



**Invitation For Bid
TAC 180 I
Janitorial Services – Police Courts
Building & Compstat
Asset Management Department
Issued: April 13, 2017**

**City of Tulsa,
Oklahoma**
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05-08-17

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. Please be advised that the Bid Due for TAC 180I Janitorial Services – Police Courts Building & Compstat has been extended. The new Bid Due Date is **Wednesday, May 24, 2017 at 5:00 pm.**
2. Day Porters are needed for the Compstat building. This update has been added to Exhibit A.
3. The “Pricing-Custodial Services” was omitted from Exhibit A and has been added.

04-20-17

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:

CLARIFICATION:

The physical address for the Pre-Bid conference is:
600 Civic Center Plaza
Tulsa, OK
Rm 301-A Conference Rm

QUESTION:

1. Question:

There are 2 dates listed for the Pre-Bid Conference. Are we required to attend both or are these optional dates for attendance?

Response:

While the Pre-Bid Conference is mandatory, you are only required to attend one of the meetings.

2-7-17



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

BID # TAC 180 I

DESCRIPTION: **Janitorial Services – Police Courts Building & Compstat (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 865
Tulsa Oklahoma 74103

Bids must be received no later than 5:00 (CST) on Wednesday, May 24, 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 **TAC 180I** 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 180I** on the subject line of the email. You will receive an email response verifying your notice of intent to bid was received. This same procedure should be followed to request clarification, in writing, of any point in the IFB. Bidders are encouraged to contact the Project Buyer by email if there is anything in these specifications that prevents you from submitting a Bid, or completing the Bid Packet.

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

Issuing of Addenda

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

Pre-Bid Conference

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

Date: Monday, 4/24/2017 Time: 10 AM

Date: Thursday, 4/27/2017 Time: 10 AM

Location: **Compstat Building Conference Room, Civic Center Plaza, Tulsa Ok.**

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.
___ Electronic Copy also required.

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

Bid Opening

All Bid openings are public and take place at 8:30 a.m. Thursday, the day after Bids are due. The Bid openings are held in the City of Tulsa Council Meeting Room, 175 East 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 180 I – Janitorial Services – Police Courts Building and Compstat Building

(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 purchases 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.
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



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Acceptance by City, then City at its option shall be entitled to a complete refund of the purchase price and, in the case of Goods, shall promptly return such Goods to Seller. Seller shall pay all expenses related to the return of such Goods to Seller.

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

i. To Seller: _____

To CITY: City Clerk
CITY OF TULSA, OKLAHOMA
175 E. 2nd Street, Suite 260
Tulsa, Oklahoma 74103
Vanessa Komara, Senior Buyer
175 E. 2nd St. Tulsa, OK 74103

With a copy to:



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

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

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



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

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

Seller Company Name: _____

Sign Here ▶ _____

ATTEST:

Printed Name: _____

Title: _____

Corporate Secretary

Date: _____

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

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

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

ATTEST:

By: _____
Mayor

Date: _____

City Clerk

APPROVED:

Assistant City Attorney



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FORM #3

INTEREST AFFIDAVIT

STATE OF _____)

)ss.

COUNTY OF _____)

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

By: _____
Signature

Title: _____

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

Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State Where Notarized: _____

The Affidavit must be signed by an authorized agent and notarized



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FORM #4

NON-COLLUSION AFFIDAVIT

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

STATE OF _____)

)ss.

COUNTY OF _____)

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

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

By: _____
Signature

Title: _____

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

Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State Where Notarized: _____

The Affidavit must be signed by an authorized agent and notarized



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FORM #5

AFFIDAVIT OF CLAIMANT

STATE OF _____)

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

- 3. QUESTIONS REGARDING INVITATION FOR BID.** Questions regarding any portion of this Invitation For Bid must be submitted in writing (sent by mail, fax or email) to the Project Buyer indicated on the Summary Sheet herein. You should submit questions as early as possible and preferably before the pre-Bid conference. Questions and concerns must be received no later than ten (10) days prior to the Bid Packet due date. Any oral responses to questions before the contract is awarded are not binding on City. At City’s discretion, any information or clarification made to you may be communicated to other Bidders that notified City of their intent to Bid if appropriate to ensure fairness in the process for all Bidders. You must not discuss questions regarding the Invitation For Bid with anyone other than the Project Buyer or other Purchasing Division staff or your Bid may be disqualified, any contract recommendation or Acceptance may be rescinded, or any contract may be terminated and delivered Goods returned at your expense and City refunded any payments made.
- 4. ORAL STATEMENTS.** No oral statements by any person shall modify or otherwise affect the provisions of this Invitation For Bid and/or any contract resulting therefrom. All modifications, addenda or amendments must be made in writing by City’s Purchasing Division.
- 5. EXAMINATION BY BIDDERS.** You must examine the specifications, drawings, schedules, special instructions and the documents in this Bid Packet prior to submitting any Bid. Failure to examine such documents and any errors made in the preparation of such Bid are at your own risk.
- 6. ADDENDA OR AMENDMENTS TO INVITATIONS FOR BID.** City may addend or amend its Invitation For Bid at any time before the Bid Submission Date, and any such addenda or amendments shall become a part of this Agreement. City will attempt to send a notification (by fax or email) of any addenda or amendments to those Bidders who have responded to the City’s Project Buyer of their intent to respond to the Invitation For Bid. However, it is your responsibility to inquire about any addenda or amendments, which will be available from the City’s Purchasing Division and its website. You must acknowledge receipt of any addenda or amendments by signing and returning the Acknowledgment of Receipt of Addenda/Amendments form and attaching it to this Invitation For Bid with your Bid. City may reject any Bid that fails to acknowledge any addenda or amendments.
- 7. SPECIFICATIONS/DESCRIPTIVE TERMS/SUBSTITUTIONS.** Unless the term “no substitute” is used, the City’s references to a brand name, manufacturer, make, or catalogue designation in describing an item in this Bid Packet does not restrict you to that brand or model, etc. The City may make such references to indicate the type, character, quality and/or performance equivalent of the item desired. However, you are required to furnish the exact item described in your Bid unless a proposed substitution is clearly noted and described in the Bid.

The parties recognize that technology may change during the period Bids are solicited and subsequent contracts are performed. Therefore, City may at its option accept changes or substitutions to the specifications for Goods of equal or better capabilities at no additional cost to City. In the case of existing contracts, you shall give City 30 days advance notice in writing of any such proposed changes or substitutions. City shall determine whether such items are acceptable as well as any proposed substitute.

All Goods shall be new unless otherwise so stated in the Bid. Any unsolicited alternate Bid, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this Bid, may be considered non-responsive and the Bid rejected.

- 8. PRICES/DISCOUNTS.** Prices shall be stated in the units and quantity specified in the Bid Packet documents. In case of discrepancy in computing the Bid amount, you guarantee unit prices to be correct and such unit prices will govern. Prices shall include transportation, delivery, packing and container charges, prepaid by you to the destination specified in the



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Specifications. Discounts for prompt payment will not be considered in Bid evaluations, unless otherwise specified. However, offered discounts for prompt payment will be taken if payment is made within the discount period.

9. **DELIVERY.** All prices quoted shall be based on delivery F.O.B. Tulsa, Oklahoma or to any other points as may be designated in the Technical Specifications, with all charges prepaid by Seller to the actual point of delivery. Bids must state the number of days required for delivery under normal conditions.
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.



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E. Bid withdrawal may only be accomplished by an Authorized Agent requesting the withdrawal in person at the City Clerk's office before the City's close of business on the Bid Submission Date.

13. **BID RESULTS.** A tabulation of Bids received will be made available on the City's Purchasing Division website generally within 5 working days after the Bid Opening Date. After a contract award is recommended to the Mayor, a copy of the Bid summary will be available in the City Clerk's Office. Bid results are not provided in response to telephone or email inquiries.
14. **PURCHASE ORDER.** In the event that 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.
17. **NOTICE TO PROCEED.** If City accepts your Bid and executes the Purchase Agreement, you shall not commence work until authorized to do so by the Purchasing Agent or his representative. Receipt of a Purchase Order from the City is notice to proceed.
18. **PAYMENTS.** Invoices should be e-mailed to City of Tulsa – Accounts Payable at:

apinvoices@cityoftulsa.org

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," 3 References are **required**:

Yes: No:

For each reference, 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.

CUSTOMER REFERENCE LISTING:

Buildings must be similar in size and scope of Table A and must be of at least two- (2) continuous years.

Company Name _____

Address _____

Reference Contact _____

Telephone Number _____

Length of Contract _____

Company Name _____

Address _____

Reference contact _____

Telephone Number _____

Length of Contract _____

Company Name _____

Address _____

Reference contact _____

Telephone Number _____

Length of Contract _____

Is City of Tulsa Purchasing Card acceptable (This is a MasterCard or Visa): YES _____ NO _____



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TECHNICAL SPECIFICATIONS

INTENT:

It is the intent of this bid to secure, on a competitive basis, a source for furnishing Janitorial Services on an annual basis at the Police Courts Building and the Compstat Building for the City of Tulsa. (See Table A). For purposes of these Technical Specifications, the terms "vendor" and "contractor" shall mean "Seller" and the term "contract" shall mean "Agreement"

SCOPE OF WORK:

1. SERVICES/SUPPLIES/EQUIPMENT:

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

2. SCHEDULING:

Vendor shall be responsible for the scheduling of the cleaning requirements specified herein per Table B. All services shall be performed during the frequency schedules prescribed in this contract and all work shall be completed without interfering with the proper performance of City of Tulsa day-to-day procedures within the facilities. The City reserves the right to approve and make suggested changes to the schedule set up by the vendor. This is a very busy building and the Janitorial Contractor will need to work around the occupants of the building both on a daily basis and in scheduling quarterlies etc.

3. CLEANING REQUIREMENTS:

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

4. AREA INCLUDED IN THE CONTRACT:

All offices, foyers, hallways, entryway and doors, windows, stairways, closets, conference rooms, hearing rooms, libraries, restrooms, break rooms, coffee rooms, elevator cabs, sidewalks up to 10 Ft. around entire location, storage areas, and interior windows or partitions as applicable to this contract. Any trashcans located outside the entrances to the buildings are included in the area to be maintained.

5. AREA EXCLUDED FROM THE CONTRACT:

No work is required in elevator pits. No work is required in the Family Safety Center.

6. LABOR HOURS:

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

7. INITIAL CLEANING:

Upon cleaning each area for the first time, as identified on the task and frequency schedule of this contract, the vendor 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.

SUPPLIES:

VENDOR FURNISHED SUPPLIES:

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



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CITY OF TULSA FURNISHED SUPPLIES: (Not for Family Safety Center)

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

- Toilet Tissue
- Paper Towels
- Liquid Hand Soap

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

Sanitary napkin and tampon vending machines will be the total responsibility of the vendor.

This includes vending and maintenance of each unit. Vendor will provide product and collect any monies from the machines. This money will belong to the vendor.

EQUIPMENT:

VENDOR FURNISHED EQUIPMENT:

The Vendor shall furnish all equipment for accomplishment of all work specified at the Police Court Building and the Compstat Building. Vendor's equipment shall be of the size and type suitable for accomplishment of the various types of work described herein and for operating from existing sources of City furnished electrical power. These buildings have a great deal of carpeted floor space. The winning bidder must have access to a good carpet cleaning machine.

EQUIPMENT INSPECTION:

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



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TABLE A

JANITORIAL CLEANING REQUIREMENTS

Police Courts Building	Approximate Square Feet	73,000 SF*
COMPSTAT Building	Approximate Square Feet	42,000 SF
TOTAL		115,000 SF

Family Safety Center Approximate Square Feet
This part of the Police Courts Building is NOT CLEANED under this contract.

*This number does not include the Family Safety Center

Time of contract services to be as follows

NOTES:

1. 7:30 AM – 4:30 PM day shift shall consist of at least two (2) people (on site) at the two adjacent buildings. (Day Porters) Number of employees and hours on site in the evening to be determined by contractor. Evening work shall be done on Monday, Wednesday and Friday evenings between the hours of 5 PM and 11 PM.
2. Day shift shall carry a (vendor furnished) cell phone at all times and respond to any call within three (3) minutes. Cell phone number shall be provided to the Supervisors and/or authorized representatives from each location. Both day porters shall be functional in the English language. The night supervisor also needs to speak reasonably good English.
3. EQUIPMENT shall be suitable for the purpose needed. Vendor shall replace any equipment when notified by the City of Tulsa representative that the equipment is no longer suitable.

MANDATORY BID REQUIREMENTS:

1. **PRE-BID CONFERENCE:**

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

2. **SITE INSPECTIONS:**

All potential bidders, except current contract holder, **must participate** in a pre-bid walk-through inspection of the site(s) conducted by an authorized City of Tulsa representative in order to familiarize themselves with any conditions, which may affect performance and/or bid prices. The walk-through inspection tour will be immediately following the pre-bid conference.

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



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3. SUBMITALS:

A. VENDOR EQUIPMENT:

The winning vendor shall submit a list of all equipment intended for use to accomplish the terms of this contract, listing the name of the item, manufacturer, brand name and model of item to be used. The City of Tulsa reserves the right to reject any equipment used in this contract and such equipment shall be replaced with equipment that does meet with the approval of the City.

B. VENDOR SUPPLIES:

The winning vendor shall submit a list of all chemicals and cleaning agents that or which are intended for use to accomplish the terms of this contract, listing the name of the item, manufacturer and brand name for those items submitted. The City of Tulsa reserves the right to reject any chemical and/or cleaning agent used in this contract and such shall be replaced with a product that does meet with the approval of the City.

4. WORK SCHEDULE:

As a condition of contract award the Vendor shall provide all scheduled work under the contract as outlined in the "REQUIRED TASK AND FREQUENCY SCHEDULE". Vendor shall workout schedule with the occupants of the building. This is a busy building requiring flexibility on the part of the janitorial contractor.

VENDOR MATERIAL SAFETY DATA SHEETS (MSDS)

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

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

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

5. TELEPHONE AND EMAIL ADDRESS.

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

6. EMPLOYMENT DISCRIMINATION BY VENDOR PROHIBITED:

During the performance of this contract, the vendor agrees as follows:

- (1) The vendor will not discriminate against any employees or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the vendor. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause.
- (2) The vendor, in all solicitations or advertisements for employment placed by or on behalf of the vendor, will state that such vendor is an equal opportunity employer.
- (3) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

7. SUPERVISION AND TRAINING OF EMPLOYEES:

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



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8. ASSIGNMENT OF EMPLOYEES:

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

SECURITY:

HANDLED THROUGH BUILDING OPERATIONS

1. EMPLOYMENT OF ILLEGAL ALIENS BY VENDOR PROHIBITED:

Vendor is not allowed to employ illegal aliens to perform custodial services or any services in City facilities. To determine if an employee is not an illegal alien, the employee must have a birth certificate, Certificate of Naturalization, Immigration card, or a special entry permit.

2. 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.

3. Only authorized vendor employees are allowed on the premises of the City of Tulsa buildings. Acquaintances, family members, assistants or any other person shall not accompany vendor employees in their work area unless said person is an authorized vendor's employee.

4. Minors, including family members of the vendor or their employees, are not to be on the project sites during contract work hours and are prohibited from performing any work under this contract.

5. Doors, Windows, Alarms & Lights

- **All outside entrance doors and windows shall be secured at all times.**
- **All interior and exterior doors shall be checked and locked on completion of cleaning with any alarm systems restored.**
- **All interior doors in secure areas must remain locked except while work in the immediate area is in progress.**
- **All lights in unoccupied areas shall be turned off on completion of cleaning, except where centrally controlled.**

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



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KEYS:

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

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

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

TELEPHONE SERVICE:

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

GENERAL INFORMATION:

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

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

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

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

Damage, vandalism or broken windows by description and location

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

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

"Failure to sign the sign-in sheet will result in being counted as skipped service with corrective action taken as listed per VENDOR'S PERFORMANCE"

2. INSPECTIONS:

The Building Operations Section of the Assets Management or authorized representative will conduct random daily inspections of the areas covered under this contract.

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



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

a. FIRST- (1) INVOICE:

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

b. MONTHLY INVOICES:

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

c. LAST INVOICE:

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

d. COMPLETED INVOICES:

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

Completed invoice(s) shall be submitted to the following address.

**City of Tulsa
Accounts Payable
175 E 2nd Street Suite Tulsa, Oklahoma 74103**

4. ADDITIONAL REQUESTED SERVICES AND SERVICE REDUCTIONS:

a. ADDITIONAL SERVICE REQUESTS:

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

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

b. SUSPENSION OF SERVICES:

The City of Tulsa reserves the right to either temporarily or permanently suspend custodial services at various locations or areas listed in this contract. Notice of such suspensions will be made through the Building Operations Division of the Asset Management Department or authorized representative by verbal communication followed by a written letter. (E-mail)

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

5. VENDOR'S PERFORMANCE:

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

The Division Head of Asset Management, Building Operations (Facilities Maintenance) Division 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 Division Head or authorized representative, performance becomes unsatisfactory, the City shall notify the vendor.

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

6. CLEANING SUPPLIES AND EQUIPMENT STORAGE SPACE:

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

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



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7. HOUSEKEEPING SERVICE:

- a. All wet mop heads, sponges and other similar tools must be rinsed carefully after use and replaced with new or clean dry mop heads, sponges, etc., when rinsing no longer restores them to a reasonable state of cleanliness, or daily, whichever occurs sooner. Conventional brooms push or otherwise (unless otherwise specified), will not be used inside the building. Chemically treated mop heads will be used exclusively. When not in actual use, all such equipment, tools and carts will be stored or left only in the designated storage area.
- b. Dirty water and cleaning solutions shall be disposed of immediately in slop sinks or floor drains. Floors and fixtures of areas where water is obtained and disposed of shall be kept clean and sanitary at all times. All cleaning gear closets shall be mopped daily. Sinks will be cleaned daily and sink strainers or floor drain covers shall not be removed except for cleaning purposes and shall then be properly replaced. Particular care will be taken to prevent mop shreds and other such material from getting into drains.
- c. All materials and supplies shall be stored in coordination with applicable building fire regulations. In no case shall rags or cloths be permitted to accumulate in boxes or cans. However, rags may be stored in metal containers at the floor level, provided the containers are equipped with a lid which is kept in place at all times. Rags, mops, brushes, wax and other combustible materials used which contain a residue of animal, vegetable, or mineral oils are subject to spontaneous ignition and must be disposed of, or stored outside of building in covered metal containers in area designated. In any area where equipment closets are shared jointly by vendor and/or building sections, the responsibility for cleaning the closet in accordance with these specifications will rest upon the vendor.

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REQUIRED TASK AND FREQUENCY SCHEDULE:

DUTIES TO BE PERFORMED THROUGHOUT THE FACILITIES

GENERAL REQUIRMENTS:

DAILY SERVICES (MONDAY, WEDNESDAY & FRIDAY)

Empty Waste Receptacles and wash as needed
Empty Waste from paper shredders
Waste Receptacle liners must be replaced with new liners
Empty Recycle Receptacles (where applicable) Recycle material will NOT be put in trash dumpster but rather shall be put in the appropriate recycle dumpster.
Wash/Clean desk tops (only if the desk tops are cleared of paper)

Empty and wash outside ashtrays.
Wipe and clean chairs
Clean light switches and spot clean walls for fingerprints
Clean all door handles, frames and kick plates
Clean and disinfect drinking fountains
Replace chairs and waste baskets in proper place after cleaning
All waste material shall be removed to and loaded into dumpster, as provided by City, for disposal
Wet mop floors of entire building with a general-purpose product to ensure clean areas
Sinks in all areas – washed
Clean corners of rooms.
Vacuum and spot clean all carpeted areas of entire building.
Buff main lobby, hallways floors, and heavy traffic areas.
Wash the front and top of vending machines.

WEEKLY SERVICES

Polish wood furniture
Clean all glass partitions and ledges
Clean all window sills
Clean radiator vents (Air vents supply and return)
Clean exterior of refrigerators and microwave ovens
Wipe and clean top of shelves and file cabinets
Wash all partition glass
Spray buff floors in all areas of building to remove black marks and scuff marks

All floor drains flushed with disinfected-detergent
Clean light switches and spot clean walls for fingerprints
Clean all door handles, frames and kick plates

MONTHLY SERVICES

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



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QUARTERLY SERVICES

Wash inside of all exterior windows - entire facility
Wash all exterior window glass- entire facility – (Ground floor levels)
Treat wood panel walls with wood polish - entire facility (example, Old English)
Deep clean all carpeted areas - entire facility
Strip and wax hard floor surfaces - entire facility
Wash outside of all exterior windows that are accessible without using a ladder-

MISCELLANEOUS:

DAILY SERVICES

Ashtrays are cleaned (sand replaced when dirty) in all public areas, including outside the building.
Main lobby doors and glass cleaned and polished
Main lobby floor broom swept and scrubbed
Entrance mats and all waiting areas cleaned (Only need to be vacuumed)
Maintain all outside entrances and sidewalks up to 6 ft. from bldg.
The area around the trash dumpster on the north side of the building must be cleaned during the day.

QUARTERLY SERVICES

Wash walls in the Court Rooms and the benches in the courtrooms and hallways.

STAIRWELLS:

DAILY SERVICES

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

WEEKLY SERVICES

Damp mop stairways
Spot clean stairway walls

QUARTERLY SERVICES

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

Stairs stripped and sealed

MECHANICAL, ELECTRICAL ROOMS & COMPUTER ROOMS:

AS NEEDED OR AS DIRECTED SERVICES

Dust mop/sweep



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**REST ROOMS/LOCKER ROOMS: There are 27 bathrooms in the building.
All restrooms/locker rooms shall be kept sanitary clean**

DAILY SERVICES

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

WEEKLY SERVICES

All floor drains flushed with disinfected-detergent

MONTHLY SERVICES

Completely wash and scrub walls and floors

QUARTERLY SERVICES

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

WORK TIME DESIGNATIONS:

Unless designated otherwise, the following time schedules are applicable.

Daily: Work to be performed at least three times a week

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

Monthly: Work to be performed once per month.

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

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

Annual: Work to be performed once per contract year, within the first fifteen days of February.

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

DAY PORTERS: (2 required, total of 16 hours per day/ 5 days a week) Day Porters will clean and stock the restrooms and other public areas as needed. Day Porters shall respond to any Janitorial issues that occur during the day. Day Porters shall perform all the cleaning in areas that are not accessible after normal business hours.

Some areas of these buildings cannot be accessed after 5 PM. These areas must be cleaned by the Day Porters. A partial list of these is: Police Records, Warrants, Kelly Brader's offices and all of the offices in Compstat.



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

1. **Delivery.** If your Bid is accepted and a contract is executed, state the following:

SERVICES LABOR HOURS:

Vendor MUST supply a breakdown of guaranteed minimum service labor hours for this facility

Minimum acceptable number of day porters is two working 5 eight hour days. (Monday through Friday)

No regular janitorial service on weekends, Tuesday or Thursday evenings Quarterly requirements might need to be scheduled on weekends, Tuesday or Thursday evenings.

ITEM #	Number of Employees	Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours	Total minimum Weekly hours required	Total Weekly Hours Promised
EXAMPLE	3	8	8	8	8	8	80	120
Police Court Bldg. & Compstat Day Porters								
Police Court Bldg. & Compstat Night shift			<u>No Janitorial Service</u>		<u>No Janitorial Service</u>			

2. Pricing – Custodial Services

ITEM	Location	Monthly Cost	Annual Cost
1	Police Court Building and Compstat Building	\$	\$
	Additional services per hourly rate	\$ _____	

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 any other damages to which it may be entitled in law and in equity.



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Bidder's Company Name _____

Authorized Signature _____

Printed Name _____

RETURN THIS ENTIRE BID PACKET

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