

INVITATION TO BID

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Custer County, Oklahoma will, on the **20th day of June, 2016** 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 Commissioner's office, Room 104 in Arapaho, Oklahoma, and can also be found on Custer County's website, <http://www.custer.okcounties.org>.

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

All bids must be mailed or delivered to:

(Mail)

Custer County Clerk
P. O. Box 300
Arapaho, OK 73620-0300

(Physical)

Custer County Clerk
675 West 'B' Street
Arapaho, OK 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 for Filing, Affidavit for Contracts and W-9) 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 – Health Department Cleaning
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 20th, 2016**. Bids received after this time will be rejected and unopened. All bids will be opened at **9:30 o'clock a.m., June 20th, 2016** 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. **The entire bid packet must be returned.**
6. The address of the Custer County Clerk is as follows:

<i>(MAILING)</i> CUSTER COUNTY CLERK P.O. BOX 300 ARAPAHO, OK 73620-0300	<i>(PHYSICAL)</i> CUSTER COUNTY CLERK 675 WEST 'B' STREET ARAPAHO, OK 73620
---	--
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, Custer County Clerk, 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 or Debbie Bright, Purchasing Agent 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, 2016 through and including June 30, 2017.

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

