Lori Hendricks
Wagoner County Clerk

307 E. Cherokee St.
Wagoner, OK
74467
918.485.7716
Fax 918.485.7718

Invitation to Bid

The Board of County Commissioners, Wagoner County, Oklahoma is seeking sealed bids for Janitorial Services for the period July 1, 2013 through June 30, 2014 for the Wagoner County Health Department offices located at 28596 E 141st Street South, Coweta, OK and 212 N Pierce Street, Wagoner, OK.

Bid #21
Date Published: June 13, 2013 (Wagoner Tribune)
Bidding Period Closing Date and Hour: June 28, 2013 @ 4:00 PM
Sealed Bid Opening Date and Hour: July 1, 2013 @ 9:00 AM
Requesting Authority: Wagoner County Health Department

Bid submissions are to be: Addressed to:
Wagoner County Purchasing Agent
P O Box 156
Wagoner, OK 74477

Delivered to:
Wagoner County Purchasing Agent
307 E Cherokee
Wagoner, OK 74467

Please review the attached Terms and Conditions pertaining to the submission of this bid.

Please pay particular attention to item 1 of the Terms and Conditions. This item specifies how the bid envelopes are to be identified to prevent inadvertent or premature opening of sealed bids. Your compliance will ensure consideration of your bid by the awarding body. Late bids will not be considered.

Included in this packet is an Affidavit for Filing with Competitive Bid which must be signed, notarized and returned with the bid submission.

This packet contains:
1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Filing with Competitive Bid
4. Specifications
5. Bid Form
6. Insurance Requirements

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TERMS AND CONDITIONS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID
NO EXCEPTIONS TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED

1. Bids must be submitted on the included form only. Each bid shall be placed in a separate envelope. Be sure the envelope is completely and properly identified and sealed, showing the bid name and number in the lower left hand corner.

2. All bids shall be entered on the Bid Form enclosed or a copy thereof. Bids are to be typewritten or in ink. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.

3. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of the contract with the Wagoner County Election Board.

4. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.

5. The enclosed Affidavit of Filing with Competitive Bid MUST be returned with the bid.

6. Wagoner County reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.

7. Direct purchase of certain items of equipment or material by Wagoner County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.

8. Bid must show number of days required for delivery under normal conditions. Contractor must keep the County advised at all times of the status of the order. For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval from the Purchasing Agent. Default in promised delivery date, or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge the full increase of cost and handling to defaulting contractor.

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9. Bidder agrees to defend and save Wagoner County from and against all demands, claims, costs expense, damage and judgments based upon infringement of any patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidders' direction.

10. If the bid requires a written contract, the successful bidders shall execute a written contract with the Election Board within ten (10) days after submission of the contracts to said bidder.

S.A.&I. 425 (2000)

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA)
) SS
COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

BIDDER:

_____

_____
Signature

Subscribed and sworn to before me this _____ day of _____ 20 ____.

_____
Notary Public (or Clerk or Judge)

My commission expires:_____

Note:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl.St.Ann.§ 138

SPECIFICATIONS

Janitorial Services for July 1, 2013 – June 30, 2014

The purpose of this contract is to provide janitorial services to the Wagoner County Health Departments located at 28596 E. 141st Street South, Coweta, Oklahoma and 212 N. Pierce Street, Wagoner, Oklahoma as follows:

The Wagoner County Health Department s will furnish the trash liners, paper towels and toilet tissue. The contractor will provide service, cleaning supplies and any equipment needed to perform the service.

Work to be performed five nights per week, except holidays.

NIGHTLY:

- Empty all wastebaskets, inside and out, replacing soiled trash-liners and placed in dumpster.
- Empty boxes broken down and placed in dumpster.
- Sweep and mop all hard surface floors.
- Sweep outside entrances, front and back and wash down as needed.
- Clean all glass mirrors.
- Wipe all internal partition glass free from smudges and fingerprints.
- Clean and disinfect all counter tops and sinks, polishing fixtures.
- Clean steps on all exam tables and dust bases of exam room tables.
- Scrub and disinfect all toilets completely, including seat, and bowl.
- Replace hand soap, paper towel and toilet tissue dispensers as needed.
- Entryways, waiting rooms, office, hallway carpets and rugs vacuumed nightly.
- Dust all desks, chairs, file cabinets, pictures, baseboards and bookshelves.
- Clean and disinfect all furniture in the waiting area.
- Clean and disinfect all telephones.

ONCE A MONTH:

- Spot clean smudges, fingerprints, and dirt from doors and walls.
- Clean and disinfect bathroom stall walls.
- Dust blinds, window sills, jams, light fixtures and ceiling air vents.
- Spot clean carpet as needed.
- Vacuum fabric covered furnishings.
- Clean and polish all chrome chairs and tables

A monthly invoice shall be submitted to the Wagoner County Health Department within thirty days (30 days) of the date services were provided under the terms of the contract. Payment

shall be made by routine County Purchase Order upon receipt of a properly completed invoice.

Contractor is responsible for payment of all taxes, FICA, Workers Compensation, unemployment and any other similar expenses and must be bonded. Contractor must provide proof of Liability Insurance as stated in bid documents.

Contractor must supply references from three current or past employers within the last three years.

Contractor must agree to supply updated information on all employees working in the Health Department.

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BID FORM

INVITATION FOR SEALED BIDS
JANITORIAL SERVICES FOR WAGONER COUNTY HEALTH DEPARTMENT
FOR THE 12-MONTH PERIOD JULY 1, 2013 - JUNE 30, 2014

DATE AND TIME OF OPENING:_____

Bidder agrees to furnish the Wagoner County Health Department with JANITORIAL SERVICES PER ATTACHED SPECIFICATIONS.

PRICE PER MONTH COWETA: $_____

PRICE PER MONTH WAGONER: $_____

The undersigned acknowledges receipt of the following Addenda. (Give number and date of each):

_____
_____
_____

I have examined the terms and specifications and instructions to bidders herein, and agree, provided I am awarded a contract, to provide the above described items for the sum shown in accordance with the terms and specifications stated herein. All deviations are in writing and attached hereto.

MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID

SIGNATURE:_____

PRINTED NAME:_____

TITLE: _____ FIRM NAME:_____

ADDRESS:_____

PHONE NO: _____ DATE:_____

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INSURANCE REQUIREMENTS

The CONTRACTOR (and any subcontractors) shall carry and keep in force during this Agreement policies of insurance in minimum amount as set forth below, as required in Article 21 of the General Conditions, and/or as required by the laws of the State of Oklahoma. The Contractor shall also furnish an Owner's Policy in the same amounts with Wagoner County as the named assured, issued by the same insurance company as the Contractor's Liability Coverage.

Personal Injury, Each Person	$1,000,000.00
Personal Injury, Each Accident	$1,000,000.00
Property Damage, Each Occurrence	$1,000,000.00
Property Damage, Aggregate	$1,000,000.00

Employer's Liability and Workers' Compensation in the amounts as required by law.

Automobile and Trucks Owned, Hired and Non-Owned

Personal Injury	$1,000,000.00
Personal Injury, Each Accident	$1,000,000.00
Property Damage, Each Accident	$1,000,000.00

The CONTRACTOR shall furnish certificates of such insurance which shall provide that in the event of any material change or cancellation of said policies, the company will give Wagoner County, OWNER, fifteen (15) days written notice.

Wagoner County shall be named as an Additional Insured on CONTRACTOR'S Insurance Policy.

Statements such as "will endeavor" and "but failure to notify" owner shall impose no obligation or liability of any land upon the company" shall not be allowed.

Special coverage for any blasting operations or use of explosives shall be listed separately on the certificates.

All insurance must be executed by a company licensed to do business in the State of Oklahoma, and must be acceptable to the Board, Wagoner County.