

## **NOTICE TO BIDDER**

**NOTICE IS HEREBY GIVEN** that the Board of County Commissioners of Custer County, Oklahoma will, on the **11th day of June, 2012** up until the hour of **9:30 o'clock a.m.** on said day, in their office in the Courthouse in Arapaho, Oklahoma, receive sealed bids for the following:

Minimum Specifications For  
Cleaning Service for Custer County, Oklahoma  
Health Department

Specifications and information are on file in the Custer County Clerk's office in Arapaho, Oklahoma.

All bids must be in a sealed envelope, clearly marked **BID**, with the **BID OPENING DATE**.

All bids must be mailed or delivered to:

**CUSTER COUNTY CLERK'S OFFICE  
P.O. BOX 300  
ARAPAHO, OKLAHOMA 73620**

Please follow all instructions for submitting bid proposals completely.

/s/Karen Fry, Custer County Clerk

(SEAL)

## **INSTRUCTIONS FOR SUBMITTING BID PROPOSALS**

1. This entire packet (Notice, Instructions, Minimum Specifications and Affidavit) shall be known as the "Invitation to Bid" form. Fill out the "Invitation to Bid" form *completely*.
2. Identify the outside of the sealed envelope as follows:  
**SEALED BID**  
**CLOSING (Bid Date)**  
**BID (Opening Time)**
3. Place your company name and return address on the outside of the envelope.
4. File the bid proposal with the Custer County Clerk, either by mail or in person, before **9:30 o'clock a.m. on June 11, 2012**. Bids received after this time will be rejected and unopened. All bids will be opened at **9:30 o'clock a.m., June 11, 2012** during the County Commissioner's meeting held in the Custer County Courthouse, Arapaho, Oklahoma, Room 104, at 675 West "B" Street, Arapaho, Oklahoma.
5. All forms must be filled out completely. Any incomplete forms could result in rejection if the Board of County Commissioners considers such action to be in the best interest of Custer County.
6. The address of the Custer County Clerk is as follows:

<b>(MAILING)</b> CUSTER COUNTY CLERK P.O. BOX 300 ARAPAHO, OK 73620-0300	<b>(PHYSICAL)</b> CUSTER COUNTY CLERK 675 WEST 'B' STREET ARAPAHO, OK 73620
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7. All bid information shall be typewritten, or legibly written in ink. All corrections shall be initialed by the person signing the form(s).
8. On all bids requiring services or contract labor, proof of liability insurance may be required. Read the bid specifications carefully.
9. FOR PROMPT PAYMENT OF ALL INVOICES, PLEASE NOTE:
  - \* Payment for maintenance & operational expenses for Custer County is made once a month. Approval of said claims is made on the second Monday of each month. For your claim to be considered for payment, the product(s) or service(s) must be delivered, and the appropriate paperwork on file with the County Clerk's office no later than five working days prior to the second Monday of the month.
  - \* If the proper invoices and supporting documentation are not received by the monthly cut-off date, payment will be rendered during the following month's business.
  - \* Please contact Karen Fry, Purchasing Agent, for a schedule for invoice submission in order to expedite payment processing.
10. If you have any questions regarding the bid specifications, or the bid deadlines, etc., please contact Karen Fry, Custer County Clerk at (580) 323-4420.

**NOTE: ALL BID PROPOSALS WHICH DO NOT CONTAIN THE "INVITATION TO BID" AND THE SIGNED/NOTARIZED "AFFIDAVIT FOR FILING WITH COMPETITIVE BID", WILL BE INVALID AND REJECTED.**

**MINIMUM SPECIFICATIONS FOR  
Cleaning Service for  
Custer County, Oklahoma  
Health Department**

Cleaning will include Clinton and Weatherford Offices

Cleaning Type	Daily Recurring
Clinton Cleaning Days	3 Days/week
Weatherford Cleaning Days	3 Days/week
Cleaning Times	After 5:00 p.m. and weekends

Cleaning contract will be from [July 1, 2012](#) through and including [June 30, 2013](#).

**DAILY CLEANING**

- A. Waiting Room/Lobby, All Offices, Chart Room, Hall Floors, Entry Doors, TB Isolation Room, Lab, Lounge, Weight Room
  - 1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
  - 2. Vacuum carpeting.
  - 3. Clean and polish drinking fountain(s).
  - 4. Thoroughly dust all horizontal surfaces, including desk tops, files, window sills, chairs, tables, pictures and all manner of furnishings.
  - 5. Damp wipe all horizontal surfaces to remove coffee rings and spillage, as needed.
  - 6. Dust telephones.
  - 7. Dust mop hard surface floors with a treated dust mop.
  - 8. Damp mop hard surface floors to remove any spillage from soiled areas.
  - 9. Damp wipe entryway metal and clean fingerprints from entrance glass.
  - 10. Spot clean partition glass.
  - 11. Inspect and pick up, as needed, building entrance area.
  - 12. Clean toys.
  - 13. Clean and sanitize sinks.
  
- B. Restrooms
  - 1. Stock towels, tissue, and hand soap.
  - 2. Empty sanitary napkin receptacles and wipe with a disinfectant.
  - 3. Empty trash receptacles and wipe if needed.
  - 4. Clean and polish mirrors.
  - 5. Wipe towel cabinet covers.
  - 6. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
  - 7. Toilet seats to be cleaned on both sides using a disinfectant.
  - 8. Scour and sanitize all basins. Polish bright work.
  - 9. Dust partitions, top of mirrors, and frames.
  - 10. Remove splash marks from walls around basins.
  - 11. Mop and rinse restroom floors with a disinfectant.

**WEEKLY CLEANING**

- A. Chart Room, Conference Room, Garage Storage, All Offices
  - 1. Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture.
  - 2. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
  - 3. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
  - 4. Empty shredders.

**MONTHLY CLEANING**

- A. Storage Rooms, Basement File Room, All Offices
  - 1. Complete all high dusting not reached in the above mentioned cleaning.

2. Remove fingerprints and marks from around light switches and door frames.
3. Vacuum all upholstered furniture.
4. Damp wipe telephones using a disinfectant.

**Total Price per Month**

**\$** \_\_\_\_\_

\_\_\_\_\_  
**Vendor Name**

\_\_\_\_\_  
**Vendor Address**

\_\_\_\_\_  
**Vendor Phone Number**



**Request for Taxpayer  
Identification Number and Certification**

**Give Form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	<b>Custer County P.O. Box 300 Arapaho, OK 73620-0300</b>	
List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>								
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<b>Employer identification number</b>								
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**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.