

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	20-Apr-15
PAGE 1 OF _____	

BID NUMBER Bid # 17	BID CLOSING DATE AND HOUR May 4, 2015 @ 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>Pittsburg County wishes to advertise for the following for the Pittsburg County Courthouse, Annex and O.S.U. Extension Center:</p> <p>Janitorial Services</p> <p>See attached specifications</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 _____ 20_____ (seal)

My commission expires _____ Signed by: _____ Title: _____
Firm: _____
(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 #146

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, April 20, 2015.

WHEREAS, Pittsburg County wishes to advertise for the following for the Pittsburg County Courthouse, Annex and O.S.U. Extension Center:

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 Pkwy. Room 103, McAlester, Oklahoma 74501 or on the county website at pittsburg.okcounties.org.

A MANDATORY Pre-Bid Conference has been set for Monday, April 27, 2015 at 10:00 a.m. in the Conference Room of the Board of County Commissioners, Pittsburg County Courthouse, 115 E. Carl Albert Pkwy, McAlester, Oklahoma.


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. § 138.

Sealed bids will be received and filed with the Pittsburg County Clerk and opened on Monday, May 4, 2015 at 10:00 a.m. in the conference room of the Board of County Commissioners, Pittsburg County Courthouse, 115 E. Carl Albert Pkwy., 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


CHAIRMAN


VICE-CHAIRMAN


MEMBER

ATTEST:




COUNTY CLERK

Bid Requirements

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

A mandatory pre-bid conference will be held on Monday, April 27, 2015 at 10:00 a.m. **ALL INTERESTED BIDDERS ARE REQUIRED TO ATTEND.**

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

1. **BATHROOMS**
 - Trash to be emptied daily.
 - Floors should 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 office 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 should 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 should be swept daily and mopped a minimum of twice per week.
 - All staircases and stairwells should be cleared of any debris daily.

- Main courthouse stairwell should 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 should be swept daily, mopped no less than once per week and buffed a minimum of 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 and the County Commissioners Office is notified in advance for the Courthouse and Annex. David Cantrell must be notified in advance for the O.S.U. Extension Center.

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

Pittsburg County will provide all necessary supplies.