

Pittsburg County, Oklahoma  
**COUNTY PURCHASING OFFICE**  
 Pittsburg County Court House  
 McAlester, Oklahoma  
 Phone: (918) 423-4934

**INVITATION TO BID**

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE SIDE RELATING TO SUBMISSION OF THIS BID.

Notarized Affidavit completions and signature required on reverse side.

DATE ISSUED	<b>3-Jul-17</b>
PAGE 1 OF	

BID NUMBER <b>BID # 3</b>	BID CLOSING DATE AND HOUR <b>July 14, 2017 @ 5:00PM</b>	REQUIRED DELIVERY DATE Days after award of Purchase Order
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TERMS:	DATE OF DELIVERY:
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Item	Quantity	Unit of issue	DESCRIPTION	Unit Price	Total
			<p><b>Pittsburg County wishes to advertise for the following:</b></p> <p><b>Janitorial Services</b></p> <p><b>SEE SPECIFICATIONS ATTACHED</b></p> <p><b><u>PLEASE MARK CLEARLY ON FRONT OF SHIPPING ENVELOPE BID &amp; BID NUMBER</u></b></p>		

**TERMS AND CONDITIONS**

1. Sealed bids will be opened in the Commissioner's Conference Room, Pittsburg County Courthouse, McAlester, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by Pittsburg County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until delivered.

(DATE)

AFFIDAVIT: 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 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; 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.

Subscribed and sworn before this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_ (seal)

My commission expires \_\_\_\_\_ Signed by: \_\_\_\_\_ Title: \_\_\_\_\_  
(MANUAL SIGNATURE OF UNDERSIGNED)

\_\_\_\_\_  
NOTARY PUBLIC (CLERK OR JUDGE) Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_

NOTE: Other terms and conditions can be added at the discretion of the county officers.

RESOLUTION  
18-003

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, July 3, 2017.

WHEREAS, Pittsburg County wishes to advertise for the following:

Bid #3  
Janitorial Services

A bid package containing complete specifications and an "Invitation to Bid" are available in the Pittsburg County Clerk's Office, 115 E. Carl Albert Parkway, Room 103, McAlester, Oklahoma 74501 or online at [pittsburg.okcounties.org](http://pittsburg.okcounties.org).

THEREFORE, each competitive bid submitted to the County must be accompanied with an affidavit for filing with the competitive bid form, as required by 61 O.S. §.

Sealed bids will be received and filed with the Pittsburg County Clerk UNTIL 5:00 P.M. on Friday, July 14, 2017. Bids received after July 14, 2017 at 5:00 P.M. will not be opened. Bids will be opened on Monday, July 17, 2017 at 10:00 a.m. in the conference room of the Board of County Commissioners, Pittsburg County Courthouse, 115 E. Carl Albert Parkway, McAlester, Oklahoma. Contract will be awarded to the lowest or best bidder. The Board of County Commissioners, Pittsburg County, reserves the right to reject all bids and re-advertise.

BOARD OF COUNTY COMMISSIONERS  
PITTSBURG COUNTY, OKLAHOMA

ATTEST:



CHAIRMAN

*[Handwritten Signature]*

MEMBER

*[Handwritten Signature]*

MEMBER

*[Handwritten Signature]*

COUNTY CLERK

*[Handwritten Signature]*

BID REQUIREMENTS  
For  
JANITORIAL SERVICES

The following is the list of requirements that must be performed by the awarded bidder.

The services to be performed shall be done in accordance with generally accepted custodial standards and shall include, but not be limited to, the following:

1. BATHROOMS

- Trash to be emptied daily.
- Floors shall be swept and mopped daily.
- Basins, commodes, urinals and mirrors to be cleaned daily.
- Sanitizing and deodorizing to be done as needed.

2. FLOORS

- All floors to be swept daily.
- Tile floors to be mopped daily and buffed a minimum of once per month and stripped and waxed in April and October of each year.
- Carpeted floors to be vacuumed a minimum of twice per week and shampooed every July.

3. WORK AREAS AND STACKS

- Trash to be emptied daily.
- Books should be dusted as needed or a minimum of twice per month.
- Baseboards and window sills should be dusted as needed or a minimum of twice per month.
- All offices to be cleaned daily.

4. BREAK AREAS AND COFFEE BARS

- Trash to be emptied daily.
- Floors should be swept and mopped daily.
- Sinks should be cleaned daily and countertops wiped down.

5. WINDOWS

- The inside of all exterior windows shall be cleaned a minimum of once per month.
- Interior glass doors and windows should be cleaned a minimum of once per week.
- The inside of all exterior glass doors should be cleaned daily.

6. ENTRY AREAS AND STAIRS

- Lobbies shall be swept daily and mopped a minimum of twice per week.
- All staircases and stairwells shall be cleared of any debris daily.
- Main courthouse stairwell shall be swept daily between all three floors and mopped a minimum of twice per week.

7. LOBBIES

- Lobbies should be dusted a minimum of once per week.
- Lobby floors shall be swept daily and mopped no less than once per week and buffed no less than once per month.

No cleaning will begin before 4:00 p.m. on Monday, Tuesday, Wednesday, Thursday or Friday. No weekend cleaning will be done unless carpet shampooing, floor buffering or strip/waxing is required. Below are the contacts for each building. Advanced notification is required for weekend access to all buildings.

Courthouse	-	Commissioners Office
OSU Extension	-	David Cantrell, 918-423-4120
Emergency Mgmt.	-	Kevin Enloe, 918-423-5655

Awarded bidder shall provide certification of workers compensation insurance and proof that employees are bonded.

Pittsburg County will supply all the necessary supplies.