

NOTICE OF BID

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

Notice is hereby given that at 8:30 am 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.

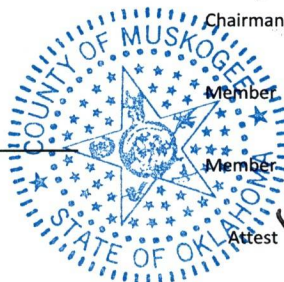
Contractor is responsible for payment of all taxes, FICA, Workers Compensation, unemployment and any other similar expenses and must be bonded with liability insurance.

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