

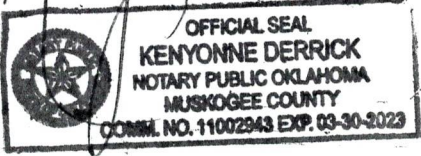
TERMS AND CONDITIONS

- 1. Sealed bids will be opened in the Commissioner's Conference Room, _____ County Courthouse, _____, 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 _____ 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 9:30am.
(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 8th day
of August 2022 (SEAL)

My commission expires 3/30/2023
Kennyne Derrick
NOTARY PUBLIC (CLERK OR JUDGE)



Firm: Squeaky Clean Janitorial LLC
Signed by: Janice Dules Title: Owner/Operator
(MANUAL SIGNATURE OF UNDERSIGNED)
Address: P.O. Box 492 Phone: 918 644-7550
City: Muskogee State: OK
Zip: 74402

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.

NOTICE OF BID

**Janitorial Services
Muskogee County Health Department**

Notice is hereby given that at 9:30am on August 15, 2022, the Board of County Commissioners will receive sealed bids on the following:

Muskogee County Health Department Janitorial Services.

Complete specifications can be obtained from the Muskogee County Clerk, 400 W Broadway, Muskogee, Oklahoma.

Sealed bids will be received no later than 9:30 AM on August 15, 2022, at the Muskogee County Commissioners office located at 400 W Broadway Street, Muskogee Oklahoma. The bids will be opened and publicly read. The Commissioners will accept or reject the bids and proper bids will be submitted to the Muskogee County Health Department to be reviewed and qualified. Bids must be submitted in a sealed envelope addressed to the Muskogee County Health Department, 400 W Broadway Street, Muskogee OK 74401 Attn: Muskogee County Commissioners. Each sealed envelope containing a bid must be clearly marked on the outside lower left corner, "SEALED BID – DO NOT OPEN - MCDH Janitorial Services FY2023" and bear on the outside the bidder's name and address. When forwarded by mail, the sealed envelope must be inside another envelope addressed to the owner. The Muskogee County Health Department proposed to recommend who to award a contract at a regularly scheduled County Commissioners Meeting.

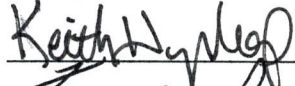
Interested bidders may contact the Muskogee County Health Department to schedule a walkthrough of the facilities by calling 918-683-0321.


Contractor must supply three references from recent customers.

Bidders may file sealed bids with the County Clerk on or before the date mentioned above. The Board of County Commissioners reserves the right to reject any or all bids. The Board of County Commissioners will accept the lowest and or best bid. A Non-Collusion Affidavit MUST BE ATTACHED TO ALL BIDS.

Approved this 11th day of July 2022

MUSKOGEE COUNTY COMMISSIONERS





ATTEST: 
Polly Irving, County Clerk

Squeaky Clean Janitorial

P.O. Box 492

Muskogee, OK 74402

squeakycleanwindows918@yahoo.com



Estimate

ADDRESS

530 South 34th Street
Muskogee Ok 74401

ESTIMATE # 1012

DATE 08/08/2022

EXPIRATION DATE 09/08/2022

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Janitorial	MUSKOGEE COUNTY HEALTH DEPARTMENT BID PROPOSAL #48	1	2,506.10	2,506.10

SUBMITTED BY:SQUEAKY CLEAN JANITORIAL
LLC-CERTIFIED BY THE MUSCOGEE (CREEK)
NATION

Tracie Diles
P.O. Box 492
MUSKOGEE,OK 74402

BID PROPOSAL AMOUNT \$2506.10

LIABILITY INSURANCE:LIBERTY MUTUAL
GROUP# CTPOK0000104291

BONDED BY :CNA SURETY# 63570998

ALL WORKERS ARE INDEPENDENTLY
CONTRACTED AND GIVEN A 1099-MISC AND
ARE RESPONSIBLE FOR PAYMENT OF
TAXES,F.I.C.A.,WORKER'S
COMPENSATION,UNEMPLOYMENT OR OTHER
EXPENSES OR TAXES THAT ARE REQUIRED BY
LAW.

SQUEAKY CLEAN JANITORIAL HAS READ ALL
REQUIREMENTS AS STATED BY THE HEALTH
DEPARTMENT AND AGREES TO FOLLOW ALL
GUIDELINES AS REQUESTED.

REFERENCES:

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
----------	-------------	-----	------	--------

BRIDGES OUT OF POVERTY
 SHENIA MCNAC
 1503 WEST BROADWAY ST
 MUSKOGEE,OK 74401
 918-840-5331

ADVANCED UROLOGY
 JUDY/JENA
 4200 WEST OKMULGEE ST
 MUSKOGEE,OK 74401
 918-683-5025

ONG
 DAVID SNYDER
 7702 E 91ST
 TULSA,OK 74008
 918-230-2097

918-644-7550

SUBTOTAL

2,506.10

Cash APP \$SqueakyCleanJan

TAX

TOTAL

\$2,506.10

Major Credit Cards Accepted


Accepted By

Accepted Date

Martha Laughlin

to Tina, Amanda, Kelly, me 

Polly,

 Muskogee County Health Department would like to accept Bid #48 for Squeaky Clean to provide janitorial services at the Health Department for a cost of \$2,506.10 per month. This agreement date of 9/1/2022. If you have any questions, please let us know. Thank you for your assistance!

Martha Laughlin | Business Manager

Adair| Cherokee| Haskell| McIntosh| Muskogee| Okfuskee| Okmulgee| Sequoyah

District 7|Oklahoma State Department of Health

p. 918-775-6201 | c. 918-839-5132 | f. 918-775-7749

