



Invitation For Bid
TAC 923A
Janitorial Service for One Technology
Center
Asset Management Department
Issued: January 12, 2017

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01-31-17

Addendum #2

Please note the following changes which have been made for clarification to this Invitation for Sealed Bid. This addendum must be listed as Addendum #2 on Form #6 of the bid package as verification that you have received and are aware of the information contained herein.

QUESTIONS/CLARIFICATION/CHANGES:

CHANGES:

1. The **Pricing Summary** has been updated. The hourly rate is a separate calculation from the Price Summary Sheet.

01-31-17

Addendum #1

Please note the following changes which have been made for clarification to this Invitation for Sealed Bid. This addendum must be listed as Addendum #1 on Form #6 of the bid package as verification that you have received and are aware of the information contained herein.

QUESTIONS/CLARIFICATION/CHANGES:

CHANGES:

1. Please be advised that the Bid Due for TAC 923A – Janitorial Service for One Technology Center been extended. The new Bid Due Date is **Wednesday, February 15, 2017 at 5:00 pm.**
2. The Accounts Payable email address has been added to #18 Payment of the INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDERS section of the Bid Packet.
3. "Security Requirements" have been added to the Technical Specifications.

CLARIFICATION

The following items have been added to the Technical Specification

1. **One Technology Center Occupancy**
 - There are approximately 2,100 occupants at One Technology Center.
 - There are approximately 150 – 200 visitors per day in the public access areas
 - There are approximately 160 – 200 visitors per day to the nonpublic floors beyond the public address area
 - There are approximately 50 – 100 people at One Technology Center during the weekend
2. There are 64 towel dispensers & 27 sanitary napkin dispensers in the building. Towel dispensers must be motion activated.
3. No propane powered equipment shall be allowed in the building.
4. Directions must be provided in the language that the employees understand (Ex: Spanish, Chinese, etc.)
5. The **Cleaning Frequency chart** has been updated
6. The **Detailed Vacuum Map** has been updated



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7. The **Cleaning Schedule** (Attachment K) has been updated
8. The **Janitorial Current Square Footage Cleaning** chart has been updated
9. The **Pricing Summary** has been updated

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NOTICE is hereby given that the CITY OF TULSA, OKLAHOMA will receive sealed Bids for the following:

BID # TAC 923A

DESCRIPTION: Janitorial Service for One Technology Center (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 or a hardcopy may be obtained at:

City of Tulsa-Purchasing Division
 175 East 2nd Street, Suite 575
 Tulsa Oklahoma 74103

Bids must be received no later than 5:00 PM (CST) on Wednesday February 15, 2017, and delivered to:
City Clerk's Office
175 East 2nd 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:

Vanessa Komara

vkomara@cityoftulsa.org

Include **IFB TAC 923A** on the subject line

Bidder's Notice of Intent to Submit a Bid

Email the Project Buyer indicating your intent to Bid. Include **IFB TAC 923A** 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 seven (7) 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) to receive notice of any addenda, or to receive notice of any future IFBs.

Pre-Bid Conferences

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

Date: January 23, 2017 and January 25, 2017 Time 9:00 AM

Location: One Technology Center. 175 E. 2nd St. Tulsa Oklahoma 10th floor

X Attendance at the Pre-Bid Conference is 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.

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 2nd Street, 2nd Floor, Tulsa, Oklahoma.



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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 2nd 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:

TAC# 923A – Janitorial Service for One Technology Center

(the "Goods and/or Services"); and

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:

1. **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.
2. **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.
3. **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.
4. **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 1st to June 30th) 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.
5. **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.



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6. **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.
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.
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.



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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. 2nd Street, Suite 260
 Tulsa, Oklahoma 74103
 Vanessa Komara, Buyer
 175 E. 2nd Street, Suite 575, Tulsa, OK 74103

With a copy to:

THE REST OF THIS PAGE LEFT INTENTIONALLY BLANK





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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 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 ► _____

Printed Name: _____

Title: _____

Date: _____

ATTEST:

Corporate Secretary

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

() - () - _____
Telephone Number Fax Number Email Address

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

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

APPROVED:

Assistant City Attorney



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FORM #3 INTEREST AFFIDAVIT

STATE OF _____)

)ss.

COUNTY OF _____)

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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 _____)

)ss.

COUNTY OF _____)

The undersigned person, of lawful age, being first duly sworn on oath, says that all invoices to be submitted pursuant to this agreement with the City of Tulsa will be true and correct. Affiant further states that the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests and/or contract furnished or executed by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the City of Tulsa or of any public trust where the City of Tulsa is a beneficiary, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted. Affiant further certifies that (s)he has complied with all applicable laws regarding equal employment opportunity.

Company: _____

Remit to
Address: _____

City, State
Zip: _____

Phone: _____

Name (print): _____

Signature: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.
Notary Public

My commission expires: _____

My commission number: _____

County and State where notarized: _____

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).

Sign Here ► _____

Printed Name: _____

Title: _____

Date: _____



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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.
 18. **“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:
 - o **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.
 - o **General Partnerships** – any partner can sign to bind all partners.
 - o **Limited Partnerships** – the general partner must sign.
 - o **Individuals** – no additional authorization is required, but signatures must be witnessed and notarized.
 - o **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.
 - o **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.
 19. **“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 2nd Street, Suite 865, Tulsa, Oklahoma 74103



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- 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.
- 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.
20. **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 seven (7) 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.
21. **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.



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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.
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 2nd 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 Clerk's office before the City's close of business on the Bid Submission Date.

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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.
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 documents, 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.
22. **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.
23. **PAYMENTS.** Invoices should be mailed to: City of Tulsa – Accounts Payable
175 East 2nd Street, 5th floor
Tulsa, Oklahoma 74103

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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SPECIAL REQUIREMENTS

1. Irrevocable Offer Period. You understand and acknowledge that the offer submitted as your Bid is firm and irrevocable from the City's close of business on the Bid Submission Date until 365 days after the Bid Opening Date.

2. General Liability/Indemnification. You shall hold City harmless for any loss, damage or claims arising from or related to your performance of the Purchase Agreement. You must exercise all reasonable and customary precautions to prevent any harm or loss to all persons and property related to the Purchase Agreement. You agree to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the Goods, Services, labor, or materials furnished by you or your subcontractors under the provisions of the Bid Packet documents.

3. Liens. Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City. Bidder shall deliver all goods to City free and clear of liens. Delivery by Seller to City of goods which are subject to liens under the Purchase Agreement shall be a material breach of the Purchase Agreement and all damages and costs incurred by City as a result of the existence of such liens shall be paid to City by Seller. At City's option, City may return such goods to Seller and Seller shall pay the cost of returning such goods and reimburse City for any payments made for such goods.

4. Insurance. If checked "Yes," the following insurance is required: Yes: x No:

Seller and its subcontractors must obtain at Seller's expense and keep in effect during the term of the Purchase Agreement, including any renewal periods, policies of General Liability insurance in the minimum amounts set forth below and Workers' Compensation insurance in the statutory limits required by law.

Personal injury, each person	\$ 175,000.00
Property damage, each person	\$ 25,000.00
Auto Liability, each occurrence	\$ 1,000,000.00
Personal injury and property damage, each occurrence	\$ 1,000,000.00
Workers' Compensation	(Statutory limits)

SELLER'S INSURER MUST BE AUTHORIZED TO TRANSACT BUSINESS IN THE STATE OF OKLAHOMA.

You will have 10 days after notification that your Bid was selected for contract award by City to provide proof of such coverage by providing the assigned Project Buyer shown on the Summary Sheet of this Bid Packet with a Certificate of Insurance. The Certificate of Insurance must be completed with the following information:

- A. Your name
- B. Insurer's name and address
- C. Policy number
- D. Liability coverage and amounts
- E. Commencement and expiration dates
- F. Signature of authorized agent of insurer
- G. Invitation for Bid number

The Seller shall not cause any required insurance policy to be cancelled or to permit it to lapse. It is the responsibility of Seller to notify City of any change in coverage or insurer by providing City with an updated Certificate of Liability Insurance. Failure of Seller to comply with the insurance requirements herein may be deemed a breach of the Purchase Agreement. Further, a Seller who fails to keep required insurance policies in effect may be deemed to be ineligible to bid on future projects, ineligible to respond to invitations for bid, and/or ineligible to engage in any new purchase agreements



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5. Bonding.

A. Bid Bond. If the box is checked "Yes," the Bid Bond is **required**:

Yes: No:

B. Performance Bond. If the box is checked "Yes," the Performance Bond is **required**:

Yes: No:

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

Yes: No:

For each of the four references, the following information must be included: **Company Name, Contact Name, Address, Phone Number, E-Mail Address, and the nature of their relationship with the Bidder.**

Company Name _____

Address _____

Reference Contact _____

Telephone Number _____

Email address _____

Company Name _____

Address _____

Reference contact _____

Telephone Number _____

Email address _____

Company Name _____

Address _____

Reference contact _____

Telephone Number _____

Email address _____

Company Name _____

Address _____

Reference contact _____

Telephone Number _____

Email address _____



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TECHNICAL SPECIFICATIONS

SCOPE:

It is the intent during the contract period, as nearly as possible, to purchase all the requirements for the item(s) bid from the firm(s) to which the contract is awarded.

1. SECURITY CLEARANCE:

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

- A. Vendor must submit to The City of Tulsa Security Office within fourteen- (14) days prior to the starting date of this contract 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 contract. 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 contract 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.**
- C. This office 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 this office 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 vendor or vendor's employees while on City's premises. (Cost of badges to be paid for by the vendor) **If a vendor's employee is working without a badge they will be sent home.**

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

SPECIFICATIONS:

2. Scope of Services – Custodial Services

- a. Goals and Objectives: Complete Custodial Services shall be performed from outside wall to outside wall on all floors of the OTC above ground level and shall include sidewalks outside the



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Facility on ground levels. This includes picking up cigarette butts in the grate by the sidewalk benches. Some areas may be serviced as requested. No work is required in elevator pits.

b. Description of Services:

- i. Contractor shall furnish all necessary labor, tools, equipment and supplies necessary to perform the Custodial Services.
- ii. Contractor shall be responsible for the scheduling of the cleaning requirements specified herein. These are the minimum cleaning requirements. All services shall be performed in the cleaning schedule prescribed in **Attachment K** and shall be completed **without interfering** with the proper performance of the day-to-day activities within the Facility. The City reserves the right to approve and make suggested changes to the schedule set up by the Contractor.
 1. Cleaning of all secured areas shall be done on the day shift unless special arrangements are made with the supervisors that are in charge of each secured area.
 2. All cleaning such as, but not limited to, cleaning of carpets, stripping and waxing of hard floor surfaces, sealer applied to restroom/locker room floors and wall tiles, and other periodicals shall be coordinated through the Property Manager, City Contract Manager, or other authorized City representative a minimum of at least one (1) week before the cleaning is started.
 3. Upon cleaning each area for the first time Contractor 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 contract.
 4. Quarterly requirements will be done one floor each weekend on a rotating basis.

- iii. Day Porters: Contractor shall furnish on site a minimum of five (5) employees to work eight (8) hours between the hours of 7:00 AM and 6:00 PM Monday through Friday, of which one (1) will act as a working supervisor. Daytime service needs to start at 7 AM and continue until 6 PM. These employees shall respond to any and all daytime requests as needed by the City of Tulsa. Of these five employees there shall be at least one man and one woman to facilitate bathroom cleaning. Day porters must speak English well enough for basic communication.

Note:

- There are approximately 2,100 occupants at One Technology Center.
- There are approximately 150 – 200 visitors per day in the public access areas
- There are approximately 160 – 200 visitors per day to the nonpublic floors beyond the public address area

- iv. Weekends: Contractor shall furnish on site a minimum of one (1) employee to work eight (8) hours between the hours of 8:00 am and 4:30 pm, Saturday and Sunday. The Saturday and Sunday employee shall be used to take care of any issues that come up as well as to complete scheduled tasks not completed during the previous week. If required Day and



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Weekend "Porter" hours are not supplied a deduction of \$15 per missing hour will be made from the monthly invoice.

Note: There are approximately 50 – 100 people at One Technology Center during the weekend

- v. Evening Weekday Cleaning: Contractor shall supply a sufficient number of employees to work between the hours of 5:30 and 10:30 PM to take care of the regular daily cleaning as well as weekly, monthly and quarterly requirements. The City of Tulsa representative as well as the Building Manager will conduct regular inspections on the cleaning being done. All of the cleaning requirements in Attachment K are required and expected. If they are not done the contract will be terminated. We expect excellent service.
 - 1. All employee personal effects – such as coats, jackets, purses, cell phones – must be stored in OTC lockers on the 10th floor while they are performing their cleaning duties.
 - 2. Employees may use personal cell phones only during approved breaks.
- vi. The City requires an on-site supervisor for all shifts.
 - 1. Supervisor on all shifts shall carry a smart phone to receive emails and accept calls. Response to any and all calls and emails from the Property Manager, the City Contract Manager, or other authorized City representative must be made within five (5) minutes of receipt. Contractor must maintain the current supervisor's telephone number with the Property Manager and City Contract Manager during the term of this contract.
 - 2. Supervisors (only) shall be allowed job-related use of local City telephone service at no cost to the Contractor. Contractor will pay the cost of repairing any damage caused by Contractor's employees to the telephone equipment over and above normal wear and tear. No toll charges will be allowed for the Contractor and/or Contractor's employees.
 - 3. Contractor or authorized agent will make sufficient daily routine inspections to ensure that the work is performed as required by this ITB.
 - 4. 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 tenants.
 - 5. Contractor shall establish and maintain a complete periodic record book indicating compliance with all periodic work performed. Such record will be made available at any time up on request of the Property Manager, City Contract Manager, or authorized representative.
- vii. The Contractor is responsible for all supplies necessary to complete the Custodial Services.
 - 1. The Contractor will furnish all necessary supplies including but not limited to cleaners, disinfectants, waxes, wax stripping materials, wastebasket liners, and



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- other paper products required to provide the cleaning services. Supplies shall be of the highest quality and the most suitable type or grade for the work specified under contract. Janitorial Contractor will supply toilet paper and paper towels. Toilet paper and paper towels must be approved by the Building Manager or the City of Tulsa representative.
2. Paper towel dispensers in the internet cafes and the bathrooms need to be motion activated. These paper towel dispensers will be supplied by the Janitorial Contractor. Janitorial contractor shall supply batteries for the paper towel dispensers. **Note:** There are 64 towel dispensers in the building.
 3. Sanitary napkin and tampon vending machines will be the total responsibility of the Contractor. This includes vending, routine, and corrective maintenance of each unit. Contractor will provide product and collect any profits from the vending.
Note: There are 27 sanitary napkin dispensers in the building.
- viii. The Contractor shall furnish and store all equipment for accomplishment of all work specified at locations approved by the building manager or City representative. Contractor's equipment shall be of the size and type suitable for accomplishment of the various types of work described herein and operates from existing sources of furnished electrical power. The following two items are only for the company to which the contract is awarded.
1. All equipment and attachments necessary to perform the work described in this ITB must be available for inspection at the Facility. The equipment and attachments must be in new condition and capable of performing the work for which they were intended. **No propane powered equipment shall be allowed in the building.**
 2. If new equipment is on order, purchasing documents that describe the equipment sufficiently for evaluation must be available for review by the Property Manager, the City Contract Manager, or other authorized representative. Such equipment must be on the job site within seven (7) calendar days from the date of the inception of the contract.
- ix. The Contractor will be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act (OSHA) and other Federal, State or local regulations, which affect the Custodial Services.
1. One (1) set of Material Safety Data Sheets (MSDS) must be supplied to the Property Manager or the City Contract Manager on all chemicals and cleaning agents utilized under this contract within five (5) days after contract award.
 2. One (1) Material Safety Data Sheet must be supplied to the Property Manager or City Contract Manager on any and all additional chemicals and cleaning agents utilized under this contract within five (5) days before they are brought into the building.



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3. Maintain Material Safety Data Sheets (MSDS) for each product used in the building and verify that the label or MSDS are available for review upon request.
 4. All chemicals utilized in City facilities must be properly identified with manufacturer's label and name of custodial company on each container.
- x. The Contractor shall manage the use of the cleaning products used in the performance of the Custodial Services.
1. The Contractor shall use at the OTC, whenever practicable, cleaning products having properties that minimize potential impacts to human health and the environment, consistent with maintaining clean and sanitary City facilities.
 2. The Contractor shall provide to the Property Manager or the City Contract Manager the list of cleaning products used in the building. This shall include all chemicals that may be used. Compliance with any applicable guidelines should be indicated.
 3. The Contractor shall track the quantities of cleaning products consumed over time by cleaning operations on at least a quarterly basis. Submit records to City upon request.
 4. The Contractor shall identify to the Property Manager or City Contract Manager the contact person for cleaning products, including name, address, phone number, and email address.
- xi. The Contractor shall provide a list of all cleaning equipment used in the building.
1. This shall include a list of all equipment that may be used
 2. Contractor shall identify contact person for cleaning equipment, including name, address, phone number, and email address.
- xii. The Contractor, at its sole cost and expense, shall furnish uniforms to be worn at all times by day personnel performing services as listed in this ITB. Persons performing services after normal business hours shall be neatly dressed in company shirts or smocks with identification badges prominently displayed.
- xiii. The Contractor shall be responsive to all communications from the Property Manager, the City Contract Manager, or authorized representative.
1. Contractor must have a phone number at which a representative can be reached or from which the representative can return a call within thirty (30) minutes, seven (7) days per week.
 2. Contractor must have a working email address where reports, pictures and other information can be sent as needed.
- xiv. The Contractor will be provided with keys to allow access to non-restricted rooms, which require cleaning. All keys provided to the Contractor will not be duplicated, nor are they to be removed from the property.



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1. Lost keys will be replaced by the City at a cost of \$18.00 each to the Contractor. At City's option, building locks may be re-keyed at Contractor's expense as a result of a "Breach in Security".
 2. A breach in security may 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.
 3. Broken keys will be replaced by the City at a cost of \$5.00 each to the Contractor. Any key replaced without the broken key being returned shall be considered a lost key.
- xv. The Contractor shall provide required reports to the Property Manager, the City's Contract Manager, or authorized representative.
1. The **nightly work report** shall be signed and dated nightly by Contractor and contain the following information as a minimum:
 - a. Supervisor's name;
 - b. Discrepancies from the routine work scheduled and an explanation of the circumstances involved;
 - c. Any property or equipment not in a serviceable or operating condition, listed by description and location;
 - d. Damage, vandalism, or broken windows by description and location; and
 - e. Malfunctioning equipment (i.e. soap dispensers, light out) listed by description and location.
 2. Any and all problems and/or complaints of a minor nature, or similar isolated incidences, may be handled directly between the Contractor's foreman and the Property Manager, City Contract Manager, or authorized representative. A summary of the incident and resolution shall be contained in the nightly work report.
 3. Quarterly Usage Reports shall be provided to the Property Manager or City Contract Manager listing any and all equipment, cleaning supplies, chemicals and cleaning agents used during the term of the contract.
- xvi. The Contractor shall facilitate inspections.
1. The Property Manager, City Contract Manager, or authorized representative will conduct random daily inspections of the areas covered under this contract.
 2. The Contractor and the Property Manager or the City Contract Manager shall conduct joint inspections several times each month of the areas covered under this contract
 3. Any major complaints that required documentation of services performed or alleged violation of the contract either by the Contractor or the City shall be filed by either and/or both parties in writing to City Contract Manager within twenty-four (24) hours after the infraction.



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4. The Property Manager, City Contract Manager, or authorized representative may inspect products/procedures provided at any time and without prior notification. The Contractor shall provide access to cleaning products, cleaning equipment, and records as may be requested by City.
- xvii. In the event that other Custodial Services, in addition to or separate from the services specified in this ITB, may be deemed necessary by the Property Manager, the City Contract Manager, or authorized representative, the Contractor may be requested and shall perform the additional services. The Contractor will be reimbursed by the City on the basis of the hourly labor rate specified by the Contractor's response to this ITB plus the City of Tulsa approved cost of the materials needed for the additional cleaning service.
- xviii. The City of Tulsa reserves the right to temporarily or permanently suspend any of the Custodial Services at the OTC. Notice of such suspensions will be made through the Property Manager, the City Contract Manager, or other authorized representative by verbal communication followed by a written letter. Should this occur, a corresponding and proportionate reduction in the Custodial Contractor's fee shall be made.
- xix. When a Contractor is notified that services were not provided on a scheduled date or the overall quality level was unsatisfactory, an amount equal to one month's bill pro-rated for the number of days of unsatisfactory or skipped services received in that month will be deducted from balances due or to become due the Contractor. If the quality of an important portion of the services is unacceptable, then a corresponding and proportionate reduction shall be made to the Custodial Contractor's fee. A Contractor may be allowed the option of eliminating a deduction for washroom deficiencies only. To exercise this option, the Contractor must begin corrective action on site within three (3) hours of notification of the deficiency. If the Contractor cannot be contacted at a contracted facility site or by phone, the option to eliminate a deduction by correcting the deficiency is waived. The Property Manager, Contract Manager, or authorized representative will decide all questions which may arise as to the quality and acceptability of any work performed under the contract. If, in the opinion of the City Contract Manager or authorized representative, performance becomes unsatisfactory, the City shall notify the Contractor. Repeated deficiencies of unsatisfactory performance will result in cancellation of the agreement for default.
- xx. Contractor may store supplies, materials and equipment only in storage areas in the City of Tulsa facility premises designated by the Property Manager, the City Contract Manager, or authorized representative. Contractor agrees to keep its 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 City. Under no circumstances will materials or equipment be placed or left in hallways, corridors, rest rooms or other spaces accessible to the public.



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- xxi. The Contractor shall perform the Custodial Services in accordance with good housekeeping practices.
1. 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. (In most situations a dust mop is preferable.) When not in actual use, all such equipment, tools and carts will be stored or left only in the designated storage areas.
 2. 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.
 3. 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. In any area where equipment closets are shared jointly by Contractor and tenant or City personnel, the responsibility for cleaning the closet in accordance with these specifications will rest upon the Janitorial Contractor.
- xxii. The Contractor shall provide **supervision and appropriate training of employees** to assure competent performance of the work, proper handling of chemicals, proper use and maintenance of cleaning equipment and proper cleaning procedures.
1. Train cleaning personnel in proper cleaning procedures.
 2. Train cleaning personnel in the proper handling of chemicals, proper use and maintenance of cleaning equipment.
 3. Provide easily understood directions to cleaning staff in appropriate written languages or graphic representation.
 - a. Provide directions for the dilution of chemical cleaning products.
 - b. Provide directions for the proper rinsing and disposal of used or expended chemical solutions and empty chemical containers.
 - c. Directions must be provided in the language that the employees understand (Ex: Spanish, Chinese, etc.)



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4. Train all janitorial personnel in emergency building procedures. This training can be coordinated with the OTC security.
5. Training Records: Records of training shall be maintained on each employee for all training specified herein. The documentation shall include:
 - a. A list of topics included in the training with a general outline of information covered for each topic;
 - b. The name and qualifications of the trainer; and
 - c. The date(s) and duration of the training or courses.
- xxiii. The Contractor shall provide cleaning personnel with continuing training and/or education on an annual basis to maintain knowledge of correct procedures for safety, tools, techniques, and pertinent environmental standards.
- xxiv. The Contractor shall retain records for current employees for a minimum of two years prior to current date or from their hiring date to current date, whichever is greater. For former employees, records shall be retained for minimum one year from date of last employment.
- xxv. The Contractor shall ensure that a system is in place for cleaning service employees to provide comments and suggestions about workplace issues and suggestions for improvements in the provision of services.
 1. Collect and forward comments and suggestions to the City.
 2. Communicate to the management or owners of the building the presence of pests and any maintenance issues discovered while performing cleaning operations.
- xxvi. Staffing and Certification: Contractor shall provide a trained and adequately sized staff to perform these Custodial Services in accordance with industry standards for Class A office space.

CLEANING FREQUENCY	
Daily	work to be performed one or more times per day as indicated (Monday – Friday)
Weekly	work to be performed once per week, a minimum of four (4) days apart
Monthly	work to be performed once a month
Quarterly*	February, May, August and November – 1 Floor per week
Semi-Annual	March and August
Annual	work to be performed once per contract year, In January
As needed or as directed	work to be performed as determined by the Building Operations Section of the Public Works Department or authorized representative

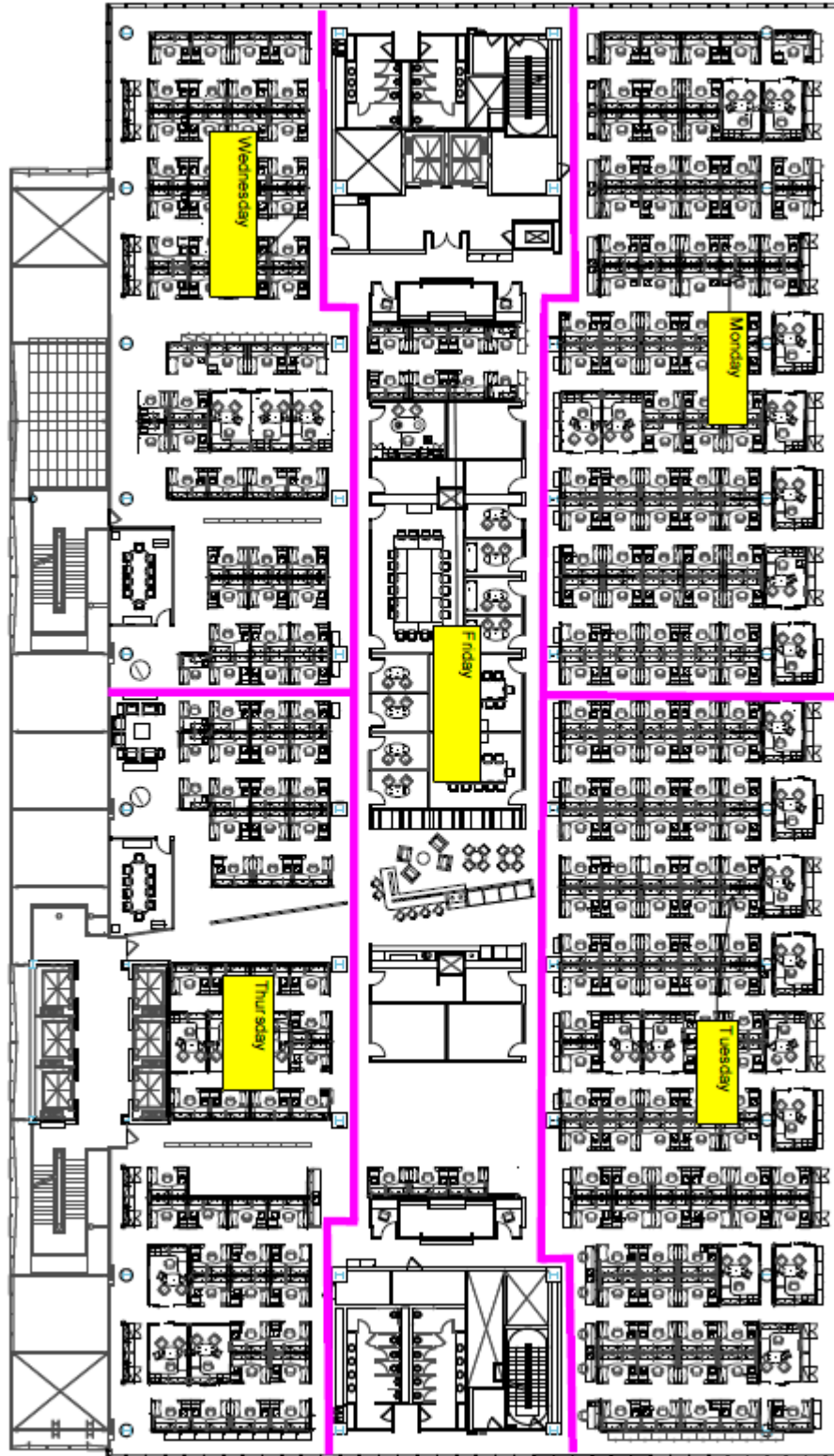
***Quarterly requirements for each floor shall be done one floor each weekend. Schedule to be determined by the property manager.**



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DETAILED VACUUM MAP





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Cleaning Schedule:
ATTACHMENT K

AREA/ROOM		Day Shift			Evening Shift
		1X	2X	3X	
Lobbies & building entrances (all doors which open to the outside of building & all doors which open into the solar well at each elevator landing)					
	DAILY				
	clean all outside entrances and sidewalks up to the street curb around the exterior of the entire location. Gardens are cleaned and cared for by others.		x		
	clean around compactor and all dumpster areas				x
	entrances shall be cleaned and policed for the removal of debris		x		x
	all outside walls (in the immediate vicinity) of entrances canopies, and entrance lights shall be maintained clean of overhanging lint, cobwebs, mud and other debris	x			
	clean all glass entrances inside and outside, including revolving doors	x			x
	foot scrapers, entrance mats, individual trash and smoking receptacles shall be emptied and cleaned	x			x
	walk/off entrance mats vacuumed and spot cleaned daily to remove stains		x		x
	buff main lobby, hallway floors, and heavy traffic areas to remove black marks or scuff marks and restore floor finish				x
	remove all cigarette butts from building entrances and sidewalks. This includes cigarettes stuck in the grating next to the short wall around the gardens.	x			x
	remove gum or other adhesive material	x			x
	maintain loading dock area free of debris and trash	x			x
	Dust mop all hard surface floors	x			x
	WEEKLY				
	sweep all sidewalks, steps, building entrance areas and ramps; remove all accumulated gravel and sand from all sidewalks and ramps				x
Lobbies and entrances	Sweep, hose and clean around compactor, service ramp and the entire loading dock area				x
	dust all wood paneling				x
	clean coffee table and chairs				x
	clean directory signs				x
	clean all metal at entrance and other areas of lobby				x
	spray buff floors in all areas of building to restore floor finish				x
Lobbies and entrances continued	QUARTERLY				
	clean all light fixtures (use long pole with duster on end)				x
	dust ceiling tiles adjacent to ceiling vents				x



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AREA/ROOM		Day Shift			Evening Shift
		1X	2X	3X	
	wash exterior glass at entrances up to 8 ft. (ground floor levels/ no ladders)				X
Interior-general requirements	DAILY				
	ensure first aid rooms are presentable and trash free	X			X
	ensure that glass doors are spotless	X			X
	empty waste receptacles, wash as needed and return to original location				X
	waste receptacle liners must be replaced with new liners				X
	remove all liter, cans, papers, and other containers marked TRASH				X
	wash/clean desk tops (only if the desk tops are cleared of paper)				X
	clean glass desk/ table tops to remove finger smudges and soil				X
	clean and sanitize telephone instruments				X
	Vacuum any bad spots on floor. Vacuum daily portion of each floor thoroughly.				X
	clean light switches and spot clean walls for fingerprints				X
	clean all door handles, frames and kick plates				X
	all waste material shall be removed from each floor and delivered to the loading dock area and place properly in compactor				X
	wet mop hard service floors of entire building with a general-purpose product to ensure clean areas				X
	clean corners of rooms and around telephone and electrical mounted plugs				X
	vacuum and spot clean all heavy traffic areas such as hallways, office, etc., of entire building to remove daily stains.				X
	dust mop hard floors				X
Interior-general requirements	WEEKLY				
	clean all glass partitions and ledges (up to a height of eight feet)				X
	clean all window sills				X
	wipe and clean top of shelves and files cabinets				X
	dust all areas to remove dust & cobwebs-entire facility/ dusting shall be accomplished by the removal of soil from the area, not by moving it from one surface to another				X
	Vacuum all carpeted areas-including all hard reaching areas such as under counters, under desk, under furniture and all nook and crannies. Floor areas will be broken up into 5 areas for Monday through Friday.				X
	vacuum all fabric office furniture				X
	wipe and clean chairs and return to proper place after cleaning				X
Interior-general requirements	MONTHLY				
	wash all office core interior window glass-entire facility (includes inside and outside of glass at all elevator landings) (Up to a height of eight feet).				X



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AREA/ROOM		Day Shift			Evening Shift
		1X	2X	3X	
Interior-general requirements	MONTHLY				
	wash file cabinets				x
	dust all surfaces up to eight feet.				x
	spot wash hard permanent walls of entire building				x
	Dust shades in all areas of building as needed				x
	dust desks, desk accessories, chairs, and all other office furniture				x
Interior-general requirements	QUARTERLY				
	Dust all heating and air conditioner supply and return vents (ceiling and wall)				x
	treat wood panel walls with approved wood polish-entire facility				x
	remove all dirt and wax from all hard surface floors and cove base by mopping or scrubbing with a detergent and wax remover				x
	Rinse thoroughly and apply skid resistant wax of a type recommended by the flooring manufactures. When wax is dry, machine buff to a smooth sheen, even wet look. Use only the strength of wax stripper needed and remove promptly and rinse to eliminate damage to floor tiles and adhesive				x
	shampoo all carpets and walk-off mats, including all hard reaching areas such as under counters, under furniture and all nooks and crannies (move carpet protectors)				x
	Shampoo areas such as corners that are inaccessible, with manual scrubbing devices. After shampooing and allowing sufficient drying time, vacuum the carpet following a pattern, which will give the carpet pile a uniformed appearance. Use portable floor and carpet blowers/dryers to completely dry areas before traffic				x
	Remove carpet stains, completely vacuum, shampoo using hot water extraction equipment and supplies, and completely re-vacuum all carpet				x
	Remove wash splatter, wax and dirt off of cove base in all corridors and rooms. Restore cove base to a polished appearance.				x
Interior-general requirements	SEMI-ANNUAL				
	wash walls, doors, cove base of entire building where wall covering permits				x
	clean and wax all woodwork, wood paneling, sound panels, wood benches and doors in all areas of the building				x
	clean all light fixtures (Including florescent lights).				x
Restrooms	DAILY				
	clean and disinfect toilets, including disinfection of both sides of toilet seats		x		x
	clean and disinfect urinals		x		x
	floors swept and wet-mopped and disinfected				x
	partitions cleaned and disinfected (removing all writing & drawings)		x		x
	toilet paper restocked		x		x
	seat covers restocked (where applicable)				x



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AREA/ROOM		Day Shift			Evening Shift
		1X	2X	3X	
Bathrooms	paper towel and soap dispenser cleaned and replenished. Batteries replaced in paper towel dispensers. When needed.		X		X
	refill feminine hygiene machines		X		X
	empty and clean sanitary napkin disposal and replace liner with new liner				X
	sinks and mirrors cleaned and disinfected		X		X
	urinal partitions and walls spot cleaned and disinfected		X		X
	showers completely cleaned and then disinfected		X		X
	dispensers, counters and cabinets cleaned and disinfected		X		X
	clean, disinfect and deodorize all restroom entry area walls and doors		X		X
	clean and disinfect surfaces touched by hands (e.g. door knobs, light switches, handles, etc.)		X		X
	clean and polish all chrome faucets and fixtures		X		X
	control and remove standing moisture from floor and bathroom surfaces in a timely manner.		X		X
	check function of all dispensers and fixtures in all restrooms. Report maintenance problems to Building Operations immediately		X		X
	report any maintenance issues		X		X
	empty trash and replace liners as needed		X		X
	2nd floor men and women's bathrooms				X
	WEEKLY				
	all floor drains flushed with one(1) gallon of disinfectant detergent				X
	MONTHLY				
Completely wash and scrub walls and floors				X	
QUARTERLY					
sealer applied to restroom floors, locker floors, and wall tiles				X	
clean all heating and air conditioner supply and return vents (ceiling, wall, floor, etc.)				X	
Break rooms, Dining areas and Internet Café					
DAILY					
clean and sanitize surfaces in food preparation and consumption areas on a daily basis or as required to protect human health. Clean and sanitize surfaces of sinks, table tops, countertops, outside surfaces of appliances (refrigerators, microwave ovens, coffee makers, etc.) and trash receptacles. Mineral and calcium deposits will not be accepted.			X	X	
clean and sanitize surfaces that hands touch (e.g. faucet handles, drinking fountains)			X	X	
buff resilient tile floors; remove black marks and scuff marks				X	
Empty waste containers likely to collect food waste twice per day and at night or when full; clean and sanitize.			X	X	
Using dishwasher, wash all dishware in Mayor's & City Council Areas				X	
wipe all cabinet doors			X	X	



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AREA/ROOM		Day Shift			Evening Shift
		1X	2X	3X	
	mop spills as needed		X		X
	wipe out all microwaves		X		X
Internet Cafes continued	wash vending machines				X
	straighten vending supplies				X
	empty trash and replace liners as needed		X		X
	refill paper towels		X		X
	refill soap dispenser		X		X
	wipe all counter tops and booth tables		X		X
	FRIDAY OF EVERY 6TH WEEK				
	Clean inside of all refrigerators and freezers on each floor. Throwing away all items that are not marked with the appropriate date (This includes Containers)				X
Miscellaneous Requirements					
	DAILY				
	Clean "Write on boards and walls". IF CLEARED , according to manufacturer's specifications				X
	clean, disinfect and deodorize table surface in break rooms, public areas, and hallways				X
	clean disinfect all public counters in all offices				X
	dust all Security desks				X
	drinking fountains shall be cleaned and free of any stains, rust and scale. Abrasive, acid, or bowl type cleaners will not be used to clean drinking fountains. Must be sanitized and disinfected on a daily basis. No polish is to be used to clean drinking fountains.				X
	QUARTERLY				
	clean inside of all fire extinguisher cabinets (entire building)				X
Stairwell Requirements					
	DAILY (top to bottom)				
Solar Well Stairs	handrails and glass wall dusted and maintained free of hand prints, etc.				X
Solar Well Stairs	stairwells vacuumed and spot clean all carpeted areas				X



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AREA/ROOM		Day Shift			Evening Shift
		1X	2X	3X	
	WEEKLY (top to bottom)				
Emergency Stairwell	dust ceilings, wall and corners to remove cob webs				x
	QUARTERLY				
Solar Well Stairs	Carpeted stair steps and landing deep cleaned (Extract, Bonnet, Shampoo, etc.)				x
Emergency Stairwell	Sweep and damp mop emergency stairwells				x
Elevator Requirements (12 passenger and 2 service)	cleaning all interior surfaces of passenger and service elevators shall be done as often as necessary to maintain them in a polished, presentable appearance at all times, Only one car shall be removed from service for cleaning at any one time. Schedule taking elevator "out of service" with the Building Operations person on duty. All cleaning is in <u>LOCK OFF with key</u> position.		x		x
	DAILY				
	ensure that elevator lobbies are presentable and trash free		x		x
	clean glass in scenic elevators		x		x
	clean and disinfect inside and outside doors, walls, ceiling panels, and selector panels				x
	all chrome to be highly polished with no streaks				x
	tile or hard floors swept and damp-mopped				x
	carpeted floors vacuumed and spot cleaned		x		x
	elevator door guide tracks cleaned	x			x
	clean light fixtures in passenger elevators				x
	wipe stainless steel to remove finger prints		x		x
	Clean the call buttons in the elevator lobbies				x
	MONTHLY				
	Carpeted floors deep cleaned (Extract, Bonnet, Shampoo, etc.)				x
Mechanical, electrical, telephone switching, UPS and computer room	AS NEEDED OR AS DIRECTED	x			
Recycling	DAILY				
	segregate and recycle all waste items from cleaning operations, including paper, glass, plastics cardboard, other packaging materials, empty chemical containers, and worn equipment that are acceptable for recycling in the community. Coordinate with City for location and procedures for collecting recyclables.				x
	Empty Recycle Receptacles and return to original location -Recycle Receptacle materials shall not be mixed with the waste receptacle materials.				x
	empty waste from paper shredders (this waste is recyclable and shall be placed into the marked recycling containers)				x



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AREA/ROOM		Day Shift			Evening Shift
		1X	2X	3X	
Recycling continued	empty recycling receptacle at each desk and at the mail stop area into separate container for recycling				x
	deliver recyclables to proper dumpster or other designated container in the loading dock area (use bailer to bail all recycled cardboard)	x			x
OTC Parking Garage	Empty recycling containers and deliver to loading dock				x
Break rooms, Dining areas and Internet Café Recycling	Remove aluminum, plastic, and paper. Deliver recyclables to proper dumpster or other designated container in the loading dock area	x			x
Inspection	At the end of the evening shift, the supervisor shall inspect all building and ground areas to ensure that all work is completed and that all necessary doors are locked and that all lights are turned off.				x



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JANITORIAL CURRENT SQUARE FOOTAGE CLEANING

Janitorial Current Square Footage Cleaning

	Total Building Square Footage	Cleanable/Occupied Square Footage as of 12/1/16
1st Floor - COT (Including dock & dock restroom)	29452.31	29452.31
2nd Floor - COT and Level 3 NOC	31765.12	31765.12
3rd Floor - COT and EBC (Including sky bridges to parking garage and BOK Tower)	23618.20	23618.20
4th Floor - COT	47540.01	47540.01
5th Floor - COT	47819.83	47819.83
6th Floor - COT	47819.83	47819.83
7th Floor - MetLife	47819.83	47819.83
8th Floor - Magellan	47819.83	47819.83
9th Floor - Magellan	47819.83	47819.83
10th Floor - COT Conference Center	16368.23	16368.23
11th Floor - Level 3	47218.17	47218.17
12th Floor - Level 3	47737.60	47737.60
13th Floor - Level 3	47737.60	47737.60
14th Floor - COT and OII (2,016 sqft vacant)	47737.60	45721.60
15th Floor - COT (21,406.13 sqft vacant)	48528.13	27122.00
TOTAL	626802.12	603379.99



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BID FORM INCLUDING DELIVERY AND PRICING

1. Delivery. If your Bid is accepted and a contract is executed, state the number of days you need to deliver the Goods and/or 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 contract 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.

Pricing

	Description	Monthly Cost	Annual Cost
	Complete Janitorial Service for One Technology Center		
	TOTAL COST NOT TO EXCEED: (All costs must be included or your Bid will be disqualified)	\$ _____	

Hourly Cost for additional service not covered by the contract \$ /hr

Bidder's Company Name _____

Authorized Signature Here ▶ _____

Printed Name: _____

RETURN THIS ENTIRE BID PACKET