



**Invitation For Bid
TAC263G – Janitorial Services
Asset Management
Issued: May 25, 2017**

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

BID # TAC263G

DESCRIPTION: Janitorial Services

(Commodity Code(s): 910-39)

You are invited to submit a Bid to supply the Goods and/or Services specified above. Invitations for Bid (IFB) will be posted on the City's website at www.cityoftulsapurchasing.org 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 PM (CST) on Wednesday, June 21, 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:

Terry O Thomas, Senior Buyer

tthomas@cityoftulsa.org

Include **IFB TAC 263G** 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 263G** 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) calendar 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: **June 5, 2017** Time: 10:00 a.m. Date: **June 7, 2017** Time: 10:00 AM

Location: One Technology Center, City Hall, 175 E 2nd Street, 10th floor - South Meeting Room

Attendance at one (not both) of the Pre-Bid Conferences is required to submit a Bid.

Attendance is not required to submit a Bid.

Bid Packet Submission

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

Electronic Copy also required.

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

Bid Opening

All Bid openings are public and take place at 8:30 a.m. Thursday, the day after Bids are due. The Bid openings are held in the City of Tulsa Council Meeting Room, 175 East 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)

- Sole Proprietorship
- Partnership
- Corporation
- Limited Partnership
- Limited Liability Company
- Limited Liability Partnership
- 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 263G Janitorial Services

(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:

- Documents Comprising the Agreement.** The Bid Packet includes the Notice of Invitation to Bid, the Summary Sheet, Form #1, Form #2, Form #3, Form #4, Form #5, Form #6, the Instructions, Terms and Conditions for Bidders, the Special Requirements, the Technical Specifications, Exhibit A and any addenda or amendments to the Bid Packet. The Bid Packet is incorporated herein by this reference. In the event of conflicting or ambiguous language between this Purchase Agreement and any of the other Bid Packet documents, the parties shall be governed first according to this Purchase Agreement and second according to the remainder of the documents included in the Bid Packet. Seller may submit as part of its Bid additional materials or information to support the Bid. Additional materials or information submitted by Seller which are not ambiguous and which do not conflict with this Purchase Agreement or the other Bid Packet documents are incorporated herein by this reference.
- Purchase and Sale.** Seller agrees to sell City the Goods and/or Services for the price and upon the delivery terms set forth in Exhibit A hereto. City agrees to pay Seller the price as set forth in Exhibit A based on (a) the quantity actually purchased in the case of goods or services priced by unit, or (b) the total price for a stated quantity of goods or services, upon (i) delivery of the Goods and/or Services to the City, (ii) the City's Acceptance thereof, and (iii) Seller's submission and City's approval of a verified claim for the amount due. City shall not pay any late charges or fees.
- Irrevocable Offer.** Seller understands and acknowledges that its signature on this Agreement constitutes an irrevocable offer to provide the Goods and/or Services. There is no contract unless and until City's Mayor/Mayor Pro Tem executes this Agreement accepting Seller's Bid. No City officer, employee or agent except the Mayor (or Mayor Pro Tem) has the authority to award contracts or legally obligate the City to any contract. Seller shall not provide any Goods and/or Services to City pursuant to this Agreement before this Agreement is executed by City. If Seller provides any Goods and/or Services to City pursuant to this Agreement before this Agreement is executed by City, such Goods and/or Services are provided at Seller's risk and City shall have no obligation to pay for any such Goods and/or Services.
- Term.** The term of this Agreement shall be effective commencing on the date of execution of this Agreement by the Mayor/Mayor Pro Tem of the City of Tulsa and terminating one year from that date. City in its sole discretion may offer Seller an opportunity to renew this Agreement for an additional four (4) one (1) year term(s). Seller understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Goods and/or Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 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.
- Warranties.** Seller shall assure that the Goods and/or Services purchased hereunder are covered by all available and applicable manufacturers' warranties for such Goods and/or Services. Seller expressly agrees that it will be responsible for performing all warranty obligations set forth in the Technical Specifications for the Goods and/or Services covered in this Agreement. Seller also warrants that the Goods and/or Services will conform to the Technical Specifications and Special Requirements, and further warrants that the Goods and/or Services shall be of good materials and workmanship and free from defects for either a minimum of one (1) year from the date of Acceptance or installation by City, whichever is later, or as **specified in the Technical Specifications**, whichever is later. In no event shall Seller be allowed to disclaim or otherwise limit the express warranties set forth herein.
- Warranty Remedies.** City shall notify Seller if any of the Goods and/or Services fails to meet the warranties set forth above, and Seller shall promptly correct, repair or replace such Goods and/or Services at Seller's sole expense. Notwithstanding the foregoing, if such Goods and/or Services shall be determined by City to be defective or non-conforming within the first thirty (30) days after the date of Acceptance by City, then City at its option shall be entitled to a complete refund of the purchase price and, in the case of Goods, shall promptly return such Goods to Seller. Seller shall pay all expenses related to the return of such Goods to Seller.



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- 7. Seller Bears Risk. The risk of loss or damage shall be borne by Seller at all times until the Acceptance of the Goods or Services by City.
8. No Indemnification by City. Seller understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Seller harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Seller shall not limit its liability to City for actual loss or direct damages for any claim based on a material breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled.
9. Indemnification by Seller. Seller agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of any nature brought against them due to the use of patented appliances, products or processes provided by Seller hereunder. Seller shall pay all royalties and charges incident to such patents.
10. No Insurance by City. If City is leasing Goods herein, City shall not be required to obtain insurance for Seller's property. Seller shall be solely responsible for any insurance it deems necessary. City is self-insured for its own negligence, subject to the limits of the Governmental Tort Claims Act (51 O.S. § 151 et seq.).
11. No Confidentiality. Seller understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 et seq.) and therefore cannot assure the confidentiality of contract terms or other information provided by Seller pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements thereunder.
12. Non-Responsive Bids. Seller understands and acknowledges that if it adds terms and conditions to its Bid that are different from the terms set forth herein that its Bid may be rejected as non-responsive. Furthermore, if City accepts Seller's Bid and awards a contract to Seller based on such Bid, City shall not be bound to any exceptions, changes or additions made by Seller, and any terms and conditions added by Seller which are not expressly agreed to by City in writing will be void and of no force and effect and the parties will be governed according to the document precedence set forth in Section 1 above.
13. Compliance with Laws. Seller shall be responsible for complying with all applicable federal, state and local laws, regulations and standards. Seller is responsible for any costs of such compliance. Seller certifies that it and all of its subcontractors to be used in the performance of this Purchase Agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.
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
Terry O. Thomas, Senior Buyer
175 E. 2nd Street, Suite 575
Tulsa, OK 74103

With a copy to:

- 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

City Clerk

Date: _____

APPROVED:

Assistant City Attorney



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FORM #3

INTEREST AFFIDAVIT

STATE OF _____)

)ss.

COUNTY OF _____)

18 98

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 _____)

1898

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



Tulsa
CITY OF
A New Kind of Energy.

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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
 - N. **“Secondary Seller”** shall mean the Seller whose Bid City selected as a back-up supplier in the event the Primary Seller is unable to provide all the Goods and/or Services required.



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- O. **“Seller”** shall mean the Bidder whose Bid City selected and awarded a contract.
- P. **“You” or “Your”** shall mean the Bidder responding to this Invitation For Bid or the Seller whose Bid the City selected and awarded a contract.
- Q. **“Website”** shall mean the City of Tulsa’s website for the Purchasing Division: www.cityoftulsapurchasing.org.

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

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

All Goods shall be new unless otherwise so stated in the Bid. Any unsolicited alternate Bid, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this Bid, may be considered non-responsive and the Bid rejected.
8. **PRICES/DISCOUNTS.** Prices shall be stated in the units and quantity specified in the Bid Packet documents. In case of discrepancy in computing the Bid amount, you guarantee unit prices to be correct and such unit prices will govern. Prices shall include transportation, delivery, packing and container charges, prepaid by you to the destination specified in the Specifications. Discounts for prompt payment will not be considered in Bid evaluations, unless otherwise specified. However, offered discounts for prompt payment will be taken if payment is made within the discount period.
9. **DELIVERY.** All prices quoted shall be based on delivery F.O.B. Tulsa, Oklahoma or to any other points as may be designated in the Technical Specifications, with all charges prepaid by Seller to the actual point of delivery. Bids must state the number of days required for delivery under normal conditions.



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10. **TAXES.** City is exempt from federal excise and state sales taxes and such taxes shall not be included in the Bid prices.
11. **BID SUBMISSION.** The Bid Packet forms must be prepared in the name of Bidder and properly executed by an Authorized Agent with full knowledge and acceptance of all provisions, in ink and notarized. Bids may not be changed or withdrawn after the deadline for submitting Bids (the "Bid Submission Date"). A Bid is an irrevocable offer and when accepted by City (as evidenced by City's execution of the Purchase Agreement) shall constitute a firm contract.
- A. BIDS MUST BE SUBMITTED ONLY ON THE BID PACKET FORMS AND SIGNED BY AN AUTHORIZED AGENT. THE ENTIRE BID PACKET MUST BE RETURNED AS RECEIVED WITH ALL FORMS COMPLETED. YOU MAY ATTACH, AFTER EXHIBIT A, ANY DOCUMENTS NECESSARY TO COMPLETELY AND ACCURATELY RESPOND TO THE REQUEST. BIDS MUST BE IN STRICT CONFORMANCE WITH ALL INSTRUCTIONS, FORMS, AND SPECIFICATIONS CONTAINED IN THIS BID PACKET.**
- B.** Sealed Bids may be either mailed or delivered, but must be received at:
City of Tulsa – Office of City Clerk
175 East 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 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 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.



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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.

1. 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
Personal injury and property damage, each occurrence	\$ 1,000,000.00
Workers' Compensation	(Statutory limits)

SELLER'S INSURER MUST BE AUTHORIZED TO TRANACT 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

2. Bonding.

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

Yes: No: X

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

Yes: No: X

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

Yes: X 3- references No:



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For each reference, the following information must be included: Company Name, Contact Name, Address, Phone Number, E-Mail Address, and contract term or period. Please provide three firms or government organizations for which the Bidder is currently furnishing or has in the past furnished janitorial service. Buildings must be similar in size and scope of Table 1 and must be of at least two- (2) continuous years.

Company Name: _____
 Contact Name: _____
 Address: _____
 Phone number: _____
 Email Address: _____
 Contract Term: _____

Company Name: _____
 Contact Name: _____
 Address: _____
 Phone number: _____
 Email Address: _____
 Contract Term: _____

Company Name: _____
 Contact Name: _____
 Address: _____
 Phone number: _____
 Email Address: _____
 Contract Term: _____

4. Mandatory Bid Requirements:

- A. Pre-Bid Conference:** Any person bidding on this contract must attend one of the two mandatory pre-bid conference. The bid terms, conditions and scope will be reviewed, discussed and opened for questions.
- B. 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 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. Bidders must arrange for their own transportation.
- C. Disqualified Bids:** Bids received from Bidders who have not participated in a pre-bid conference or pre-bid walk-through shall be considered as non-responsive and rejected.
- D. Submittals After Being Awarded The Contract:**
 - 1) Seller Equipment:** The Seller 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, and applicable equipment specifications for those items submitted. 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. Seller shall have a regular floor machine for cleaning the rubberized gym floor.
 - 2) Seller Supplies:** The Seller shall submit a list of all chemicals and cleaning agents 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.
 - 3) Seller Material Safety Data Sheets (MSDS):** The Seller shall submit one set of Material Safety Data Sheets to the Building Operations division of Asset Management within five (5) days after contract award.



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TECHNICAL SPECIFICATIONS

It is the intent of this bid to secure, on a competitive basis, a source for furnishing complete custodial and janitorial services for the interior and exterior portions of buildings at various locations for the City of Tulsa. (Table 1)

SCOPE OF WORK:

1. **Services/Supplies/Equipment:** Seller shall furnish all necessary labor, tools, appliances, equipment, supplies, maintenance and other accessories, services and facilities to perform the custodial services at the City facilities designated in this invitation for bid other than supplies specifically supplied by the City of Tulsa.
2. **Scheduling:** Seller shall be responsible for the scheduling of the cleaning requirements specified herein per Table 2. 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 Seller.
3. **Cleaning Requirements:** The cleaning requirements specified herein establish the minimum cleaning standard
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 6 Ft. around entire location, storage areas, and interior windows or partitions as applicable to this contract.
5. **Area Excluded From The Contract:** No work is required in elevator pits.
6. **Labor Hours:** Seller shall supply the required hours for the Police Academy. The seller is responsible for fulfilling all the cleaning requirements listed in this contract, no matter how many labor hours are involved. The stated labor hours required for the Police Department Training Complex are minimums. The seller shall supply enough labor hours to do an excellent job cleaning the Safety Training Center Monday, Wednesday and Friday evenings. The Boeing building will be cleaned on request and billed according to labor hours used there.
7. **Initial Cleaning:** Upon cleaning each area for the first time, as identified on the task and frequency schedule of this contract, the Seller shall remove all residual, accumulated dirt and soil; even though such dirt and soil may have been in existence prior to the effective date of this contract.

SUPPLIES:

1. **Seller Furnished Supplies:** The Seller will furnish all necessary supplies other than those listed as supplied by the City of Tulsa including but not limited to cleaners, disinfectants, waxes, wax stripping materials, wastebasket liners, and other products required to provide the cleaning services at all locations listed in Table 1.
2. Supplies shall be good quality and the most suitable type or grade for the work specified under contract.
3. Seller shall provide sanitary napkin and tampon vending machines.
 - A. Seller will provide product vended and fill the machine as needed.
 - B. Seller will maintain each unit.
4. **City Of Tulsa Furnished Supplies:** The City of Tulsa shall provide the following supplies for this contract and the Seller will use these supplies to fill dispensers also supplied by the city.
 - A. Toilet Tissue
 - B. Paper Towels
 - C. Liquid Hand Soap
5. **Prohibited Use:** Under no circumstances are City of Tulsa supplies to be used in the cleaning of any City owned facilities covered by this contract.
6. **Chemical Labels:** All chemicals utilized in City facilities must be properly identified with manufacturer's label and name of Seller on each container.



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WORK PERFORMANCE:

1. SELLER'S PERFORMANCE:

- A. Repeated instances of unsatisfactory performance will result in cancellation of the agreement for default.
- B. Any and all problems and/or complaints of a minor nature, or similar isolated incidences, may be resolved between the Seller's foreman and the Building Operations Section of the Asset Management Department or authorized representative.
- C. A summary of the incident and resolution shall be contained in the nightly report.

2. PROHIBITED CONDUCT:

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

3. SCHEDULING:

- A. Seller shall supply two employees for 8 hours each Monday, Tuesday, Wednesday, Thursday and Friday to provide janitorial service at the Police Department Training Complex (Items 1, 2, and 3). These two employees will take care of the Training Facility as well as the Firing Range and the K-9 Facility. If these mandatory hours are not supplied a deduction of \$20/hour will be made from the monthly invoice.
- B. Police Firing Range Facility (Item 2) must be cleaned before noon each day and can only be cleaned when range staff is in facility. All arrangements for cleaning must be made through the Range Master.
- C. Police K-9 Facility (Item 3) must be cleaned before noon each day.
- D. Procedures including deep cleaning of carpets, stripping and waxing of hard floor surfaces, sealing restroom floors, locker-room floors and wall tiles, etc. for Items 1, 2, and 3 shall be coordinated through the Police Administration Staff a minimum of one- (1) week before the cleaning is started.
- E. Procedures including deep cleaning of carpets, stripping and waxing of hard floor surfaces, sealing restroom floors, locker-room floors and wall tiles, etc. at the Safety Training Center shall be coordinated through the Safety Training Facility Staff a minimum of one week before the cleaning is started.
- F. The Boeing Building will be cleaned upon request using the supplied labor rate and cost of materials for invoicing.

4. SELLER TELEPHONE AND FAX MACHINE:

- A. Seller must have and maintain a phone number where they can be contacted within thirty- (30) minutes, seven- (7) days per week. One of the people cleaning the Tulsa Police Department Training Complex must be reachable by phone during cleaning hours within 3 minutes.
- B. Seller must also have and maintain a separate working fax number where copies of reports and other information can be sent as needed.
- C. Seller should have a working email address where reports, pictures and other information can be sent as needed.

3. SUPERVISION AND TRAINING OF EMPLOYEES:

- A. The Seller shall provide supervision and appropriate training to assure competent performance of the work and the Seller or his authorized agent will make sufficient daily routine inspections to ensure that the work is performed as required by this Invitation For Bid. Copies of these inspection reports will be provided to the City daily.
- B. Seller's Job Manager and Supervisors must be literate and fluent in the English language, because of the necessity to read chemical labels, job instruction and signs, as well as the need for conversing with management personnel or other City of Tulsa employees. All employees must know enough English to reasonably converse with the customers.
- C. The Seller will be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act and other Federal, State or local regulations, which affect custodial and housekeeping operations.

4. ASSIGNMENT OF EMPLOYEES:

- A. The Seller hereby agrees that any of its employees who may be assigned to the City of Tulsa buildings to satisfy Seller's obligations under this Contract, shall be used exclusively for that purpose during the hours that they are working in areas covered by this Contract.
- B. Any employee of the Seller deemed unsuitable by The City of Tulsa shall be removed and replaced with another employee.

5. WORK REPORTS AND SIGN IN SHEETS:



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- A. 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.
- B. Failure to sign the sign-in sheet will result in being counted as skipped service with corrective action taken as listed per Seller's Performance
- C. The work report supplied by the City of Tulsa shall be signed and dated daily by Seller and contain the following information as a minimum:
 - 1) Discrepancies from the routine work scheduled and an explanation of the circumstances involved.
 - 2) Any property or equipment not in a serviceable or operating condition, listed by description and location.
 - 3) Damage, vandalism or broken windows by description and location

6. INSPECTIONS:

- A. The Building Operations Section of the Asset Management Department or authorized representative will conduct random inspections of the areas covered under this contract.
- B. Any major complaints concerning services performed or alleged violation of the contract either by the Seller or the City shall be filed by either and/or both parties in writing to Building Operations Section of the Asset Management Department, within twenty-four (24) hours after the infraction.

7. 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 are deemed necessary by the Building Operations Section of the Asset Management Department or authorized representative, the Seller shall be requested to perform the additional services in writing. The Seller will be compensated for the additional cleaning service by the City on the basis of the hourly labor rate specified by the Seller in Bid Price Schedule of this agreement, plus the City of Tulsa approved cost of the materials needed

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.

- 1) Notice of such suspensions will be made through the Building Operations Section of the Asset Management Department or authorized representative by verbal communication followed by a written letter.
- 2) Price decreases shall be based on a per square foot cost utilizing the current contractual price, approximate total square feet as listed in EXHIBIT "A" and square feet removed from cleaning.

8. STORAGE OF CLEANING SUPPLIES AND EQUIPMENT:

- A. Seller may store supplies; materials and equipment only in storage areas in the City of Tulsa facility premises designated by the Building Operations Section of the Asset Management Department or authorized representative.
- B. Seller agrees to keep his portion of this storage area in accordance with all applicable fire regulations.
- C. The use of City storage facilities will be based on a space available and is subject to the approval of the Building Operations Section of the Asset Management Department or authorized representative.
- D. Under no circumstances will materials or equipment be placed or left in hallways, corridors, rest rooms or other spaces accessible to the public

9. 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.
- C. All cleaning gear closets shall be mopped daily.
- D. 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.
- E. Seller shall prevent mop shreds and other such material from getting into drains.



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- F. All materials and supplies shall be stored in coordination with applicable building fire regulations.
- G. 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.
- H. 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.
- I. In any area where equipment closets are shared jointly by Seller and/or City, the responsibility for cleaning the closet in accordance with these specifications will rest upon the Seller.

10. USE OF CITY TELEPHONE SERVICE:

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

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

- A. **FIRST- (1) INVOICE:** First- (1) invoice shall be for the entire month, starting on the 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. **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.
- D. **REJECTED INVOICES:** Invoices submitted without the correct information shall be incomplete and returned for correction.
- E. **LAST INVOICE;** Last invoice shall not be accepted or processed until all keys, access cards and identification cards have been returned to City of Tulsa Building Operations. Any and all discounts offered by the Seller shall not commence until the last invoice has been accepted.

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SECURITY:

1. SECURITY CLEARANCE:

Prior to commencing any work under this contract, the City of Tulsa requires completion of an enhanced background check of the Seller and any principals, officers or employees who will work on City premises. The Seller shall ensure this requirement is met and pay for all costs associated with obtaining clearances. Seller Security compliance is administrated by building operations personnel

- A. Seller must submit to City of Tulsa Security office, within the first fourteen- (14) days of the contract date, 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 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. City of Tulsa Building Operations and City of Tulsa Security office shall be notified within **twenty-four (24) hours** of any changes of employment pertaining to employees that work in City of Tulsa buildings.
- D. Identification badges shall be returned to City of Tulsa Security and notices of termination shall be faxed to City of Tulsa Security office within **seventy-two (72) hours**, upon termination of an employee for any reason.
- E. Official City of Tulsa identification badges shall be issued by City of Tulsa Security and shall be worn and displayed at all times by all Seller or Seller's employees while on City's premises. (Cost of badges to be paid for by the Seller)
- F. Only authorized Seller's employees are allowed on the premises of the City of Tulsa buildings. Acquaintances, family members, assistants or any other unauthorized person shall not accompany Seller's employees into their work area.
- G. Minors, including family members of the Seller 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.
- H. Failure to comply with any requirement of the security clearance section may cause cancellation of this agreement.

2. DOORS, WINDOWS, ALARMS & LIGHTS:

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

3. KEYS:

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

- A. **Key issue forms:** Seller shall be required to sign a key issue form for all building/room keys.
- B. **Broken Keys:** Broken keys will be replaced by the City at a cost of \$15.00 each to the Seller. Any key replaced without the broken key being returned shall be considered a lost key.
- C. **Lost Keys:** Lost keys will be replaced by the City at a cost of \$18.00 each to the Seller.
- D. **Breach in security:** Occurrences of lost keys, un-returned keys, or un-returned broken keys, which require locks to be re-keyed or changed constitutes a Breach in Security
 - i. The Seller shall be charged \$50.00 for each changed lock that resulted from the breach in security.
 - ii. A breach in security may preclude award of future City of Tulsa to Seller.



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TABLE 1 - JANITORIAL CLEANING LOCATIONS

Location	Department	Location Name	Address	Area
1	Police	Training Facility	6066 E. 66 th St. N.	50,161 Sq. Ft. **
2	Police	Firing Range	6066 E. 66 th St. N.	3,410 Sq. Ft. **
3	Police	K-9 Facility	6066 E. 66 th St. N.	2,310 Sq. Ft. **
4	Human Resources	Safety Training Facility	10926 E. Cameron St.	4,172 Sq. Ft. **
5	Human Resources	Health and Wellness Center (Boeing Building)	9311 E. 2 nd St.	4,300 Sq. Ft. **
** Approximate			TOTAL	64,353 Sq. Ft. **

TABLE 2 - REQUIRED TASK AND FREQUENCY SCHEDULE:

DAILY SERVICES

1. Ash trays - Empty, wash and return to proper area
2. Carpet in heavy traffic areas such as hallways, offices, etc - Vacuum and spot clean all within building to remove daily stains and apply anti-static spray, if required
3. Chairs and waste baskets - Position in proper place after cleaning
4. Computer rooms - Buff using only dry chemicals and damp mopping
5. Corners of rooms and around telephone and electrical mounted plugs - Clean
6. Desk tops (only if the desk tops are cleared of paper) – Wash or Clean
7. Floors in main lobby, hallway, and heavy traffic areas - Buff to remove black marks or scuff marks and restore luster of wax leaving an even wet look floor finish. Frequency may be reduced to twice a week at the discretion of the City's representative.
8. Foot scrapers, entrance mats, individual trash and smoking receptacles shall be emptied and cleaned.
9. Hard service floors - Wet mop of entire building with a general-purpose product to ensure clean areas
10. Litter, cans, papers, and other containers marked TRASH -Remove all from building and place in dumpster
11. Marker board erasers - Clean by vacuum equipment.
12. Marker boards (Chalkboards) IF CLEARED - Clean, according to manufacturer's specifications.
13. Paper shredders - Empty waste (This waste is recyclable and shall be placed into the marked recycling container)
14. Public counters in all offices - Clean, disinfect all
15. Recycle receptacle materials shall not be mixed with the waste receptacle materials
16. Recycle receptacles - Empty (where applicable)
17. Sauna bath - Clean and sanitize
18. Table surfaces in break rooms, public areas and hallways - Clean, disinfect and deodorize
19. Telephone instruments - Clean and sanitize
20. Vacuum all carpeted areas and walk-off mats
21. Vending machines: Wipe down display and top of machines.
22. Waste material shall be removed to and loaded into dumpster, as provided by City, for disposal
23. Waste Receptacles - Empty and wash as needed
24. Waste Receptacles - Liner must be replaced with **new liners**
25. Weight rooms/Exercise rooms/Training rooms – Clean, disinfect and deodorize

WEEKLY SERVICES

1. Appliances - Clean exterior of refrigerators, microwave ovens, coffee makers, etc.



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2. Ash urns - empty, clean and replace sand when dirty.
3. Chairs - Wipe and clean
4. Door handles, frames and kick plates - Clean
5. Floors in all areas of building - Spray buff to remove black marks or scuff marks and restore luster of wax leaving an even wet look floor finish. Including all hard-to-reach areas such as under counters, under desks, under furniture.
6. Glass partitions and ledges Clean all
7. Light switches and walls - Spot clean to remove fingerprints
8. Office furniture - Vacuum fabric covering
9. Shelving and file cabinet tops - Wipe and clean
10. Sidewalks, steps, building entrance areas and ramps. - Sweep to remove all accumulated dirt, gravel, and sand
11. Surfaces up to a height of six (6) feet - Dust using a treated duster. Dusting shall be accomplished by the removal of soil from the area, not by moving it from one surface to another
12. Window sills Clean all

MONTHLY SERVICES

1. Metal desk frames – Clean or wash
2. Window glass inside entire facility - Wash
3. Coat racks - Clean
4. Wash file cabinets-totally
5. Walls of entire building - Spot Wash
6. Vacuum cleaner service - Replace paper filter bags, clean and/or replace vacuum safety filter and exhaust filters to a new or like new condition.
7. Blinds in all areas of building - Dust and/or wash.
8. Dumpster areas – Pick up and dispose of litter and trash.

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

1. Window glass, exterior- entire facility – (Ground floor levels) Wash
2. Wood panel walls entire facility - Treat with wood polish - (example, Old English)

SEMI-ANNUAL SERVICES (Services to be performed in January and July of each year)

1. Carpets and walk-off mats, including all hard to reach areas such as under counters, under furniture - Shampoo - Remove carpet stains, completely vacuum, shampoo using hot water extraction equipment and supplies, and completely re-vacuum all carpet. Areas such as corners that are inaccessible to cleaning machinery shall be shampooed with manual scrubbing devices. After shampooing and allowing sufficient drying time, vacuum the carpet following a pattern, which will give the carpet pile a uniform appearance. Use portable floor and carpet blowers/dryers to completely dry areas before traffic resumes.
2. Cove base in all corridors and rooms - Remove wash splatter, wax and dirt. - Restore cove base to a polished appearance.
3. Entrances - Clean and polished for the removal of dirt.
4. Entrances and immediate outside walls (in the immediate vicinity) of entrances canopies, and entrance lights shall be maintained clean of overhanging lint, cobwebs, mud and other dirt.
5. Entrances and sidewalks.- Remove all cigarette butts
6. Floors (Hard surface) and cove base - Remove all dirt and wax from all by mopping or scrubbing with a detergent and wax remover. Rinse thoroughly and apply skid resistant wax of a type recommended by the flooring manufacturers. 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.
7. Glass entrances - clean inside and outside.
8. Grills and registers of all heating and air conditioner supply and return vents (Ceiling, wall, floor, window units, etc.) - Clean
9. Light fixtures - Clean inside and outside of lens



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10. Office furniture - Vacuum and shampoo all fabric coverings
11. Walk-off/entrance mats spot cleaned to remove daily stains.
12. Walls, doors, cove base of entire building - Wash where wall covering permits.
13. Woodwork, wood paneling, sound panels, wood benches and doors in all areas of the building - Clean and wax all

SPECIFIC AREA OR ITEM: (Table 2 Continued)

BASKETBALL COURT/ GYMNASIUM REQUIRMENTS:

1. **DAILY SERVICES:** Dust mop-using untreated dust mop head
2. **WEEKLY SERVICES:** Damp mop
3. **MONTHLY SERVICES:** Machine scrub using automatic floor machine, red and/or blue floor pads and neutral type cleaner

DRINKING FOUNTAIN/ COFFEE ROOM SINKS REQUIRMENTS:

DAILY SERVICES

Drinking fountains shall be cleaned to remove 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.

Sinks in all areas – cleaned, disinfected and deodorized. (Mineral and calcium deposits will not be accepted)

MECHANICAL & ELECTRICAL/ TELEPHONE SWITCHING ROOM REQUIRMENTS:

AS REQUESTED SERVICES: Dust mop/sweep

REST ROOMS/LOCKER ROOM REQUIRMENTS:

AT ALL TIMES: Restrooms and locker-rooms - clean and sanitize

DAILY SERVICES

1. Dispensers and fixtures in all restrooms - Check function of all and report maintenance problems to Building Operations.
2. Dispensers, counters and cabinets - clean and disinfected
3. Floors - sweep and wet-mop with quaternary disinfectant-detergent
4. Paper towel and soap dispenser - clean and refill
5. Partitions - clean and disinfect (remove all writing & drawings)
6. Plumbing fixtures, walls or floor - Remove mineral and calcium deposits
7. Restroom entry area walls and doors - Clean, disinfect, and deodorize.
8. Sanitary napkin receptacle –Empty, clean, and replace liner with new liner
9. Seat covers - restock (where applicable)
10. Showers - clean completely and then disinfected using a disinfecting product
11. Sinks and mirrors - clean with quaternary disinfectant-detergent
12. Toilet paper - restock
13. Toilets and urinals - disinfect with bowl cleaner
14. Urinal partitions and walls - spot clean and disinfected

WEEKLY SERVICES: Floor drains - Flush with one (1) gallon of disinfectant detergent

MONTHLY SERVICES: Walls and floors - Completely wash and scrub

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

Restroom floors, locker-room floors and wall tiles – Apply sealer

Areas covered by this contract will be inspected after each cleaning to ensure that work listed in Table 2 is completed.

Recycling receptacles listed in Table 2 shall be emptied into recycling containers. (Provided the City of Tulsa has recycling at the location.)



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WORK TIME DESIGNATIONS:

Unless designated otherwise, the following time schedules are applicable.

Daily: Work to be performed as scheduled in **TABLE 2.** At the Safety Training Center Daily will be Monday, Wednesday and Friday.

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 sixty- (60) days of each twelve (12) month period.

As Needed: Hours required will be determined by that which is required to complete work described in Table 2.

As Requested: This work shall be determined by a representative of the Building Operations Section of the Asset Management Department or authorized designee.

REQUIRED HOURS FOR JANITORIAL SERVICES

Location	Monday	Tuesday	Wednesday	Thursday	Friday
Police Training Center, Firing Range and K-9 Facility	16 hours	16 hours	16 hours	16 hours	16 hours
Safety Training Center	As Needed		As Needed		As Needed
Health and Wellness Center (Boeing Building)	As Requested	As Requested	As Requested	As Requested	As Requested

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EXHIBIT A

1. Delivery. 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

2. Pricing. You agree to sell City the following Goods and/or Services according to the fixed prices shown below. You must state the total cost necessary to provide all Goods and/or Services, including all shipping F.O.B. Tulsa, Oklahoma (prepaid freight), but excluding all federal excise and state sales taxes from which City is exempt.

Item	Department	Location Name	Address	Cost Per Month
1	Police	Training Facility	6066 E. 66 th St. N.	\$
2	Police	Firing Range	6066 E. 66 th St. N.	\$
3	Police	K-9 Facility	6066 E. 66 th St. N.	\$
4	Human Resources	Safety Training Center	10926 E. Cameron St.	\$
5	Human Resources	Health and Wellness Center (Boeing Building)	9311 E. 2 nd St.	\$

TOTAL COST NOT TO EXCEED:
(All costs must be included or your bid will be disqualified)

\$ _____

Additional Custodial Service as requested

Cost Per Hour \$ _____

Annual Price Adjustment:

The prices bid for any Goods and/or Services shall not increase during the initial term of the contract. However, if you anticipate that you will not be able to maintain firm prices for any renewal period, a change in price **will be considered** if the following conditions are met:

- a) You must limit any increase to **one** of the following (indicate your choice*):
 - 1. the change in the Consumer Price Index from BLS Table 1(web link below) from the prior year, as measured by the change in the CPI-U between the most recent month available and that same month in the prior year _____ (place an "X" here if this is your choice)
 - 2. a fixed percentage you specify _____%
- b) You must notify City, in writing, no later than 90 days before the initial contract period ends, or any renewal period ends, of your intent to exercise the price choice in your bid. **Failure to so notify City will result in City denying any price increases.** In no event can the proposed price change exceed that possible under the choice in your bid. Your notice can be sent by certified mail, fax or email.
- c) **You must certify at renewal that the prices you are requesting from the City, including any increase requested, are as favorable as the prices you are charging your other customers which purchase similar quantities, and types, of goods and services.** Any increase requested at renewal will be considered in the City's decision whether to renew, or re-bid, the contract.**

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

** - The Affidavit of Compliance for Price Adjustment, which will need to be provided **at renewal** if an increase is requested, can be accessed via the following Web Link: <http://204.62.23.97/Fms/FI.htm> , or you may contact the Buyer listed on this Invitation for Bid to request one.



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

Bidder's Company Name _____

Authorized Signature Here ▶ _____

Printed Name: _____

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RETURN THIS ENTIRE BID PACKET

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