



**Invitation For Bid TAC1234  
Janitorial Services – NSWWTP & Lower  
 Bird Creek Facility  
Asset Management Dept.  
**Issued: November 12, 2021****

**City of Tulsa,  
 Oklahoma**  
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NOTICE is hereby given that the CITY OF TULSA, OKLAHOMA will receive sealed Bids for the following:

**BID # TAC1234**

**DESCRIPTION: Janitorial Services**

**(Commodity Code(s): 910-39)**

You are invited to submit a Bid to supply the Goods and/or Services specified above. Invitations for Bid (IFB) will be posted on the City’s website at [www.cityoftulsapurchasing.org](http://www.cityoftulsapurchasing.org) or a hardcopy may be obtained at:

City of Tulsa-Purchasing Division  
 175 East 2<sup>nd</sup> Street, 15<sup>th</sup> Floor  
 Tulsa Oklahoma 74103

**Bids must be received no later than 5:00 PM (CST) on Wednesday, December 8, 2021, and delivered to:  
 City Clerk’s Office  
 175 East 2<sup>nd</sup> Street, Suite 260  
 Tulsa Oklahoma 74103**

Bids must be sealed and either mailed or delivered. No faxed or emailed Bids will be considered. Bids received after the stated date and time **will not be accepted and will be returned to the Bidder unopened.**

The Bid Packet consists of (1) this Notice of Invitation for Bid, (2) the Summary Sheet, (3) Form #1, (4) Form #2, (5) Form #3, (6) Form #4, (7) Form #5, (8) Form #6, (9) the Instructions, Terms and Conditions for Bidders, (10) Special Requirements, (11) Technical Specifications and (12) Exhibit A.

Use this checklist to ensure you have properly read and completed all Forms.

- \_\_\_\_\_ Notice of Invitation for Bid
- \_\_\_\_\_ Summary Sheet
- \_\_\_\_\_ Form #1: Bidder Information Sheet. Must be completed.
- \_\_\_\_\_ Form #2: Purchase Agreement. **Complete legal name in first paragraph and Notice provision in Section 17.i. Original signature required.**
- \_\_\_\_\_ Form #3: Interest Affidavit. Original signature and notarization required.
- \_\_\_\_\_ Form #4: Non-Collusion Affidavit. Original signature and notarization required.
- \_\_\_\_\_ Form #5: Affidavit of Claimant. Original signature and notarization required.
- \_\_\_\_\_ Form #6: Acknowledgment of Receipt of Addenda/Amendments. Must be completed and signed.
- \_\_\_\_\_ Instructions, Terms and Conditions for Bidders
- \_\_\_\_\_ Special Requirements (Offer Period; Insurance and Bonding; References)
- \_\_\_\_\_ Technical Specifications
- \_\_\_\_\_ Exhibit A: Bid Form including Delivery and Pricing. This is your Bid. It must be completed, or your Bid will be Rejected.

**IMPORTANT NOTE: Write the Bid Number, Bid Description (as listed above), and Bid Opening Date on the lower left corner of the outside of your Bid envelope. You must return the entire completed Bid Packet.**



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**SUMMARY SHEET**

**Project Buyer**

If you have any questions or need additional information, contact the assigned Project Buyer:

Donny Tiemann, Senior Buyer  
[dtiemann@cityoftulsa.org](mailto:dtiemann@cityoftulsa.org)  
Include **TAC1234 – Janitorial Services** on the subject line

**Bidder’s Notice of Intent to Submit a Bid**

Email the Project Buyer indicating your intent to Bid. Include TAC1234 – Janitorial Services on the subject line of the email. You will receive an email response verifying your notice of intent to bid was received. This same procedure should be followed to request clarification, in writing, of any point in the IFB. Bidders are encouraged to contact the Project Buyer by email if there is anything in these specifications that prevents you from submitting a Bid or completing the Bid Packet.

Questions and concerns must be received no later than **ten (10) days prior** to the Bid Packet due date.

**Issuing of Addenda**

If you received the notice of this IFB from the City as a result of being registered to sell the commodity code(s) on this Bid, you should also receive notice of any addenda issued. If you are not registered with the City to sell the commodities listed herein, you must register as a supplier on the City of Tulsa Purchasing website ([www.cityoftulsapurchasing.org](http://www.cityoftulsapurchasing.org)) to receive notice of any addenda, or to receive notice of any future IFBs.

**Pre-Bid Conference**

If a pre-Bid conference will be held for this IFB, information on that conference will be inserted below:

**Pre-Bid Meeting:**

Date **Tuesday, November 30, 2021** Time **9:30am**  
Location: Northside Waste Water Treatment Plant – 5628 N 105 E. Ave, Tulsa

**Attendance at the Pre-Bid Conference is required to submit a Bid.**

Attendance is not required to submit a Bid.

**Bid Packet Submission**

The City requires two completed Bid packets: 1 Original and 1 Copy. Each must be clearly labeled on the front sheet indicating “Original” or “Copy”. If a copy on electronic media is also required, the line below will be checked.  
 Electronic Copy also required.

Responses to this Invitation for Bid must be made on the forms listed on page 1. The entire completed Bid Packet must be returned, or your Bid may be rejected. Do not take exception to any portion of this Bid Packet. Do not make any entries except where required. Do not insert any other documents into the Bid Packet.

**Bid Opening**

All Bid openings are public and take place at 8:30 a.m. Thursday, the day after Bids are due. The Bid openings are held in the City of Tulsa Council Meeting Room, 175 East 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Tulsa, Oklahoma. The Bid Opening for TAC1235 will be held November 4, 2021. You are welcome to attend.



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**FORM #1**  
**BIDDER INFORMATION SHEET**

**Bidder's Exact Legal Name:** \_\_\_\_\_  
 (Must be Bidder's company name as reflected on its organizational documents, filed with the state in which bidder is organized; not simply a DBA)

**State of Organization:** \_\_\_\_\_

**Bidder's Type of Legal Entity: (check one)**

- |  |  |
|--|--|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Liability Company     |
| <input type="checkbox"/> Partnership         | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Corporation         |  |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Other: _____                  |

**Bidder's Address:** \_\_\_\_\_  
   Street  City  State  Zip Code

**Bidder's Website Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Sales Contact:**

Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Legal or Alternate Sales Contact:**

Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_



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**FORM #2 (Page 1 of 4)  
PURCHASE AGREEMENT**

**INSTRUCTIONS:** This document **must** be properly signed and returned or your Bid will be **rejected**. This form constitutes your offer and if accepted by the City of Tulsa will constitute the Purchase Agreement under which you are obligated to perform. Your signature on this document indicates you have read and understand these terms and agree to be bound by them.

**THIS PURCHASE AGREEMENT** is between the CITY OF TULSA, OKLAHOMA, a municipal corporation, 175 East 2<sup>nd</sup> Street, Tulsa, Oklahoma, 74103-3827 (the "City") and:

(Bidder's company name as reflected on its organizational documents, filed with the state in which bidder is organized; not simply a DBA) (the "Seller").

**WITNESSETH:**

WHEREAS, the City has approved certain specifications and advertised for or solicited Bids on the following goods or services:

**TAC1234 – Janitorial Services – NSWWTP & Lower Bird Creek Facility**

("the Goods and/or Services")

WHEREAS, Seller desires to provide such Goods and/or Services to City, acknowledges that this document constitutes Seller's offer to provide the Goods and/or Services specified below, and further acknowledges that if executed by the City's Mayor, this document will become the Purchase Agreement for such Goods and/or Services.

NOW, THEREFORE, for and in consideration of the terms, covenants and conditions hereinafter set forth, the parties hereto agree as follows:

- Documents Comprising the Agreement.** The Bid Packet includes the Notice of Invitation to Bid, the Summary Sheet, Form #1, Form #2, Form #3, Form #4, Form #5, Form #6, the Instructions, Terms and Conditions for Bidders, the Special Requirements, the Technical Specifications, Exhibit A and any addenda or amendments to the Bid Packet. The Bid Packet is incorporated herein by this reference. In the event of conflicting or ambiguous language between this Purchase Agreement and any of the other Bid Packet documents, the parties shall be governed first according to this Purchase Agreement and second according to the remainder of the documents included in the Bid Packet. Seller may submit as part of its Bid additional materials or information to support the Bid. Additional materials or information submitted by Seller which are not ambiguous, and which do not conflict with this Purchase Agreement or the other Bid Packet documents are incorporated herein by this reference.
- Purchase and Sale.** Seller agrees to sell City the Goods and/or Services for the price and upon the delivery terms set forth in Exhibit A hereto. City agrees to pay Seller the price as set forth in Exhibit A based on (a) the quantity actually purchased in the case of goods or services priced by unit, or (b) the total price for a stated quantity of goods or services, upon (i) delivery of the Goods and/or Services to the City, (ii) the City's Acceptance thereof, and (iii) Seller's submission and City's approval of a verified claim for the amount due. City shall not pay any late charges or fees.
- Irrevocable Offer.** Seller understands and acknowledges that its signature on this Agreement constitutes an irrevocable offer to provide the Goods and/or Services. There is no contract unless and until City's Mayor/Mayor Pro Tem executes this Agreement accepting Seller's Bid. No City officer, employee or agent except the Mayor (or Mayor Pro Tem) has the authority to award contracts or legally obligate the City to any contract. Seller shall not provide any Goods and/or Services to City pursuant to this Agreement before this Agreement is executed by City. If Seller provides any Goods and/or Services to City pursuant to this Agreement before this Agreement is executed by City, such Goods and/or Services are provided at Seller's risk and City shall have no obligation to pay for any such Goods and/or Services.
- Term.** The term of this Agreement shall be effective commencing on the date of execution of this Agreement by the Mayor/Mayor Pro Tem of the City of Tulsa and terminating one year from that date. City in its sole discretion may offer Seller an opportunity to renew this Agreement for an additional four (4) one (1) year term(s). Seller understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Goods and/or Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) in which such Goods and/or Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.
- Warranties.** Seller shall assure that the Goods and/or Services purchased hereunder are covered by all available and applicable manufacturers' warranties for such Goods and/or Services. Seller expressly agrees that it will be responsible for performing all warranty obligations set forth in the Technical Specifications for the Goods and/or Services covered in this Agreement. Seller also warrants that the Goods and/or Services will conform to the Technical Specifications and Special Requirements, and further warrants that the Goods and/or Services shall be of good materials and workmanship and free from defects for either a minimum of one (1) year from the date of Acceptance or installation by City, whichever is later, or as **specified in the Technical Specifications**, whichever is later. In no event shall Seller be allowed to disclaim or otherwise limit the express warranties set forth herein.
- Warranty Remedies.** City shall notify Seller if any of the Goods and/or Services fails to meet the warranties set forth above, and Seller shall promptly correct, repair or replace such Goods and/or Services at Seller's sole expense. Notwithstanding the foregoing, if such Goods and/or Services shall be determined by City to be defective or non-conforming within the first thirty (30) days after the date of Acceptance by City, then City at its option shall be entitled to a complete refund of the purchase price and, in the case of Goods, shall promptly return such Goods to Seller. Seller shall pay all expenses related to the return of such Goods to Seller.



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7. **Seller Bears Risk.** The risk of loss or damage shall be borne by Seller at all times until the Acceptance of the Goods or Services by City.
8. **No Indemnification by City.** Seller understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Seller harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Seller shall not limit its liability to City for actual loss or direct damages for any claim based on a material breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled.
9. **Indemnification by Seller.** Seller agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of any nature brought against them due to the use of patented appliances, products or processes provided by Seller hereunder. Seller shall pay all royalties and charges incident to such patents.
10. **No Insurance by City.** If City is leasing Goods herein, City shall not be required to obtain insurance for Seller's property. Seller shall be solely responsible for any insurance it deems necessary. City is self-insured for its own negligence, subject to the limits of the Governmental Tort Claims Act (51 O.S. § 151 et seq.).
11. **No Confidentiality.** Seller understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 et seq.) and therefore cannot assure the confidentiality of contract terms or other information provided by Seller pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements thereunder.
12. **Non-Responsive Bids.** Seller understands and acknowledges that if it adds terms and conditions to its Bid that are different from the terms set forth herein that its Bid may be rejected as non-responsive. Furthermore, if City accepts Seller's Bid and awards a contract to Seller based on such Bid, City shall not be bound to any exceptions, changes or additions made by Seller, and any terms and conditions added by Seller which are not expressly agreed to by City in writing will be void and of no force and effect and the parties will be governed according to the document precedence set forth in Section 1 above.
13. **Compliance with Laws.** Seller shall be responsible for complying with all applicable federal, state and local laws, regulations and standards. Seller is responsible for any costs of such compliance. Seller certifies that it and all of its subcontractors to be used in the performance of this Purchase Agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).
14. **Termination.** City, by written notice, may terminate this Agreement, in whole or in part, when such action is in the best interest of City. If this Agreement is so terminated, City shall be liable only for payment for Goods accepted and Services rendered prior to the effective date of termination. City's right to terminate this Agreement is cumulative to any other rights and remedies provided by law or by this Agreement.
15. **Price Changes.** The parties understand and agree that the variables in Seller's cost of performance may fluctuate, but any change in Seller's cost of performance will not alter its obligations under this Agreement, nor excuse performance or delay on Seller's part. If the IFB provides that Seller may include a price escalation provision in its Bid, Seller's price escalation provision will be evaluated by City as part of Seller's Bid price when awarding the Bid.
16. **Right to Audit.** The parties agree that Seller's books, records, documents, accounting procedures, practices, price lists or any other items related to the Goods and/or Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Seller is required to retain all records related to this Agreement for the duration of the term of this Agreement and a period of three years following completion and/or termination of the Agreement. If an audit, litigation or other action involving such records begins before the end of the three year period, the records shall be maintained for three years after the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.
17. **Notice.** Any notice, demand, or request required by or made pursuant to this Agreement shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the addresses specified below.

i. To Seller: \_\_\_\_\_  
 \_\_\_\_\_  
 To CITY: City Clerk  
 CITY OF TULSA, OKLAHOMA  
 175 E. 2<sup>nd</sup> Street, Suite 260, Tulsa, Oklahoma 74103  
 With a copy to: Donny Tiemann, Senior Buyer  
 175 E. 2<sup>nd</sup> Street, 15<sup>th</sup> Floor, Tulsa, OK 74103

18. **Relationship of Parties.** The Seller is, and shall remain at all times, an independent contractor with respect to activities and conduct while engaged in the performance of services for the City under this Agreement. No employees, subcontractors or agents of the Seller shall be deemed to be employees of the City for any purpose whatsoever, and none shall be eligible to participate in any benefit program provided by the City for its employees. The Seller shall be solely responsible for the payment of all employee wages and salaries, taxes, withholding



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payments, fringe benefits, insurance premiums, continuing education courses, materials or related expenses on behalf of its employees, subcontractors, and agents. Nothing in this Agreement shall be construed to create a partnership, joint venture, or agency relationship among the parties. No party shall have any right, power or authority to act as a legal representative of another party, and no party shall have any power to obligate or bind another party, or to make any representations, express or implied, on behalf of or in the name of the other in any manner or for any purpose whatsoever.

19. **Third Parties.** This Agreement is between City and Seller and creates no right unto or duties to any other person. No person is or shall be deemed a third party beneficiary of this Agreement.
20. **Time of Essence.** City and Seller agree that time is deemed to be of the essence with respect to this Agreement.
21. **Binding Effect.** This Agreement shall be binding upon City and Seller and their respective successors, heirs, legal representatives and permitted assigns.
22. **Headings.** The headings used herein are for convenience only and shall not be used in interpreting this Agreement
23. **Severability Provision.** If any term or provision herein is determined to be illegal or unenforceable, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible to be legal, valid and enforceable.
24. **Governing Law And Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue. City does not and will not agree to binding arbitration of any disputes.
25. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
26. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise. This Agreement may only be modified or amended in a writing signed by both parties. Notwithstanding anything to the contrary stated herein or in the attachments to this Agreement, no future agreements, revisions or modifications that may be required under this Agreement are effective or enforceable unless such terms, revisions or modifications have been reduced to writing and signed by City and Seller. Seller may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Seller shall not be entitled to any claim for extras of any kind or nature.
27. **Multiple Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.
28. **Interpretive Matters and Definitions.** The following interpretive matters shall be applicable to this Agreement:
  - 28.1 Unless the context otherwise requires: (a) all references to Sections are to Sections of or to this Agreement; (b) each term defined in this Agreement has the meaning assigned to it; (c) "or" is disjunctive but not necessarily exclusive; (d) words in a singular include the plural and vice versa. All references to "\$" or to dollar amounts shall be in lawful currency of the United States of America;
  - 28.2 No provision of this Agreement will be interpreted in favor of, or against, any of the parties hereto by reason of the extent to which such party or its counsel participated in the drafting thereof or by reason of the extent to which any such provision is inconsistent with any prior draft hereof or thereof;
  - 28.3 Any reference to any applicable laws shall be deemed to refer to all rules and regulations promulgated thereunder and judicial interpretations thereof, unless the context requires otherwise;
  - 28.4 The word "including" means "including, without limitation" and does not limit the preceding words or terms; and
  - 28.5 All words used in this Agreement shall be construed to be of such gender, number or tense as circumstances require.
29. **Equal Employment Opportunity.** Each bidder agrees to comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
30. **Authority to Bind.** The undersigned individual states that s/he has authority to bind Seller to this Agreement, that s/he has read and understands the terms of this Agreement, and that Seller agrees to be bound by this Agreement and its incorporated documents.



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**IMPORTANT NOTE: This document must be signed by the proper person as set forth in Instructions, Terms and Conditions for Bidders, paragraph 4. FAILURE TO SUBMIT PROPERLY AUTHORIZED SIGNATURE MAY RESULT IN YOUR BID BEING REJECTED AS NONRESPONSIVE.**

IN WITNESS WHEREOF, this Agreement has been executed in multiple copies on the dates set forth below to be effective during the period recited above.

Seller Company Name: \_\_\_\_\_

**Sign Here ►** \_\_\_\_\_

ATTEST:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
 Corporate Secretary

Date: \_\_\_\_\_

Company Name/Address [Please Print] \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

( ) - ( ) - \_\_\_\_\_  
 Telephone Number Fax Number Email Address

**CITY OF TULSA, OKLAHOMA,  
 a municipal corporation,**

ATTEST:

By: \_\_\_\_\_  
 Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
 City Clerk

APPROVED:

\_\_\_\_\_  
 Assistant City Attorney



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**FORM #3**

**INTEREST AFFIDAVIT**

STATE OF \_\_\_\_\_ )

)ss.

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, of lawful age, being first duly sworn, state that I am the agent authorized by Seller to submit the attached Bid. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly owns a five percent (5%) interest or more in the Bidder's business or such a percentage that constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa own an interest in the Bidder's business which is less than a controlling interest, either direct or indirect.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By: \_\_\_\_\_  
 Signature

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Notary Public

My Commission Expires: \_\_\_\_\_

Notary Commission Number: \_\_\_\_\_

County & State Where Notarized: \_\_\_\_\_

**The Affidavit must be signed by an authorized agent and notarized**





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**FORM #4**

**NON-COLLUSION AFFIDAVIT**

(Required by Oklahoma law, 74 O.S. §85.22-85.25)

STATE OF \_\_\_\_\_ )

)ss.

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, of lawful age, being first duly sworn, state that:  
 (Seller's Authorized Agent)

1. I am the authorized agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the Bid to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of Seller's Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and
3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
  - a. to any collusion among Bidders in restraint of freedom of competition by agreement to Bid at a fixed price or to refrain from Bidding,
  - b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between Bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

By: \_\_\_\_\_  
 Signature

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Notary Public

My Commission Expires: \_\_\_\_\_

Notary Commission Number: \_\_\_\_\_

County & State Where Notarized: \_\_\_\_\_

**The Affidavit must be signed by an authorized agent and notarized**



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**FORM #5**

**AFFIDAVIT OF CLAIMANT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, of lawful age, being first duly sworn, on oath says that this contract is true and correct. Affiant further states that the work, services or materials will be completed or supplied in accordance with the contract, plans, specifications, orders or requests furnished the affiant. Affiant further states that (s)he has made no payment directly or indirectly of money or any other thing of value to any elected official, officer or employee of the City of Tulsa or any public trust of which the City is a beneficiary to obtain or procure the contract or purchase order.

By: \_\_\_\_\_  
 Signature

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Notary Public

My Commission Expires: \_\_\_\_\_

Notary Commission Number: \_\_\_\_\_

**The Affidavit must be signed by an authorized agent and notarized**



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**FORM #6**

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS**

I hereby acknowledge receipt of the following addenda or amendments, and understand that such addenda or amendments are incorporated into the Bid Packet and will become a part of any resulting contract.

List Date and Title/Number of all addenda or amendments: (Write "None" if applicable).

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---



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**Sign Here ►** \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Invitation For Bid TAC1234**  
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**Bird Creek Facility**  
**Asset Management Dept.**  
**Issued: November 12, 2021**

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## INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDERS

1. **PURCHASING AUTHORITY.** City issues this Invitation For Bid pursuant to Tulsa City Charter, Art. XII, §14 and Tulsa Revised Ordinances, Title 6, Ch. 4, the provisions of which are incorporated herein.
2. **DEFINITIONS.** The following terms have the following meanings when used in the documents comprising this Bid Packet.
  - A. **“Acceptance”** with respect to a Bid shall mean the City’s selection of a Bid, and award of a contract to the Bidder/Seller.
  - B. **“Acceptance”** with respect to delivery of Goods and/or Services provided under a Purchase Agreement shall mean City’s written acknowledgement that Seller has satisfactorily provided such Goods and/or Services as required.
  - C. **“Addenda” “Addendum” or “Amendment(s)”** shall mean a clarification, revision, addition, or deletion to this Invitation For Bid by City which shall become a part of the agreement between the parties.
  - D. **“Authorized Agent”** means an agent who is legally authorized to bind the Seller under the law of the State in which the Seller is legally organized. An Authorized Agent must sign all documents in the Bid Packet on behalf of the Seller. Under Oklahoma law, the Authorized Agent for each of the following types of entities is as stated below:
    - **Corporations** – the president, vice president, board chair or board vice chair can sign; others can sign if they have and provide the City with (i) a corporate resolution giving them authority to bind the Seller, and (ii) a recent corporate secretary’s certificate indicating the authority is still valid.
    - **General Partnerships** – any partner can sign to bind all partners.
    - **Limited Partnerships** – the general partner must sign.
    - **Individuals** – no additional authorization is required, but signatures must be witnessed and notarized.
    - **Sole Proprietorship** – the owner can sign. Any other person can sign if s/he provides a recent Power of Attorney, signed by the owner, authorizing him/her to bind the sole proprietorship.
    - **Limited Liability Company (LLC)** – The manager as named in the Operating Agreement can sign. Any person authorized by the Operating Agreement or a member can sign providing the person submits a copy of the authorization with a certificate of the members indicating the authorization is still valid.Entities organized in States other than Oklahoma must follow the law of the State in which they are organized.
  - E. **“Bid”** means the Seller’s offer to provide the requested Goods and/or Services set forth in Exhibit A and any additional materials or information the Seller chooses to submit to support the Bid.
  - F. **“Bidder”** means the legal entity which submits a Bid for consideration by City in accordance with the Invitation For Bid.
  - G. **“Bid Packet”** consists of the following documents (1) the Notice of Invitation for Bid, (2) the Summary Sheet, (3) Form #1, (4) Form #2, (5) Form #3, (6) Form #4, (7) Form #5, (8) Form #6, (9) the Instructions, Terms and Conditions for Bidders, (10) Special Requirements, (11) Technical Specifications, and (12) Exhibit A.
  - H. **“Bid Submission Date”** shall mean the last date by which the City will accept Bids for an Invitation For Bid.
  - I. **“City”** shall mean the City of Tulsa, Oklahoma.
  - J. **“Days”** shall mean calendar days unless specified otherwise.
  - K. **“Primary Seller”** shall mean the Seller whose Bid City selected as the principal supplier of the Goods and/or Services required under this Agreement.
  - L. **“Project Buyer”** shall mean the City’s employee assigned to serve as the contact person for Bidders/Sellers responding to Invitations For Bid or completing contracts herein.
  - M. **“Purchasing Division or Office”** shall mean the City of Tulsa’s Purchasing Division, located at 175 East 2<sup>nd</sup> Street, Suite 865, Tulsa, Oklahoma 74103
  - N. **“Secondary Seller”** shall mean the Seller whose Bid City selected as a back-up supplier in the event the Primary Seller is unable to provide all the Goods and/or Services required.



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- O. “**Seller**” shall mean the Bidder whose Bid City selected and awarded a contract.
- P. “**You**” or “**Your**” shall mean the Bidder responding to this Invitation For Bid or the Seller whose Bid the City selected and awarded a contract.
- Q. “**Website**” shall mean the City of Tulsa’s website for the Purchasing Division: [www.cityoftulsapurchasing.org](http://www.cityoftulsapurchasing.org).
3. **QUESTIONS REGARDING INVITATION FOR BID.** Questions regarding any portion of this Invitation For Bid must be submitted in writing (sent by mail, fax or email) to the Project Buyer indicated on the Summary Sheet herein. You should submit questions as early as possible and preferably before the pre-Bid conference. Questions and concerns must be received no later than ten (10) days prior to the Bid Packet due date. Any oral responses to questions before the contract is awarded are not binding on City. At City’s discretion, any information or clarification made to you may be communicated to other Bidders that notified City of their intent to Bid if appropriate to ensure fairness in the process for all Bidders. You must not discuss questions regarding the Invitation For Bid with anyone other than the Project Buyer or other Purchasing Division staff or your Bid may be disqualified, any contract recommendation or Acceptance may be rescinded, or any contract may be terminated and delivered Goods returned at your expense and City refunded any payments made.
4. **ORAL STATEMENTS.** No oral statements by any person shall modify or otherwise affect the provisions of this Invitation For Bid and/or any contract resulting therefrom. All modifications, addenda or amendments must be made in writing by City’s Purchasing Division.
5. **EXAMINATION BY BIDDERS.** You must examine the specifications, drawings, schedules, special instructions and the documents in this Bid Packet prior to submitting any Bid. Failure to examine such documents and any errors made in the preparation of such Bid are at your own risk.
6. **ADDENDA OR AMENDMENTS TO INVITATIONS FOR BID.** City may addend or amend its Invitation For Bid at any time before the Bid Submission Date, and any such addenda or amendments shall become a part of this Agreement. City will attempt to send a notification (by fax or email) of any addenda or amendments to those Bidders who have responded to the City’s Project Buyer of their intent to respond to the Invitation For Bid. However, it is your responsibility to inquire about any addenda or amendments, which will be available from the City’s Purchasing Division and its website. You must acknowledge receipt of any addenda or amendments by signing and returning the Acknowledgment of Receipt of Addenda/Amendments form and attaching it to this Invitation For Bid with your Bid. City may reject any Bid that fails to acknowledge any addenda or amendments.
7. **SPECIFICATIONS/DESCRIPTIVE TERMS/SUBSTITUTIONS.** Unless the term “no substitute” is used, the City’s references to a brand name, manufacturer, make, or catalogue designation in describing an item in this Bid Packet does not restrict you to that brand or model, etc. The City may make such references to indicate the type, character, quality and/or performance equivalent of the item desired. However, you are required to furnish the exact item described in your Bid unless a proposed substitution is clearly noted and described in the Bid.
- The parties recognize that technology may change during the period Bids are solicited and subsequent contracts are performed. Therefore, City may at its option accept changes or substitutions to the specifications for Goods of equal or better capabilities at no additional cost to City. In the case of existing contracts, you shall give City 30 days advance notice in writing of any such proposed changes or substitutions. City shall determine whether such items are acceptable as well as any proposed substitute.
- All Goods shall be new unless otherwise so stated in the Bid. Any unsolicited alternate Bid, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this Bid, may be considered non-responsive and the Bid rejected.
8. **PRICES/DISCOUNTS.** Prices shall be stated in the units and quantity specified in the Bid Packet documents. In case of discrepancy in computing the Bid amount, you guarantee unit prices to be correct and such unit prices will govern. Prices shall include transportation, delivery, packing and container charges, prepaid by you to the destination specified in the Specifications. Discounts for prompt payment will not be considered in Bid evaluations, unless otherwise specified. However, offered discounts for prompt payment will be taken if payment is made within the discount period.
9. **DELIVERY.** All prices quoted shall be based on delivery F.O.B. Tulsa, Oklahoma or to any other points as may be designated in the Technical Specifications, with all charges prepaid by Seller to the actual point of delivery. Bids must state the number of days required for delivery under normal conditions.



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10. **TAXES.** City is exempt from federal excise and state sales taxes and such taxes shall not be included in the Bid prices.
11. **BID SUBMISSION.** The Bid Packet forms must be prepared in the name of Bidder and properly executed by an Authorized Agent with full knowledge and acceptance of all provisions, in ink and notarized. Bids may not be changed or withdrawn after the deadline for submitting Bids (the “Bid Submission Date”). A Bid is an irrevocable offer and when accepted by City (as evidenced by City’s execution of the Purchase Agreement) shall constitute a firm contract.
- A. **BIDS MUST BE SUBMITTED ONLY ON THE BID PACKET FORMS AND SIGNED BY AN AUTHORIZED AGENT. THE ENTIRE BID PACKET MUST BE RETURNED AS RECEIVED WITH ALL FORMS COMPLETED. YOU MAY ATTACH, AFTER EXHIBIT A, ANY DOCUMENTS NECESSARY TO COMPLETELY AND ACCURATELY RESPOND TO THE REQUEST. BIDS MUST BE IN STRICT CONFORMANCE WITH ALL INSTRUCTIONS, FORMS, AND SPECIFICATIONS CONTAINED IN THIS BID PACKET.**
  - B. Sealed Bids may be either mailed or delivered, but must be received at:  
City of Tulsa – Office of City Clerk  
175 East 2<sup>nd</sup> Street, Suite 260  
Tulsa, Oklahoma 74103
  - C. Bids will be accepted at the above address from 8:00 a.m. to 5:00 p.m., Monday thru Friday except for City holidays. City is not responsible for the failure of Bids to be received by the City Clerk’s Office prior to the due date and time.
  - D. Late Bids will be **rejected**. The Purchasing Agent, in his sole discretion, may make exceptions only for the following reasons:
    - 1. City Hall closed for business for part or all of the day on the date the response was due;
    - 2. If the City deems it appropriate due to large-scale disruptions in the transportation industry that may have prevented delivery as required.
    - 3. If documented weather conditions caused the late delivery. You must provide documentation of such weather to the satisfaction of the Purchasing Agent.
  - E. **City will not accept faxed Bids**, nor will City accept Bids faxed to the City Clerk, Purchasing Division or Office, or any other City office or employee.
  - F. City is not responsible for any of your costs in preparing the Bid response, attending a pre-Bid conference, or any other costs you incur, regardless of whether the Bid is submitted, accepted or rejected.
  - G. All Bids must be securely sealed and plainly marked with the Bid Number, Bid Title, and Bid Opening Date on the lower left corner of the outside of the Bid envelope. Your name and address must also be clearly indicated on the envelope.
  - H. If submitting multiple options (“Option(s)”) to the Invitation for Bid, each will be considered separately requiring each response to be complete and accurate. Each Option must be clearly marked as Option 1 of 3, Option 2 of 3, etc.
  - I. The number of copies you must submit is listed on the Summary Sheet in the front of the Bid Packet. However, at a minimum, there will be (1) an original, clearly labeled as such in 1” red letters on the Bid Packet cover page, and (2) a copy for City’s Purchasing Division, clearly labeled as such in 1” red letters on the Bid Packet cover page. If binders are used, they must also be labeled.
  - J. Multiple boxes or envelopes are permissible, but must not weigh more than 50 pounds. Each box must be labeled as instructed herein and numbered (i.e., Box 1 of 3; Box 2 of 3). **The original must be in Box #1.**
  - K. The original and all copies (either paper or electronic) must be identical in all respects. Bids must be completed and submitted in ink or typewritten. Bids written in pencil will be rejected. Any corrections to the Bids must be initialed in ink.
12. **BID REJECTION OR WITHDRAWAL.**
- A. City may reject any or all Bids, in whole or in part.
  - B. **A Bid may be rejected if it contains additional terms, conditions, or agreements that modify the requirements of this Invitation For Bid or attempts to limit Bidder’s liability to the City.**
  - C. A Bid may be rejected if Bidder is currently in default to City on any other contract or has an outstanding indebtedness of any kind to City.
  - D. City reserves the right to waive any formalities or minor irregularities, defects, or errors in Bids.
  - E. Bid withdrawal may only be accomplished by an Authorized Agent requesting the withdrawal in person at the City Clerk’s office before the City’s close of business on the Bid Submission Date.
13. **BID RESULTS.** A tabulation of Bids received will be made available on the City’s Purchasing Division website generally within 5 working days after the Bid Opening Date. After a contract award is recommended to the Mayor, a copy of the Bid summary will be available in the City Clerk’s Office. Bid results are not provided in response to telephone or email inquiries.



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14. **PURCHASE ORDER.** In the event that the successful Bid is for an amount less than One Hundred Thousand Dollars (\$100,000), and it is determined by the City to be in the best interests of the City, the City, in its sole discretion, may issue a Purchase Order rather than execute the Purchase Agreement to purchase the Goods. If a Purchase Order is issued, however, the terms of the Bid Packet document, including the Purchase Agreement, will govern the transaction and be enforceable by the City and Bidder/Seller.
15. **CONTRACT AWARD.** If a contract is awarded, it will be awarded to the Bidder that City determines is the lowest secure Bidder meeting specifications. Such Bid analysis will consider price and other factors, such as Bidder qualifications and financial ability to perform the contract, as well as operating costs, delivery time, maintenance requirements, performance data, history of contract relations with City, and guarantees of materials and equipment, as applicable. A complete list of the factors that are considered is set forth in Tulsa Revised Ordinances, Title 6, Ch. 4, §406E. Unless otherwise noted, City reserves the right to award a contract by item, one or more groups of items, or all the items in the Bid, whichever is in City's best interest.
16. **IRS FORM W-9.** If City selects your Bid and awards a contract to you, you will have ten (10) days from notification of the award to provide City with your complete IRS Form W-9.
17. **NOTICE TO PROCEED.** If City accepts your Bid and executes the Purchase Agreement, you shall not commence work until authorized to do so by the Purchasing Agent or his representative. Receipt of a Purchase Order from the City is notice to proceed.
18. **PAYMENTS.** Invoices should be e-mailed to City of Tulsa – Accounts Payable at:

[apinvoices@cityoftulsa.org](mailto:apinvoices@cityoftulsa.org)

Payment will be made Net 30 days after receipt of a properly submitted invoice or the City's Acceptance of the Goods and/or Services, whichever is later, unless City decides to take advantage of any prompt payment discount included in the Bid.

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6. **References.** If the box is checked "Yes," References are required:

Yes:   X                        No:     

7. **Purchase Card:** Is the City of Tulsa Purchasing Card acceptable (This is a Visa):

Yes:                           No:     

**For each reference, the following information must be included: Company Name, Contact Name, Address, Phone Number, E-Mail Address, and the description of products / services provided.**

Company Name:	_____
Contact Name:	_____
Address:	_____
Phone Number:	_____
Email Address:	_____
Description of Products/Services Provided:	_____
Company Name:	_____
Contact Name:	_____
Address:	_____
Phone Number:	_____
Email Address:	_____
Description of Products/Services Provided:	_____
Company Name:	_____
Contact Name:	_____
Address:	_____
Phone Number:	_____
Email Address:	_____
Description of Products/Services Provided:	_____

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**TECHNICAL SPECIFICATIONS**

**INTENT:**

It is the intent of this bid to secure, on a competitive basis, a source for furnishing Janitorial Services on an annual basis at various locations for the City of Tulsa. (See Table A).

**SCOPE OF WORK:**

1. SERVICES/SUPPLIES/EQUIPMENT:

Seller shall furnish all necessary labor, tools, appliances, equipment, supplies, maintenance and other accessories, services and facilities to perform the janitorial services at the City facilities designated in this invitation for bid other than supplies supplied by the City of Tulsa.

2. SCHEDULING:

Seller shall be responsible for the scheduling of the cleaning requirements specified herein per Table B. All services shall be performed during the frequency schedules prescribed in this agreement and all work shall be completed without interfering with the proper performance of City of Tulsa day-to-day procedures within the facilities. The City reserves the right to approve and make suggested changes to the schedule set up by the seller.

3. CLEANING REQUIREMENTS:

The specific cleaning requirements specified herein establish the minimum cleaning requirements. It is expressly understood by the seller that the intent of this Agreement is to supply the complete janitorial services for the interior and exterior portions of the buildings listed.

4. AREA INCLUDED IN THE AGREEMENT:

All offices, foyers, hallways, entryway and doors, windows, stairways, closets, conference rooms, hearing rooms, libraries, restrooms, break rooms, coffee rooms, elevator cabs, sidewalks up to 6 Ft. around entire location, storage areas, and interior windows or partitions as applicable to this agreement.

5. AREA EXCLUDED FROM THE AGREEMENT:

No work is required in elevator pits.

6. LABOR HOURS:

Seller shall guarantee a minimum of labor hours, including lead personnel, on all shifts. These guaranteed minimum labor hours are for general purpose cleaning only. Additional labor for periodicals will be required and each bidder shall include the labor for such periodic work in their total cost per month of each bid item. Whatever labor hours the seller guarantees will be expected. If the seller supplies less than the guaranteed labor hours a deduction of \$15/hour shall be made for each hour not supplied.

7. INITIAL CLEANING:

Upon cleaning each area for the first time, as identified on the task and frequency schedule of this agreement, the seller shall remove all residual, accumulated dirt and soil; even though such dirt and soil may have been in existence prior to the effective date of this agreement.

**SUPPLIES:**

**SELLER FURNISHED SUPPLIES:**

The Seller will furnish all necessary supplies other than those listed as supplied by the City of Tulsa including but not limited to cleaners, disinfectants, waxes, wax stripping materials, wastebasket liners, and other products required to provide the cleaning services at all locations listed in Table A. Supplies shall be of the highest quality and the most suitable type or grade for the work specified under this agreement.



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**CITY OF TULSA FURNISHED SUPPLIES:**

The City of Tulsa shall provide the following supplies for this agreement and the seller will use these supplies to fill dispensers also supplied by the city.

**Toilet Tissue**

**Paper Towels**

**Liquid Hand Soap**

**Under no circumstances are City of Tulsa supplies to be used in the cleaning of any City owned facilities covered by this agreement.**

Sanitary napkin and tampon vending machines will be the total responsibility of the seller.  
**This includes vending and maintenance of each unit. Seller will provide product.**

**EQUIPMENT:**

**SELLER FURNISHED EQUIPMENT:**

The Seller shall furnish all equipment for accomplishment of all work specified at all locations listed in Table A. Seller's equipment shall be of the size and type suitable for accomplishment of the various types of work described herein and for operating from existing sources of City furnished electrical power.

**EQUIPMENT INSPECTION:**

All equipment and attachments necessary to perform the work described in these agreement documents must be available for inspection at the site named in the agreement. The equipment and attachments must be in new condition and capable of performing the work for which they were intended. If new equipment is on order, purchasing documents that describe the equipment sufficiently for evaluation must be available for review by Building Operations Section of the Asset Management Department or authorized representative. Such equipment must be on the job site within 30 calendar days from the date of the inception of the agreement. The new equipment will be subject to inspection for compliance.

**Table A**

**JANITORIAL CLEANING REQUIREMENTS**

ITEM 1	North Side Waste Water Treatment Plant		
A	PW / Multifunctional Laboratory	5655 N. 105 E. Ave.	8,400 Sq. Ft.
B	PW / Maintenance Building	5660 N. 105 E. Ave.	1,950 Sq. Ft.
C	PW / Operations Building	5665 N. 105 E. Ave.	5,021 Sq. Ft.
D	PW / Administration Building	5628 N 105 E Ave	5,000 Sq. Ft
E	PW / Digester Building - Bathroom	5665 N 105 E Ave	133 Sq. Ft
F	PW / Gallery Site – Bathroom	5665 N 105 E Ave	133 Sq. Ft
G	PW / Chemical Building – Bathroom	5665 N 105 E Ave	133 Sq. Ft
H	PW / LBC Operations Building	151 W. 36 <sup>th</sup> St. N. Catoosa	2,500 Sq. Ft
I	PW / LBC Maintenance Building – Office & Bathroom	151 W. 36 <sup>th</sup> St. N. Catoosa	<u>150 Sq Ft.</u>
		<b>Approximate Sq. Ft.</b>	<b>23,420 Sq. Ft.</b>



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**Table B**

**Time of Agreement services to be as follows**

<b>Location Item Number</b>	<b>Day shift: Between 7:30 AM – 4:30 PM Monday - Friday</b>
ITEM 1                  NSWWTP & LBC	X

ITEM #	Number of Employees		Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours		Total Weekly Hours
Items 1A – 1D, 1H - 1I Day Shift									=
Items 1E-1G Day Shift									

**NOTES:**

1. 7:30 AM – 4:30 PM day shift shall consist of at least one- (1) person (on site) for item 1. **Number of employees and hours on job to be determined by Seller.** All primary cleaning will be done on the day shift except items like deep cleaning of carpets, stripping and waxing of hard floor surfaces, sealer applied to restroom floors , locker room floors and wall tiles, etc. This type of cleaning shall be scheduled to start only after 4:30 PM and/or on weekends and shall be coordinated through the Plant Supervisor or authorized representative from each location.
2. Day shift shall carry a (Seller furnished) working pager at all times and respond to any page within five (5) minutes. Pager numbers **shall** be provided to the Plant Supervisor or authorized representative from each location. Cell phone is also acceptable.
3. DO NOT CLEAN, POLISH OR DUST LABORATORY COUNTERTOPS OR MOVE ANY LABORATORY EQUIPMENT.
4. **The bathrooms listed in Items 1E, 1F & 1G will only need to be done once a week between the hours of 7:30 and 3:00 PM.**

**MANDATORY BID REQUIREMENTS:**

**1. PRE-BID CONFERENCE:**

Any person bidding on this Invitation for Bid **must attend** the mandatory pre-bid conference. The bid terms, conditions and scope will be reviewed, discussed and opened for questions.

**2. SITE INSPECTIONS:**

All potential bidders **must participate** in a pre-bid walk-through inspection of the site(s) conducted by an authorized City representative in order to familiarize themselves with any conditions, which may affect performance and/or bid prices. The walk-through inspection tour will be immediately following the pre-bid conference and will continue the next day if necessary. Bidders must arrange for their own transportation.

**“All bids submitted where the pre-bid conference or pre-bid walk-through inspection has not been completed by the seller shall be considered as non-responsive and rejected.”**

**3. SUBMITALS:**

**A. SELLER EQUIPMENT:**

**As part of the bid submission, the proposed Seller shall submit a list of all equipment intended for use to accomplish the terms of this agreement, listing the name of the item, manufacturer, brand name and model of item to be used.** The City of Tulsa reserves the right to reject any equipment used in this Agreement and such equipment shall be replaced with equipment that does meet with the approval of the City.



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**B. SELLER SUPPLIES:**

As part of the bid submission, the proposed Seller shall submit a list of all chemicals and cleaning agents intended for use to accomplish the terms of this agreement, listing the name of the item, manufacturer and brand name for those items submitted. The City of Tulsa reserves the right to reject any chemical and/or cleaning agent used in this Agreement and such shall be replaced with a product that does meet with the approval of the City.

**“All bids submitted without an equipment submittal and/or supply submittal  
Will be considered as non-responsive and rejected”**

**4. WORK SCHEDULE:**

As a condition of the Agreement award the Seller shall provide all scheduled work under the Agreement as outlined in the “REQUIRED TASK AND FREQUENCY SCHEDULE”.

**SELLER MATERIAL SAFETY DATA SHEETS (MSDS)**

The Seller will be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act and other Federal, State or local regulations, which affect janitorial and housekeeping operations.

**One- (1) set of Material Safety Data Sheets must be supplied to Asset Management Department on all chemicals and cleaning agents utilized under this Agreement within five (5) days after Agreement award.**

All chemicals utilized in City facilities must be properly identified with manufacturer’s label and name of janitorial company on each container.

**5. TELEPHONE AND EMAIL ADDRESS.**

- **Sellers must have and maintain a phone number where they can be contacted within thirty- (30) minutes, seven- (7) days per week.**

**6. SUPERVISION AND TRAINING OF EMPLOYEES:**

- The Seller shall provide supervision and appropriate training to assure competent performance of the work and the Seller or his authorized agent will make sufficient daily routine inspections to ensure that the work is performed as required by this Agreement. Copies of these inspection reports will be provided to the City daily.
- Seller’s Job Manager and Supervisors must be literate and fluent in the English language, because of the necessity to read chemical labels, job instruction and signs, as well as the need for conversing with management personnel or other City of Tulsa employees.

**7. ASSIGNMENT OF EMPLOYEES:**

The Seller hereby agrees that any of its employees who may be assigned to the City of Tulsa buildings to satisfy seller’s obligations under this agreement, shall be used exclusively for that purpose during the hours that they are working in areas covered by this agreement and shall perform no other janitorial work at the City of Tulsa facilities.

**SECURITY:**

**HANDLED THROUGH BUILDING OPERATIONS**

**1. SECURITY CLEARANCE:**

Prior to commencing any work under this agreement, the City of Tulsa requires that the seller and any principals, officers or employees who will work on City premises undergo an enhanced background check. The seller shall ensure this requirement is met and pay for all costs associated with obtaining clearances.

- A. Seller must submit to The City of Tulsa Security Office within fourteen- (14) days prior to the starting date of this agreement a completed Oklahoma State Bureau of Investigation (OSBI) Form #CHRD01 “CRIMINAL HISTORY INFORMATION REQUEST” for all principals, officers or employees who will work on any City premises covered by this agreement. This report must be current and performed **within the past thirty -(30) days.**
- B. This same “CRIMINAL HISTORY INFORMATION REQUEST” requirement must be met for all new employees added during the term of the agreement and must also be submitted to The City of Tulsa Security Office within **fourteen- (14) days** prior to working in City facilities. This report must be current and performed **within the past thirty- (30) days.**



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- C. The Building Operation Section of Asset Management Department and City of Tulsa Security shall be notified within **twenty-four- (24) hours** of any changes of employment pertaining to employees that work in City of Tulsa buildings. Identification badges shall be returned to City of Tulsa Security and notices of termination shall be faxed to the Building Operations section of the Asset Management Department within **seventy-two- (72) hours**, upon termination of an employee for any reason.
- D. Official City of Tulsa identification badges shall be issued by City of Tulsa Security and shall be worn and displayed at all times by all seller or seller's employees while on City's premises. (Cost of badges to be paid for by the seller)

**FAILURE TO COMPLY WITH A, B, C, & D OF THE ABOVE SECURITY CLEARANCE SECTION MAY CAUSE CANCELLATION OF THIS AGREEMENT.**

2. Only authorized seller employees are allowed on the premises of the City of Tulsa buildings. Acquaintances, family members, assistants or any other person shall not accompany seller employees in their work area unless said person is an authorized seller's employee.
3. Minors, including family members of the seller or their employees, are not to be on the project sites during agreement work hours and are prohibited from performing any work under this agreement.
4. **Doors, Windows, Alarms & Lights**
- **All outside entrance doors and windows shall be secured at all times.**
  - **All interior and exterior doors shall be checked and locked on completion of cleaning with any alarm systems restored.**
  - **All interior doors in secure areas must remain locked except while work in the immediate area is in progress.**
  - **All lights in unoccupied areas shall be turned off on completion of cleaning, except where centrally controlled.**

**Seller's employees are specifically prohibited from signing for or acknowledging receipt of deliveries to city departments**

**KEYS:**

The seller will be provided with keys to allow access to rooms or buildings, which require cleaning. Building keys provided to the seller will not be duplicated, nor are they to be issued to any particular individual to be retained in his possession while not physically performing duties under this agreement.

- I. **Key issue forms:** Seller shall be required to sign a key issue form for all building/room keys.
- II. **Lost Keys:** Lost keys will be replaced by the City at a cost of \$18.00 each to the seller. At City's option building locks may be re-keyed at Sellers expense per "**Breach in Security**".
- III. **Broken Keys:** Broken keys will be replaced by the City at a cost of \$5.00 each to the seller. Any key replaced without the broken key being returned shall be considered a lost key.
- IV. **Breach in security:** A breach in security shall result from the loss of keys, non-returned broken keys, or keys not being returned thereby requiring that locks be changed or re-keyed. **A charge of \$50.00 per lock will be made.**

**Any breach in security shall be taken into account before award of future Agreements with the City of Tulsa.**

**TELEPHONE SERVICE:**

Supervisors (ONLY) shall be allowed job-related use of local City telephone service at no cost to the seller. Seller will pay the cost of repairing any damage caused by seller's employees to the telephone equipment over and above normal wear and tear. No toll charges will be allowed for the seller and/or seller's employees. A list of emergency telephone numbers will be maintained at the work locations by the Seller and shall include the Police and Fire Departments.



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**GENERAL INFORMATION:**

**1. WORK REPORTS AND SIGN IN SHEETS: (Supplied by the City of Tulsa)**

The work report shall be signed and dated daily by seller and contain the following information as a minimum:

Discrepancies from the routine work scheduled and an explanation of the circumstances involved.

Any property or equipment not in a serviceable or operating condition, listed by description and location.

Damage, vandalism or broken windows by description and location

Any and all problems and/or complaints of a minor nature, or similar isolated incidences, may be handled directly between the seller's foreman and the Building Operations Section of the Asset Management Department or authorized representative. A summary of the incident and resolution shall be contained in the nightly report.

**Each person working in City facilities will be required to sign in and out and under no circumstances shall any individual enter another person's name or time on this form.**

**“Failure to sign the sign-in sheet will result in being counted as skipped service with corrective action taken as listed per SELLER'S PERFORMANCE”**

**2. INSPECTIONS:**

The Building Operations Section of the Asset Management Department or authorized representative may conduct random daily inspections of the areas covered under this agreement.

Any major complaints that required documentation of services performed or alleged violation of the Agreement either by the successful bidder or the City shall be filed by either and/or both parties in writing to Building Operations Section of Asset Management Department, within twenty-four (24) hours after the infraction.

**3. PAYMENTS: Seller shall be paid on a monthly basis in arrears:**

**a. FIRST- (1) INVOICE:**

First- (1) invoice shall be for the entire month, starting on the 1<sup>st</sup> day of the month and ending with the last day of the month.

**b. MONTHLY INVOICES:**

Additional invoices shall be processed in the same manner as the first invoice.

**c. LAST INVOICE.**

Last invoice shall not be accepted or processed until all keys, access cards and identification cards have been returned to City of Tulsa Security. Any and all discounts offered by the Seller shall not commence until the last invoice has been accepted.

**d. COMPLETED INVOICES:**

All invoices shall include the TAC number and Contract number and have the cost broken down for each location, line by line, and a total invoice cost. Invoices submitted without the correct information shall be incomplete and not accepted.

Completed invoice(s) shall be submitted to the following address for review before being sent to Accounts Payable.

**City of Tulsa**  
**Asset Management/ Building Operations**  
**175 E 2<sup>nd</sup> Street Suite 855**  
**Tulsa, Oklahoma 74103**

**4. ADDITIONAL REQUESTED SERVICES AND SERVICE REDUCTIONS:**

**a. ADDITIONAL SERVICE REQUESTES:**

In the event that other janitorial services, in addition to or separate from the services specified herein, may be deemed necessary by the Building Operations Section of the Asset Management Department or authorized representative, the seller may be requested to perform the additional services.



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The seller will be reimbursed by the City on the basis of the hourly labor rate specified by the seller in Bid Price Schedule of this agreement, plus the City of Tulsa approved cost of the materials needed for the additional cleaning service.

**b. SUSPENSION OF SERVICES:**

The City of Tulsa reserves the right to either temporarily or permanently suspend janitorial services at various locations or areas listed in this agreement. Notice of such suspensions will be made through the Building Operations Section of the Asset Management Department or authorized representative by verbal communication followed by a written letter.

Price decreases shall be based on a per square foot cost utilizing the current contractual price, approximate total square feet as listed in TABLE A and square feet removed from cleaning.

**5. SELLER'S PERFORMANCE:**

When Seller is notified, that services were not provided on a scheduled date or the overall quality level was unsatisfactory, shall have the opportunity to correct the problem areas. Continued unsatisfactory work will result in cancellation of the agreement.

The Deputy Director of Asset Management/Public Facilities Maintenance or authorized representative will decide all questions which may arise as to the quality and acceptability of any work performed under the agreement. If, in the opinion of the Deputy Director or authorized representative, performance becomes unsatisfactory, the City shall notify the seller.

"Repeated unsatisfactory performance will result in cancellation of the agreement for default"

**6. CLEANING SUPPLIES AND EQUIPMENT STORAGE SPACE:**

Seller may store supplies; materials and equipment only in storage areas in the City of Tulsa facility premises designated by the Building Operations Section of the Asset Management Department or authorized representative. Seller agrees to keep his portion of this storage area in accordance with all applicable fire regulations. The use of City storage facilities will be on a space available basis and subject to the approval of the Building Operations Section of the Asset Management Department or authorized representative.

**Under no circumstances will materials or equipment be placed or left in hallways, corridors, rest rooms or other spaces accessible to the public.**

**7. HOUSEKEEPING SERVICE:**

- a. All wet mop heads, sponges and other similar tools must be rinsed carefully after use and replaced with new or clean dry mop heads, sponges, etc., when rinsing no longer restores them to a reasonable state of cleanliness, or daily, whichever occurs sooner. Conventional brooms push or otherwise (unless otherwise specified), will not be used inside the building. Chemically treated mop heads will be used exclusively. When not in actual use, all such equipment, tools and carts will be stored or left only in the designated storage area.
- b. Dirty water and cleaning solutions shall be disposed of immediately in slop sinks or floor drains. Floors and fixtures of areas where water is obtained and disposed of shall be kept clean and sanitary at all times. All cleaning gear closets shall be mopped daily. Sinks will be cleaned daily and sink strainers or floor drain covers shall not be removed except for cleaning purposes and shall then be properly replaced. Particular care will be taken to prevent mop shreds and other such material from getting into drains.

All materials and supplies shall be stored in coordination with applicable building fire regulations. In no case shall rags or cloths be permitted to accumulate in boxes or cans. However, rags may be stored in metal containers at the floor level, provided the containers are equipped with a lid which is kept in place at all times. Rags, mops, brushes, wax and other combustible materials used which contain a residue of animal, vegetable, or mineral oils are subject to spontaneous ignition and must be disposed of or stored outside of building in covered metal containers in area designated. In any area where equipment closets are shared jointly by seller and/or building sections, the responsibility for cleaning the closet in accordance with these specifications will rest upon the seller.

**REQUIRED TASK AND FREQUENCY SCHEDULE:**

**DUTIES TO BE PERFORMED THROUGHOUT THE FACILITIES**

**ALL DAILY AND WEEKLY REQUIREMENTS WILL BE EXPECTED TO BE DONE DURING THE ONCE WEEKLY VISIT TO THE DIGESTER BUILDING, THE GALLERY SITE AND THE CHEMICAL BUILDING.**





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**GENERAL REQUIREMENTS:**

**DAILY SERVICES**

Empty Waste Receptacles and wash as needed  
Empty Waste from paper shredders  
Waste Receptacle liners must be replaced with **new liners**  
Empty Recycle Receptacles (where applicable)  
Wash/Clean desktops (only if the desk tops are cleared of paper)  
Clean and sanitize telephone instruments  
Empty and wash ash trays  
Wipe and clean chairs  
Clean light switches and spot clean walls for fingerprints  
Clean all door handles, frames and kick plates  
Clean and disinfect drinking fountains  
Replace chairs and waste baskets in proper place after cleaning  
All waste material shall be removed to and loaded into dumpster, as provided by City, for disposal  
Wet mop floors of entire building with a general-purpose product to ensure clean areas  
Sinks in all areas – washed  
Clean corners of rooms and around telephone and electrical mounted plugs  
Vacuum and spot clean all carpeted areas of entire building and apply anti-static spray, if required  
Buff main lobby, hallways floors, and heavy traffic areas. These do not need to be buffed every night IF THEY LOOK EXCELLENT.  
A hallway or lobby might very well be ok being buffed twice a week. The City of Tulsa representative would make this decision consulting with Seller.  
Vending machines washed

**WEEKLY SERVICES**

Polish wood furniture  
Clean all glass partitions and ledges  
Clean all window sills  
Clean radiator vents (Air vents supply and return)  
Clean exterior of refrigerators and microwave ovens  
Wipe and clean top of shelves and file cabinets  
Wash all partition glass  
Spray buff floors in all areas of building to remove black marks and scuff marks  
Blinds dusted and/or washed in all areas of building  
All floor drains flushed with disinfected detergent  
Clean light switches and spot clean walls for fingerprints  
Clean all door handles, frames and kick plates

**MONTHLY SERVICES**

Clean/Wash metal desk frames  
Clean coat racks  
Wash file cabinets-totally  
Spot Wash walls of entire building  
Carpet pile lifted using pile lift machine (all areas)

**QUARTERLY SERVICES**

(Services to be performed in March, June, September and December of each year)

Wash inside of all exterior windows - entire facility  
Wash all exterior window glass- entire facility – (Ground floor levels)  
Treat wood panel walls with wood polish - entire facility (example, Old English)  
Deep clean all carpeted areas - entire facility  
Strip and wax hard floor surfaces - entire facility



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**SEMI-ANNUAL SERVICES**

(Services to be performed in January and July of each year)

Light fixtures (clean inside and outside of lens)

**MISCELLANEOUS:**

**DAILY SERVICES**

Ash urns are cleaned (sand replaced when dirty) in all public areas  
Main lobby doors and glass cleaned and polished  
Main lobby floor broom swept and scrubbed  
Entrance mats and all waiting areas cleaned  
Maintain all outside entrances and sidewalks up to 6 ft. from bldg.  
Garage and warehouse concrete flooring swept (Using an approved floor sweep compound)  
Buff computer rooms, using only dry chemicals and damp mopping

**WEEKLY SERVICES**

Wash and clean ceiling and floor fans

**AS NEEDED OR AS DIRECTED SERVICES**

Garage and warehouse scrub and seal

**STAIRWELLS:**

**DAILY SERVICES**

Stairwells swept and damp-mopped  
Stairwell's vacuum and spot clean all carpeted areas  
Stairwell walls (spot-washed)  
Handrails dusted and maintained free of handprints, etc.

**QUARTERLY SERVICES** (Services to be performed in March, June, September and December of each year)

Stairs stripped and sealed

**MECHANICAL & ELECTRICAL ROOMS:**

**AS NEEDED OR AS DIRECTED SERVICES**

Dust mop/sweep

**REST ROOMS/LOCKER ROOMS:**

**All restrooms/locker rooms shall be kept sanitary clean**

**DAILY SERVICES**

Floors swept and wet-mopped with quaternary disinfectant-detergent  
Partitions cleaned and disinfected (removing all writing & drawings)  
Stools and urinals disinfected with bowl cleaner  
Toilet paper restocked  
Seat covers restocked (where applicable)  
Paper towel and soap dispenser cleaned and replenished  
Empty and clean sanitary napkin disposal  
Sinks and mirrors cleaned, and walls spot washed  
Showers cleaned and then disinfected using a disinfecting product



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**WEEKLY SERVICES**

All floor drains flushed with disinfected detergent

**MONTHLY SERVICES**

Completely wash and scrub walls and floors

**QUARTERLY SERVICES** (Services to be performed in March, June, September and December of each year)

Sealer applied to restroom floors, locker room floors and wall tiles

**WORK TIME DESIGNATIONS:** Unless designated otherwise, the following time schedules are applicable.

**Daily:** Work to be performed as scheduled in **Table B**

**Weekly:** Work to be performed once per week, a minimum of four- (4) days apart.

**Monthly:** Work to be performed once per month.

**Quarterly:** Services to be performed in March, June, September and December of each year

**Semi-Annual:** Services to be performed in January and July of each year

**Annual:** Work to be performed once per Agreement year, within the first sixty- (60) days of each twelve (12) month period.

**As needed/as directed:** The Building Operations Section of the Asset Management Department or authorized representative shall determine this work.

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**EXHIBIT A  
 BID FORM INCLUDING DELIVERY AND PRICING**

1. **Delivery:** If your Bid is accepted and an agreement is executed, state the number of days you need to begin providing Services.

\_\_\_\_\_

You must be able to deliver the Goods and/or Services as specified in your Bid. Failure to do so may result in City terminating your agreement or canceling the Purchase Order, pursuing collection under any performance bond, as well as seeking any other damages to which it may be entitled in law or in equity.

2. **Pricing:**

The City of Tulsa does not guarantee any specific quantity or number of purchases that will be made during the agreement period. If the Seller's prices cannot stay competitive with the outside market, the City reserves the right to purchase from outside sources or low bidder(s).

**(ESTIMATED QUANTITIES FOR EVALUATION PURPOSES ONLY)**

The City does not guarantee any specific quantity or number of purchases, if any, that will be made during the agreement period.

**SERVICES LABOR HOURS:**

**Items 1A – 1D, 1H-1I (FIVE DAYS/ WEEK)**

**Items 1E - 1G (ONE DAY / WEEK)**

**Vendor MUST supply a breakdown of guaranteed minimum service labor hours for each facility item number by shift including the number of workers, lead persons and supervisors**

**See Table B on Page 20**

ITEM #	Number of Employees			Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours		Total Weekly Hours
<b>EXAMPLE</b>	<b>1</b>			<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>		<b>= 40</b>
Items 1A – 1D, 1H - 1I Day Shift										
Items 1E-1G Day Shift Weekly Svc										

**Pricing – Janitorial Services by location**

**Section 1 – NSWWTP (Includes LBC)**

Item	Description	Estimated Annual QTY	Unit Cost per month	Annual Extended Cost (12 x Unit Cost)
<b>A</b>	PW / Multifunctional Laboratory 5655 N. 105 E. Ave.	12		\$
<b>B</b>	PW / Maintenance Building 5660 N. 105 E. Ave.	12		\$
<b>C</b>	PW / Administration Building 5628 N. 105 E. Ave.	12		\$



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<b>D</b>	PW / Operations Building 5665 N. 105 E Ave.	12		\$
<b>E</b>	PW / Digester Bldg - Bathroom 5665 N. 105 E Ave.	12		\$
<b>F</b>	PW / Gallery Site - Bathroom 5665 N. 105 E Ave.	12		\$
<b>G</b>	PW / Chemical Bldg - Bathroom 5665 N. 105 E Ave.	12		\$
<b>H</b>	PW / LBC Operations Building 151 W. 36 <sup>th</sup> St. N., Catoosa	12		\$
<b>I</b>	PW / LBC Maint. Office / Bathroom 151 W. 36 <sup>th</sup> St. N., Catoosa	12		\$
<b>Total Annual Cost for Item 1, Lines A-I (ALL COSTS MUST BE INCLUDED)</b>			\$ _____	

	<b>Additional services per hourly rate</b>	\$ _____
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3. **Annual Price Adjustment.** The prices bid for any Goods and/or Services shall not increase during the initial term of the contract. However, if you anticipate that you will not be able to maintain firm prices for any renewal period, a change in price is allowed if the following conditions are met. You must limit any increase to one of the following (indicate your choice):

- a. The change in the Consumer Price Index from BLS Table 1(web link below) from the prior year, as measured by the change in the CPI-U between the most recent month available and that same month in the prior year \_\_\_\_\_ (place an "X" here if this is your choice)
- b. a fixed percentage you specify \_\_\_\_\_%

You must notify City, in writing, no later than 30 days before the initial contract period ends, or any renewal period ends, of your intent to exercise the price change formula in your bid. Failure to so notify City may result in City denying any price increases. In no event can the proposed price change exceed that possible under the choice in your bid. Your notice can be sent by certified mail, fax or email.

Note: Any price increase you choose will be included in evaluation of your bid. If you choose the CPI-U, the annual increase used for evaluation will be assumed to equal the change in the CPI-U for the prior year, as described above.

Web Link: <http://www.bls.gov/news.release/cpi.t01.htm>

Bidder's Company Name \_\_\_\_\_

**Authorized Signature Here ►** \_\_\_\_\_

Printed Name: \_\_\_\_\_

**RETURN THIS ENTIRE BID PACKET**