

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 28-Jan-13
PAGE 1 OF _____

BID NUMBER Bid # 13	BID CLOSING DATE AND HOUR February 11, 2013 @ 10:00AM	REQUIRED DELIVERY DATE Days after award of Purchase Order
-------------------------------	---	--

TERMS:	DATE OF DELIVERY:
--------	-------------------

Item	Quantity	Unit of issue	DESCRIPTION	Unit Price	Total
			<p>Board of County Commissioners Pittsburg County wishes to advertise for the following:</p> <p>Janitorial Services for the Pittsburg County Courthouse & Annex and the Pittsburg County OSU Extension Center</p> <p>SEE SPECIFICATIONS ATTACHED.</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

(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 _____ 2011 _____ (seal)

Firm: _____

My commission expires _____ Signed by: _____ Title: _____

(MANUAL SIGNATURE OF UNDERSIGNED)

Address: _____ Phone: _____

NOTARY PUBLIC (CLERK OR JUDGE)

City: _____ State _____

Zip _____

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

RESOLUTION

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, January 28, 2013.

WHEREAS, the Board of County Commissioners, Pittsburg County, wishes to advertise for the following:

Janitorial Services for the Pittsburg County Courthouse & Annex and
the Pittsburg County OSU Extension Center

A bid package containing complete specifications and an "Invitation to Bid" are available at the Pittsburg County Clerk's Office, 115 East Carl Albert Parkway, Room 103, McAlester, Oklahoma 74501 or online at pittsburg.okcounties.org.

WHEREAS, 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. § 138.

THEREFORE, sealed bids will be received and filed with the County Clerk and opened by the Board of County Commissioners on Monday, February 11, 2013 at 10:00 a.m. in the County Commissioners Conference Room, Pittsburg County Courthouse, 115 East Carl Albert Parkway, McAlester, Oklahoma. Contract will be awarded to the lowest or best bidder. The Board of County Commissioners reserves the right to reject any and all bids and re-advertise.

BOARD OF COUNTY COMMISSIONERS
PITTSBURG COUNTY, OKLAHOMA



RONNIE YOUNG, Chairman



KEVIN SMITH, Vice-Chairman



GENE ROGERS, Member



ATTEST:



JANICE BARKER, County Clerk

JANITORIAL SERVICES

BID SPECIFICATIONS

Awarded bidder will be responsible for the proper upkeep of the Pittsburg County Courthouse & Annex, located at 115 E. Carl Albert Pkwy., McAlester and the Pittsburg County OSU Extension Center, located at 707 W. Electric, McAlester.

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

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

2. FLOORS

- A. All floors (excluding bathrooms and break areas) to be swept daily and mopped no less than once per week.
- B. Tile floors to be buffed no less than once per month.
- C. Carpeted floors to be vacuumed a minimum of twice per week.

3. WORK AREAS AND STACKS

- A. Trash to be emptied daily.
- B. All offices to be cleaned daily.
- C. Dust books as needed or a minimum of twice per month.
- D. Dust baseboards and window sills as needed or a minimum of twice per month.

4. BREAK AREAS AND COFFEE BARS

- A. All break areas and coffee bars to be cleaned and mopped daily.

5. WINDOWS

- A. Inside windows to be washed as needed or a minimum of once per month.

6. ENTRY AREAS AND STAIRS

- A. Windows at all entries and doors to be cleaned daily.
- B. All staircases and stairwells should be cleared of any debris daily.
- C. Main courthouse stairwell should be swept between all three floors and mopped a minimum of once per week.

7. LOBBIES/HALLWAYS

- A. All lobbies should be dusted a minimum of once per week.
- B. All lobbies/hallway floors should be swept daily and mopped no less than once per week and buffed no less than once per month.

Awarded bidder shall not begin work before 4:00 p.m. on Monday, Tuesday, Wednesday, Thursday or Friday. No weekend cleaning unless carpet cleaning or floor buffering is required and the County Commissioners Office is notified.

Awarded bidder shall supply certificate of workers compensation insurance and shall make sure all employees are bonded.

Pittsburg County will provide supplies which are required to perform the services herein outlined.