

County, Oklahoma

COUNTY PURCHASING OFFICE

400 W BROADWAY, SUITE 110

MUSKOGEE, OKLAHOMA 74401

Phone Number (918) 682-2169

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 07/11/2022

Page 1 of 4**BID NUMBER**

48

BID CLOSING DATE AND HOUR

08/15/2022 @ 9:30 a.m

REQUIRED DELIVERY DATE

(Days after award of Purchase Order)

Date of Delivery

TERMS

Attached

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL

TERMS and CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, 400 W BROADWAY, SUITE 010
MUSKOGEE, 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 MUSKOGEE 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 08/15/2022 @ 9:30 a.m. (Date)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say the 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)

Firm: _____

My commission expires _____

Signed by: _____

(Manual Signature of Undersigned)

Address: _____

Phone: _____

NOTARY PUBLIC (CLERK OR JUDGE)

Zip: _____

In accordance with 62 O.S. § 310.9

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

MUSKOGEE COUNTY HEALTH DEPARTMENT

JANITORIAL SPECS FOR BID FY2023

The Muskogee County Health Department will furnish the cleaning supplies, trash liners, paper towels and toilet tissue, including vacuum cleaner.

Work to be performed five nights per week, except holidays. Contractor will be paid \$2,506.10/month.

NIGHTLY:

- A. Empty all wastebaskets, inside and out, replace soiled trash-liners as needed and place in dumpster.
- B. Sweep all tile floors in building.
- C. Damp mop all floors in medical area, waiting rooms, and entrances.
- D. Clean glasses, doors and inside windows.
- E. Clean and disinfect all counter tops and sinks, polishing fixtures, including coffee room.
- F. Wipe clean and polish all chrome and glass in coffee room, exam rooms and laboratory.

RESTROOMS:

- G. Scrub and disinfect all toilets completely, including tank, seat, and bowl.
- H. Clean and shine all vanity tops and mirrors.
- I. Scrub, disinfect and polish all sinks.
- J. Sweep, mop and disinfect tile floors.
- K. Fill paper towel, soap dispensers and toilet tissue dispensers as needed.
- L. Disinfect and clean diaper changing table.

THREE TIMES A WEEK:

- A. Feather dust desk chairs, waiting room chairs and other areas of furniture.
- B. Vacuum carpets (more often as needed).
- C. Damp mop all floors other than medical area or as needed. (See nightly schedule above.)
- D. Clean windows inside and out at all outside entrances.

ONCE WEEKLY:

- A. Dust chairs, file cabinets, pictures, windowsills, baseboards, and bookshelves, polish wood desks; clean and/or wipe spills, fingerprints and scuffmarks.
- B. Clean and disinfect restroom walls and stall walls.

ONCE A MONTH:

- A. Spot clean smudges, fingerprints, and dirt from doors, light fixtures, and walls.

AS NEEDED:

- A. Spot clean or shampoo carpets.
- B. Dust all air vents.
- C. Replace air fresheners in dispensers.

Contractor agrees to use daily check off list provided by MCHD to verify that all work is completed as required. Check off list will be used to verify monthly invoice.

A monthly invoice shall be submitted to the Muskogee 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 with liability insurance.

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. Bidders may file sealed bids with the County Clerk on or before the date above-mentioned.