



Invitation to Bid

The Board of County Commissioners, Wagoner County, Oklahoma is seeking sealed bids for Janitorial Services for the period July 1, 2012 through December 31, 2012 for the Wagoner County Health Department office in Coweta.

Bid #29

Date Published: June 14, 2012 (Wagoner Tribune)

Bidding Period Closing Date and Hour: June 22, 2012 @ 4:00 PM

Sealed Bid Opening Date and Hour: June 25, 2012 @ 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 a Non Collusion Affidavit 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 of Non Collusion
4. Specifications
6. Vendor Quote Form
7. Insurance Requirements

A handwritten signature in cursive script that reads "Carolyn M Kusler".

Carolyn Kusler
Wagoner County Clerk
P O Box 156
Wagoner, OK 74477



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. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.
4. The enclosed Non-Collusion Agreement MUST be returned with the bid.
5. 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.
6. 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.
7. 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.
8. If the bid requires a written contract, the successful bidders shall execute a written contract with Wagoner County Health Department within ten (10) days after submission of the contracts to said bidder.
9. Successful bidder will be required to furnish their own Workman's Compensation Insurance and General Liability Insurance as specified in the bid packet.



AFFIDAVIT OF NON-COLLUSION

I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussion between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

(Typed/Printed)

Name: _____ Title: _____

Signature: _____

Firm: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Subscribed and sworn before me this _____ day of _____, 200_____.

Signature: Notary Public (Clerk or Judge)

My commission expires _____

Cliff's Seal

SPECIFICATIONS

Janitorial Services for July 1, 2012 – December 31, 2012

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

The Wagoner County Health Department 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 and Workers Comp 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.



Wagoner County Clerk

307 E. Cherokee Street, Wagoner, OK 74467

Ph/ (918) 485 - 2216 Fax/ (918) 485 - 7709

wagonercountyclerk@valornet.com



BID FORM

INVITATION FOR SEALED BIDS
JANITORIAL SERVICES FOR THE COWETA OFFICE
WAGONER COUNTY HEALTH DEPARTMENT
FOR THE 6-MONTH PERIOD JULY 1 - DECEMBER 31, 2012

DATE AND TIME OF OPENING: _____

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

PRICE PER MONTH: \$ _____

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: _____

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.