

NOTICE TO BIDDERS

Sealed bids will be received in the Office of the Ottawa County Clerk, Robyn Mitchell, at 102 East Central Avenue, Suite 103 in Miami, Oklahoma 74354, until 9:05 AM on December 16th, 2024. Bids will then be opened and read aloud by the Ottawa County Board of Commissioners on the following:

COURTHOUSE JANITORIAL SERVICES **FOR THE PERIOD JANUARY 1, 2025 THROUGH DECEMBER 31, 2025**

Prospective bidders are urged to tour the Courthouse and Courthouse Annex facilities in order to fully comprehend the Scope of Work required under the terms of this Bid for Janitorial Services. Please contact County Clerk office to set up appointment.

Contractor shall be required to clean all listed areas (foyer, hallways, vending area, waiting areas, staircases, elevators, restrooms) within the Ottawa County Courthouse and Courthouse Annex five (5) times each week, Monday through Friday, anytime between the hours of 5:30 PM and 8:00 AM, but not to exceed a maximum of 30-hours per week.

Contractor will also be required to inspect all three Courtrooms Rooms located in the Ottawa County Courthouse every weekday and clean as often as is needed (but no less than once each week) during that same 30-hour work week.

Contractor will also be required to inspect the Community Room and Conference Rooms located in the Ottawa County Courthouse and Courthouse Annex every weekday and clean as often as needed (but no less than once each week) during that same 30-hour work week.

Courthouse **Daily Cleaning of Courthouse shall consist of:**

1. Gather the trash left in common areas by each Office. Dispose of trash in the dumpster located at the southeast corner of the Courthouse.
2. Elevator: Polish metal and clean walls; disinfect buttons and handrail, sweep and mop floor with a germicidal cleaning agent.
3. Clean entrance doors, door frames, handles, and thresholds. Clean the exterior of doors to Courthouse Offices.
4. Remove smudges from interior windows, on and around doors and door jambs, push plates and light switches.
5. Disinfect main lobby staircase handrails.
6. Refill hand sanitizer dispensers located in Common Areas as needed.
7. Vacuum all carpeted areas, including area rugs, in common areas.
8. Sweep or Vacuum hard surface Common Areas, including main lobby staircase.
9. Damp mop main area staircase.
10. Damp mop hard surfaces as needed in Common Areas and Commissioners Public Meeting Room.
11. Empty all waste receptacles in Common Areas; replace waste receptacle liners as needed.
12. Remove and dispose of cigarette butts and trash in receptacles located outside the front doors of the Courthouse.
13. Gather trash, dust, vacuum carpet, and sweep/vacuum hard floor in the Commissioners' Public Meeting Room.
14. Vacuum rugs, empty trash and sweep the bottom floors of stairwells #1, #3, #4
15. Clean restroom in commissioner's office refill toilet paper, paper towel, and soap; disinfect toilet, sink, polish mirror, clean tile wall and fixture; sweep and mop floors with a germicidal cleaning agent.

Daily Cleaning of Courthouse Public Restrooms shall consist of:

1. Disinfect toilets, urinals and sinks; polish mirrors and polish metal; clean partitions, sheetrock walls, tile walls and fixtures; sweep and mop floors with a germicidal cleaning agent.
2. Refill toilet tissue, paper towels, soap, air deodorizer and urinal blocks as needed.
3. Empty all waste receptacles; replace liners as needed.

Weekly Cleaning of Courthouse shall include:

1. Dust surfaces of desks, tables, cabinets and other furniture in the Common Areas.
2. Run floor machine(s) in common areas.
3. Run floor machine(s) in public restrooms.
4. Courtrooms: Vacuum all carpeting, dust all benches and chairs, dust all counter surfaces, vacuum/sweep all hard floor surface flooring, run floor machine(s).
5. Commissioner offices dust desks, chairs, shelves, cabinets, vacuum floors, empty trash, and replace liner as needed.

Monthly Cleaning of Courthouse shall include:

1. Sweep/vacuum and then Damp mop all stairs and floor surfaces of stairwells #1, #2, #3, #4, #5
2. Disinfect the stair rails of stairwells #1, #2, #3, #4, #5.
3. Sweep/vacuum and damp mop southeast holding area #1 and southeast holding area #2.
4. Tidy the two cleaning closets upstairs and downstairs.

Courthouse Annex

Daily Cleaning of Annex shall consist of:

1. Gather the trash left in common areas by each Office. Dispose of trash in the dumpster located at the Courthouse Annex.
2. Elevator: Polish metal and clean walls; disinfect buttons and handrail, sweep and mop floor with a germicidal cleaning agent.
3. Vacuum all carpeted areas, including area rugs, in common areas.
4. Damp mop hard surfaces as needed in Community Room, Annex Basement, and Common area hallways.
5. Remove and dispose of cigarette butts and trash in receptacles located outside the rear doors of the Courthouse Annex.
6. Empty all waste receptacles in Common Areas; replace waste receptacle liners as needed.

Daily Cleaning of Annex Public Restrooms shall consist of:

1. Disinfect toilets, urinals and sinks; polish mirrors and polish metal; clean partitions, sheetrock walls, tile walls and fixtures; sweep and mop floors with a germicidal cleaning agent.
2. Refill toilet tissue, paper towels, soap, air deodorizer and urinal blocks as needed.
3. Empty all waste receptacles; replace liners as needed.

Weekly Cleaning of Annex shall include:

1. Community room: clean the refrigerator, stove, microwave, countertops, sinks, restock supplies-paper towel, soap and sanitizer.

Monthly Cleaning of Annex shall include:

1. Tidy the cleaning closet upstairs near the elevator.
2. Annex basement stairwell: Sweep stairs, damp mop stairs, sweep and damp mop flooring, vacuum rugs, disinfect the stair rails.
3. Run floor machine(s) in community room and annex basement.

Every 6-month cleaning of Annex shall include:

1. Wax all linoleum flooring in the community room, basement, and common hallways.

Yearly cleaning of Annex shall include:

1. Remove and clean all chairs and tables from storage closet in the community room. Replace all tables and chairs back into the storage closet when finished. Clean all county-owned chairs in the annex basement.

Contractor shall be responsible for the labor only to perform these duties properly and professionally. Ottawa County will provide all cleaning equipment and supplies.

Contractor should properly maintain all equipment authorized for use and notify the County when equipment is not functioning correctly. Contractor shall be responsible for understanding how all equipment and cleaning agents work before use. Contractor is to provide the County with a list of items needed when inventory is low, so that supplies can be ordered before stock is depleted.

The Contractor's services will not be required on day(s) the Courthouse is closed in observance of a Holiday (see enclosed copy of Resolution declaring Holidays) or should the Courthouse be closed due to inclement weather or natural disaster. In the event the Courthouse is closed unexpectedly, the Contractor will be notified as early as possible.

In the event of sickness or emergency, Contractor must notify the Chairman or Vice Chairman of the Board of County Commissioners as soon as possible. The Chairman or Vice Chairman may designate a county employee(s) as the main point of contact for all non-emergency communications with the Contractor. All contact information for the County Commissioners can be found on the website "ottawa.okcounties.org" or see the enclosed business cards for cellphone numbers to contact the Commissioners during non-business hours. Contractor can also reach the Commissioners or County Clerk during normal business hours by dialing 918-542-3121 and selecting the option for those offices. Contractor shall be responsible for maintaining most current contact information of the Commissioners.

Payment for services rendered during a month in which the Contractor was absent will be adjusted accordingly by dividing the contractual monthly payment by the number of weekdays in that month and deducting for the day(s) missed. Excessive absences of five days or more shall be grounds for the termination of Janitorial Contract.

Contractor must provide the Office of the County Clerk with an Invoice listing days and hours worked during the month by the 5th day of the following month. Contractor shall be

compensated by the 15th of each month for services rendered during the preceding month.

Confidential documents are located in Ottawa County Courthouse and Annex Offices. Breach of Confidentiality shall be grounds for immediate termination of Janitorial Services Contract and possible prosecution.

Contractor actions will be captured on Courthouse Security Systems and periodically reviewed. Contractor will be required to obtain an Identification Badge from the County that will be used to access all doors. If the Identification badge is lost, stolen or damaged the Contractor shall be responsible for notifying the County as soon as possible. Contractor must wear the Identification Badge at all times while on County premises. Anyone on the County premises without an Identification Badge will be asked to leave. Physical door keys will not be provided. The Identification Badge should be used at all times when accessing doors. Contractor is strictly prohibited from entering areas not listed for cleaning as part of this contract. Contractor will be provided a light switch key that should be used to turn the main lights off in the Courthouse after cleaning is complete. Contractor should turn all lights off and close and secure all doors after cleaning areas listed on this contract.

These Janitorial Services are not to be sub-contracted. Only the individuals designated by this Contract shall be present in the building while services are performed. No one under the age of eighteen (18) will be permitted in the Courthouse after business hours. Contractor must agree to adhere to all current safety, security and fire protection rules and policies of the Courthouse during the performance of these duties.

Unauthorized use of County-Owned equipment (i.e. telephones, fax machines, copiers, computers, etc.) is strictly prohibited and will be grounds for immediate termination of Janitorial Contract and possible prosecution.

Within the limitations of the laws of the State of Oklahoma, the Contractor shall hold harmless the State of Oklahoma and the County of Ottawa from all suits, actions or claims brought as a result or consequence of any neglect or misconduct by the Contractor or any employee of the Contractor.

1. Sign a Service Contract and Confidentiality Agreement.
2. Pass a background check.
3. Complete an Affidavit of Exempt Status under the Workers' Compensation Act, which certifies that – as an Independent Contractor – he or she is not eligible to receive Workers' Compensation benefits.
4. Sign a Waiver holding Ottawa County harmless from any and all lawsuits, actions or claims.

[BID 2024-2025.19: COURTHOUSE JANITORIAL SERVICES](#)

Bids submitted must be clearly marked on the outside of a sealed envelope:

OPEN: DECEMBER 16th, 2024 @ 9:05 AM

and must be accompanied by a completed and notarized **“Statement of Non-Collusion”** as required by O.S. 74, Section 85.22.

Bids submitted must include three (3) Client references and one (1) Bank reference.

The successful bidder must comply with O.S. 19, Chapter 33 (Purchasing Procedures).

Bids received late will be returned unopened.

The Ottawa County Board of Commissioners reserves the right to reject any or all bids and/or make an award to other than the low bidder, if such an award is deemed to be in the best interest of the County.

Robyn Mitchell
Ottawa County Clerk

S A & I 1-4040 (1982) MODIFIED

THIS PAGE MUST BE SUBMITTED

OTTAWA COUNTY CLERK
102 EAST CENTRAL AVENUE, SUITE 103
MIAMI, OKLAHOMA 74354
(918) 542-3332
countyclerk@ottawa.okcounties.org

Vendor Name: _____

Contact Person: _____

Phone Number: _____

Vendor Address: _____

INVITATION TO BID

BID 2024-2025.19: COURTHOUSE JANITORIAL SERVICES
ISSUED: NOVEMBER 4th, 2024
OPEN: DECEMBER 16, 2024 @ 9:05 AM
FOR THE PERIOD JANUARY 1, 2025 THROUGH DECEMBER 31, 2025

DESCRIPTION

OTTAWA COUNTY COURTHOUSE AND ANNEX JANITORIAL
SERVICES

\$_____per hour @ 5 hours per day x 5 days per week for a
total of:

\$_____per month

THIS PAGE MUST BE SUBMITTED
CLIENT REFERENCES

CLIENT # 1 NAME _____

PHONE _____

SERVICE LOCATION _____

DESCRIPTION OF SERVICE _____

CLIENT # 2 NAME _____

PHONE _____

SERVICE LOCATION _____

DESCRIPTION OF SERVICE _____

CLIENT # 3 NAME _____

PHONE _____

SERVICE LOCATION _____

DESCRIPTION OF SERVICE _____

THIS PAGE MUST BE SUBMITTED
CONDITIONS OF BID

Sealed bids will be opened in the Office of the County Commissioners located in the Ottawa County Courthouse at 102 East Central Avenue, Suite 104 in Miami, Oklahoma at the time and date shown on the Invitation to Bid.

Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with Bid Number, Date and Time written on the outside of the envelope.

Unit prices will be guaranteed correct by the bidder.

Firm prices will be FOB Ottawa County.

Purchases by Ottawa County, Oklahoma are not subject to State or Federal taxes.

This bid is submitted as legal offer and any bid, when accepted by the County, constitutes a firm contract.

Oklahoma laws require each bidder submitting a bid to a County for goods or services to furnish a notarized sworn Statement of Non-Collusion (form supplied below).

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

STATEMENT OF NON-COLLUSION

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 to this _____ day of _____, 20____.

(Seal)

Firm: _____

Signed: _____

Address: _____

Notary Public

City: _____ State: _____

My commission expires _____

Zip: _____