Contact Name | | | | |
| <i>Payee Legal Name for Business, Individual or Government Entity as filed with IRS</i> | | Contact Title | | | | |
| DBA Name | | Phone # | | | | |
| <i>Doing Business As "DBA", or Disregarded Entity Name if different than Legal Name</i> | | Fax # | | | | |
| Tax Identification Number (TIN) and Type: | | <input type="checkbox"/> Federal Employer ID (FEIN) <input type="checkbox"/> Social Security Number (SSN) | | | | |
| Business Address -- Please provide primary address as reflected on payee's annual U.S. Internal Revenue Service tax documentation | | | | | | |
| Address | | | City | | | |
| State | Zip+4 | Remittance Email | | | | |
| Optional Addresses – Please select address type as applicable | | | | | | |
| Type: | <input type="checkbox"/> Remitting | <input type="checkbox"/> Ordering | <input type="checkbox"/> Pricing | <input type="checkbox"/> Returning | <input type="checkbox"/> Mailing | <input type="checkbox"/> Other: |
| Address | | | City | | | |
| State | Zip+4 | Remittance Email | | | | |
| Financial Registration: Please provide contact information for the Authorized Individual who can provide financial information used for ACH Electronic Funds Transfer payment processes. An email will be sent providing instructions for accessing the State of Oklahoma online registration system. | | | | | | |
| Name | | | Title | | | |
| | | | | Email | | |

The information below is requested under U.S. Tax Laws. Failure to provide this information may prevent you from being able to do business with the state, or may result in the state having to deduct backup withholding amounts from future payments.

U.S. Taxpayer Identification Number (TIN)

Please provide tax identification number applicable for payee IRS tax reporting

Federal Employer Identification Number (FEIN) _____ If none, but applied for, date applied _____

U.S. Social Security Number (SSN) _____ If none, but applied for, date applied _____

Entity Filing Classification:

Domestic (U.S.) Sole Proprietor or Individual Domestic (U.S.) Partnership Domestic (U.S.) Corporation Type: _____

Limited Liability Company Type: _____

LLC Disregarded Entity: YES NO **Must be verified by LLC's tax division. If applicable, parent name/tax id is required.**

Domestic (U.S.) Other Explain: _____

Foreign (Non-U.S.) Sole Proprietor or Individual* Foreign (Non-U.S.) Partnership* Foreign (Non-U.S.) Type: _____

Foreign (Non-U.S.) Other* Explain: _____

FOREIGN VENDOR INSTRUCTIONS: * ADDITIONAL DOCUMENTATION IS REQUIRED.

Please submit the proper U.S. Internal Revenue Service (IRS) Form W-8, Certificate of Foreign Status. Select form below matching the payee's entity or individual description. Please refer to IRS for additional instructions (<http://www.irs.gov/pub/irs-pdf/fw8.pdf>).

- **Form W-8BEN:** Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals). <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- **Form W-8BEN-E:** Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities). <http://www.irs.gov/pub/irs-pdf/fw8bene.pdf>
- **Form W-8ECI:** Certificate of Foreign Person's Claim That Income is Effectively Connected With the Conduct of a Trade or Business in the United States. <http://www.irs.gov/pub/irs-pdf/fw8eci.pdf>
- **Form W-8EXP:** Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/fw8exp.pdf>
- **Form W-8IMY:** Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/fw8imy.pdf>

This may exempt you from backup withholding. Form W-8 does not exempt you from the 30% (or lower percentage by treaty) non-resident withholding taxes. To claim this exemption, you must file IRS Form 8233 with us. For more information, refer to IRS Publication 519.

SIGNATURE - AND SUBSTITUTE IRS FORM W-9 CERTIFICATION

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement account (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signature of Vendor Representative or Individual Payee

Date

Title of individual signing form for company

Vendor/Payee (Must be the same as Payee Name from page 1)

Account Codes for 1099 Reporting - By Category (TO BE COMPLETED BY AGENCY REPRESENTATIVE)

| | | |
|--|--|---|
| <input type="checkbox"/> 1 - RENTS 532110 Rent of Office Space 532120 Rent of Land 532130 Rent of Other Building Space 532140 Rent of Equipment and Machinery 532150 Rent of Telecommunications Equip 532160 Rent of Electronic Data Processing Equipment 532170 Rent of Electronic Data Processing Software 532190 Other Rents | <input type="checkbox"/> 1- RENTS (continued) 532141 Rent of Motor Vehicles 532142 Lease of Motor Vehicles <input type="checkbox"/> 2 – ROYALTIES 553170 Royalties | <input type="checkbox"/> 3 – OTHER INCOME 552120 Incentive Awards – Monetary & Material 552160 Incentive Payments – Oklahoma Horse Breeders & Owners 552170 Incentive Payments – Oklahoma Film Enhancement Rebate 553165 Current/Former Employee Reportable Court Ordered or Legal Settlements 553220 Other IRS Reportable Income |
| <input type="checkbox"/> 6 - MEDICAL & HEALTH CARE PAYMENTS 515530 Veterinary Services 515700 Offices of Physicians (except Mental Health Specialists) 515710 Offices of Physicians, Mental Health Specialists 515720 Offices of Dentists 515730 Offices of Chiropractors 515740 Offices of Optometrists 515750 Offices of Mental Health Practitioners (except Physicians) 515760 Offices of Physical, Occupational & Speech Therapists, & Audiologists 515770 Offices of Podiatrists 515780 Offices of all other Miscellaneous Health Practitioners 515790 Family Planning Centers 515800 Outpatient Mental Health & Substance Abuse Centers 515810 Other Outpatient Care Centers 515820 Medical and Diagnostic Laboratories | 515830 Home Health Care Services 515840 Ambulance Services 515850 All other Ambulatory Health Care Services 515860 General Medical & Surgical Hospitals 515870 Psychiatric & Substance Abuse Hospitals 515880 Specialty Hospitals (except Psychiatric & Substance Abuse) 515890 Nursing Care Facilities 515900 Residential Services for People with Developmental Disabilities 515910 Residential Mental Health & Substance Abuse Facilities 515920 Community Care Facilities for the Elderly 515930 Other Residential Care Facilities 537210 Laboratory Services & Supplies 551230 Medical Services to Indigents (from agencies other than DHS) 551240 Hospital Services to Indigents (from agencies other than DHS) 551250 Other Health Services to Indigents (from agencies other than DHS) | |
| <input type="checkbox"/> 7 - NON-EMPLOYEE COMPENSATION 515010 Office of Lawyers 515020 Offices of Notaries 515030 Other Legal Services 515060 Accounting, Tax Preparation, Bookkeeping & Payroll Services 515210 Payments for Contract Mentor Services 515220 Architectural Services 515230 Landscape Architectural Services 515240 Engineering Services 515250 Drafting Services 515260 Building Inspection Services 515270 Geophysical Surveying & Mapping Services 515280 Surveying and Mapping (except geophysical) Services 515290 Testing Laboratories 515300 Interior Design Services 515310 Industrial Design Services 515320 Graphic Design Services 515330 Other Specialized Design Services 515350 Custom Computer Programming Services 515360 Computer Systems Design Services 515370 Computer Facilities Management Services 515380 Other Computer Related Services 515400 Administrative Management & General Management Consulting Services 515410 Human Resources & Executive Search Consulting Services 515420 Marketing Consulting Services 515430 Process, Physical Distribution, & Logistics Consulting Services 515440 Other Management Consulting Services 515450 Environmental Consulting Services 515460 Other Scientific & Technical Consulting Services 515470 Research & Development in the Physical, Engineering, & Life Sciences 515480 Research & Development in the Social Sciences & Humanities 515490 Advertising and Related Services 515500 Marketing Research & Public Opinion Polling 515510 Photographic Services 515520 Translation & Interpretation Services 515540 All other Professional, Scientific and Technical Services 515550 Management of Companies & Enterprises 515560 Office Administrative Services 515570 Employment Placement Services 515580 Business Support Services 515590 Document Preparation Services | 515600 Telephone Call Centers 515610 Business Service Centers 515620 Collection Agencies 515630 Credit Bureaus 515640 Other Business Support Services 515650 Investigation & Security Services 515660 Educational Services 515940 Individual & Family Services 515950 Community Food, Housing & Emergency & Other Relief Services 515960 Vocational Rehabilitation Services 515970 Child Day Care Services 515980 Arts, Entertainment and Recreation 515990 Other Services (except Public Administration) 517110 Moving Expense – Employee Transfer 531150 Printing and Binding Contract 531160 Advertising 531170 Informational Services 531190 Exhibitions, Shows and Special Events 531220 Burial Charges 531330 Jury and Witness Fees 531500 Moving Expenses – General 533100 Maintenance & Repair – Other Items 533110 Maintenance & Repair of Buildings & Grounds (outside vendors) 533120 Maintenance & Repair – Equipment (outside vendors) 533130 Maintenance & Repair of Telephone Equipment (outside vendors) 533140 Maintenance & Repair of Data Processing Equipment (outside vendors) 533150 Maintenance & Repair of Data Processing Software (outside vendors) 533190 Maintenance & Repair – Employee Uniforms 545110 Purchase of Land Improvements 545210 CIP (Construction in Progress) – Land Improvements 546210 Buildings and Other Structures – Construction and Renovation 546220 Major Maintenance and Repair of Equipment 547110 Highway and Bridge Construction Expense – Contractual 547120 Maintenance and Repairs to Highways and Bridges 547210 Major Maintenance and Renovation – Bridges 552100 Stipends – Other 552120 Teacher Stipends (“Incentive” payments) 552130 Oklahoma Police Corps Stipends 553160 Non-Employee Reportable Court Ordered or Legal Settlements 554190 Voter Registration Services 561140 Pollution Remediation | |
| <input type="checkbox"/> 14 - GROSS PROCEEDS TO AN ATTORNEY 553180 Settlements – Paid To/Thru Attorney | | |