

MUSKOGEE

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 June 10th, 2025

Page 1 of 3

BID NUMBER

#31

BID CLOSING DATE AND HOUR

07/14/2025 @ 9am

REQUIRED DELIVERY DATE

(Days after award of Purchase Order)

Date of Delivery**TERMS**

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ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			Muskogee County Commissioners are now accepting bids on behalf of Muskogee County Health Department for Janitorial Services FY26 See page 3 Please make sure the terms and conditions are notarized. Bids MUST be time stamped at the County Clerk's office NO later than 9:00 am 07/14/2025. Bids may be mailed to: Polly Irving, Muskogee County Clerk PO Box 1008 Muskogee, OK 74401 or delivered to the office at: 400 W Broadway Muskogee, OK 74401		

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 07/14/2025 (Date) 9:00am

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.

NOTICE OF BID

**Janitorial Services FY 26
Muskogee County Health Department**

Notice is hereby given that at 9am on July 14, 2025, the Board of County Commissioners will receive sealed bids on the following:

The purpose of this contract is to provide janitorial services to the Muskogee County Health Department at 530 South 34th Street, Muskogee, Oklahoma as follows:

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

The Contractor will furnish all equipment to vacuum, strip and wax floors and professionally steam or dry clean carpets.

Work to be performed five nights per week, except holidays.

NIGHTLY:

- A. Empty all wastebaskets, inside and out, replacing soiled trash-liners as needed and placed in dumpster.
- B. Empty boxes broken down and placed in dumpster.
- C. Sweep and mop all tile floors.
- D. Sweep outside entrances, front and back and wash down as needed.
- E. Clean all glass mirrors and windows, inside and out.
- F. Clean and disinfect play tables daily.
- G. Entryways, waiting rooms and hallway carpets and rugs vacuumed nightly.
(All other carpet vacuumed three times weekly or daily if needed.)

RESTROOMS and EXAM ROOMS:

- H. Clean and disinfect all counter tops and sinks, polishing fixtures.
- I. Scrub and disinfect all toilets completely, including seat, and bowl.
- J. Replace hand soap, paper towel and toilet tissue dispensers as needed.

ONCE WEEKLY:

- A. Dust all desks, chairs, file cabinets, pictures, baseboards, and bookshelves.
- B. Spot clean carpet as needed.
- C. Pick up trash in parking lot and yard.

ONCE A MONTH:

- A. Spot clean smudges, fingerprints, and dirt from doors and walls.
- B. Clean and disinfect bathroom tile walls and stall walls.
- C. Dust all air vents
- D. Replace Air Fresheners in dispensers

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.

Approved this 9 day of June 2025
By the Muskogee Board of County Commissioners



Chairman

Member

Member

Attest

County Clerk