

PRIMARY AWARD

**THE CITY OF OKLAHOMA CITY**  
A Municipal Corporation

**PRICING AGREEMENT**

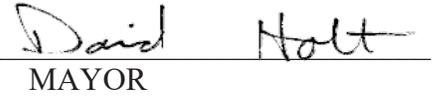
APPROVED by the Council and SIGNED by the Mayor of The City of Oklahoma City this

11TH day of MARCH, 2025.

ATTEST:

  
CITY CLERK



  
MAYOR

Reviewed for form and legality.



ASSISTANT MUNICIPAL COUNSELOR

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**Supplier: ESMA Janitorial Services LLC**

**BID/PRICING AGREEMENT/CONTRACT FORM & NON-DISCRIMINATION  
STATEMENT**

**BIDDER MUST ELECTRONICALLY COMPLETE, SIGN AND NOTARIZE THIS  
DOCUMENT PRIOR TO SUBMITTING IN THE ELECTRONIC BID SYSTEM**

**Please be aware that typing in your password acts as your electronic signature, which is  
just as legal and binding as an original signature.**

(See Electronic Signatures in Global and National Commerce Act for more information.)

**THIS DOCUMENT MUST BE ELECTRONICALLY SIGNED AND SUBMITTED WITH THE BID  
OR THE BID WILL BE REJECTED**

**INSTRUCTIONS:** This document MUST be electronically signed and submitted with the bid for the bid to be valid. Failure to electronically sign the this document prior to submitting the electronic bid will result in rejection of your bid. This document constitutes your bid and will be the Pricing Agreement/Contract document under which you are to perform, should your bid be accepted, so it must be properly and completely executed. It is, therefore, essential that you are aware of its terms, as well as those contained in the specifications.

Submit this electronically signed document, along with all accompanying documents:

THIS PRICING AGREEMENT/CONTRACT is made and entered into, by and between **ESMA Janitorial Services LLC**.hereinafter referred to as "Bidder" and The City of Oklahoma City, a municipal corporation, or a participating Public Trust of which The City of Oklahoma City is Beneficiary hereinafter referred to as the "Contracting Entity."

WITNESSETH:

WHEREAS, the governing body of the Contracting Entity has approved certain specifications and requested by notice that bids be submitted thereon; and

WHEREAS, this document until executed by the Mayor/Chairman of the Contracting Entity constitutes the Bidder's proposal; and

NOW, THEREFORE, that in consideration of the covenants, agreements and representations as hereinafter set forth, it is mutually agreed by the parties that:

1. The Bidder agrees to sell and deliver to the Contracting Entity, the items of material and/or services, specified in the pricing section of the electronic bid submittal, which is attached hereto and made a part of this Pricing Agreement/Contract. List the prompt payment discount, if any, for this agreement in the space provided below:

Discount for Prompt Payment N/A% N/A Days

2. The Bidder expressly warrants that all articles, material, and/or work covered in this Pricing Agreement/Contract will conform to the specifications and electronic bid documents attached to this bid and are hereby incorporated, as if set forth in full herein; and further warrants that the same shall be of good material and workmanship, and free from defects.

3. The Bidder understands that all bids are to be submitted in U.S. dollars at a firm price. Bids submitted in any currency other than U.S. dollars will be rejected.

4. The Bidder also understands that all invoices shall be submitted in U.S. dollars and agrees to accept payment in U.S. dollars as full satisfaction of the invoiced amount.

5. If any of the goods fail to meet the warranties contained in Paragraph 2, above, the Bidder, upon notice from the Contracting Entity, shall promptly correct or replace the same at the Bidder's expense. If the Bidder shall fail to so do, the Contracting Entity may cancel this order as to all such goods, and in addition, may cancel the then remaining balance of this order. After notice to the Bidder, all such goods will be held

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at the Bidder's risk. The Contracting Entity may, at the Bidder's direction, make available such goods to be returned to the Bidder at the Bidder's risk, and all transportation charges, both to and from the original destination, shall be paid by the Bidder. Any payment for such goods shall be refunded by the Bidder unless the Bidder promptly corrects or replaces the same at the Bidder's expense.

6. The Contracting Entity agrees to pay to the Bidder the price and amount in accordance with Paragraph 1 above, based on the quantity actually purchased, upon delivery to and acceptance by the Contracting Entity, of the material and/or service[s] above described and upon the filing by the Bidder, and approval by the Contracting Entity, of a verified claim for the amount due.

7. The Bidder agrees, in connection with the performance of work under this Pricing Agreement/Contract:

a. That the Bidder will not discriminate against any employee or applicant for employment, because of race, creed, color, sex, age, national origin, ancestry or disability. The Bidder shall take affirmative action to ensure that employees are treated without regard to their race, creed, color, age, national origin, sex, ancestry or disability. Such actions shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Bidder agrees to post, in a conspicuous place available to employees and applicants for employment, notices to be provided by the City Clerk/Secretary of the Contracting Entity setting forth the provisions of this section, and;

b. That the Bidder agrees to include this non-discrimination clause in any subcontracts connected with the performance of this Pricing Agreement/Contract.

8. In the event of the Bidder's non-compliance with the above non-discrimination clause, this Pricing Agreement/Contract may be canceled or terminated by the Contracting Entity. The Bidder may be declared by the Contracting Entity ineligible for further Pricing Agreement[s]/Contract[s] with the Contracting Entity until satisfactory proof of intent to comply is made by the Bidder.

9. The risk of loss or damage shall be borne by the Bidder at all times until the acceptance of goods, properly packed, by the Contracting Entity.

10. This Pricing Agreement/Contract, specifications, electronic bid submittal documents and any attachments constitutes the entire understanding and agreement of the parties upon the subject matter hereof. There is no agreement, oral or otherwise, which is not contained in or attached to this Pricing Agreement/Contract. This Pricing Agreement/Contract may not be modified or assigned unless approved in writing and signed by both parties.

11. The parties assume and understand that the variables in the Bidder's cost of performance may fluctuate; consequently, the parties agree that any fluctuations in the Bidder's costs will not alter the Bidder's obligations under this Pricing Agreement/Contract nor excuse performance or delay on the Bidder's part.

12. This Pricing Agreement/Contract shall be inoperative during such period of time that the aforesaid delivery or acceptance may be rendered impossible by reason of fire, Act of God or government regulation. Provided, however, to the extent that the Bidder has any commercially reasonable alternative method of performing this Pricing Agreement/Contract by purchase on the market or otherwise, the Bidder shall not be freed of any obligations hereunder by this clause, even though the goods intended for this Pricing Agreement/Contract were destroyed or their delivery delayed because of an event described above.

13. The shipping or receiving of any goods under this Pricing Agreement/Contract shall not be deemed, or be, a waiver of any right to damages for any prior failure to ship or receive any goods.

14. This Pricing Agreement/Contract shall be governed by the laws of the State of Oklahoma.

15. The Bidder shall be responsible for complying with all applicable federal, state and local laws.

16. If submitting a bid for services, the Bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

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**The undersigned individual states that the Bidder will be bound by all components of its bid, the specification, the terms and conditions of the Pricing Agreement/Contract, and the requirements for Bidders.**

WITNESS the hands of the parties hereto:

**THIS FORM MUST BE ELECTRONICALLY SIGNED AND SUBMITTED WITH THE BID FOR THE BID TO BE VALID**

**Note: The owner or an officer of the business or corporation may sign this document. A Corporate Seal or a letter of authorization is needed for any other signer. For instance, if a Salesman or Manager signs this form, a letter of authorization or Corporate Seal is to be attached.**

**Liliana Zavala**

Type Name of Authorized Agent

**Owner**

Title of Authorized Agent

**ESMA Janitorial Services LLC.1516 NW 32nd Street 73118  
Oklahoma City Oklahoma**

Company Name and Address

Zip Code

**405-812-2625**

Telephone Number and Fax Number if any

**BIDDER MUST ELECTRONICALLY COMPLETE, SIGN AND NOTARIZE THIS DOCUMENT**

**Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature.**

(See Electronic Signatures in Global and National Commerce Act for more information.)

**THIS FORM MUST BE ELECTRONICALLY SIGNED AND SUBMITTED WITH THE BID OR THE BID WILL BE REJECTED**

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**Supplier: ESMA Janitorial Services LLC**

**NON-COLLUSION AFFIDAVIT**

**BIDDER MUST ELECTRONICALLY COMPLETE, SIGN AND NOTARIZE THIS DOCUMENT PRIOR TO SUBMITTING BID**

**Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature.**

**(See Electronic Signatures in Global and National Commerce Act for more information.)**

The undersigned, of lawful age, being duly sworn, upon oath, deposes and says: That the undersigned has the lawful authority to execute the within and foregoing proposal/bid for, and on behalf of, the Proposer/Bidder; that the Proposer/Bidder has not, directly or indirectly, entered into any agreement, express or implied, with any Proposer/Bidder, having for its object the controlling of the price or amount of such proposal/bid, the limiting of the proposals/bids or the Proposers/Bidders, the parceling or farming out to any Proposer/Bidder or other persons, of any part of the Agreement or any part of the subject matter of the proposal/bid, or of the profits thereof, and that Proposer/Bidder has not and will not divulge the sealed proposal/bid to any person whomsoever, except those having a partnership or other financial interest with the Proposer/Bidder in the said proposal/bid, until after the said sealed proposals/bids are opened.

The undersigned further states that the Proposer/Bidder has not been a party to any collusion: among Proposer/Bidders in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from proposing; or with any City/Trust official, City/Trust employee or City/Trust agent as to the quantity, quality, or price in the prospective Agreement, or any other terms of the said prospective Agreement; or in any discussions between the Proposers/Bidders or City/Trust official, City/Trust employee or City/Trust agent concerning the exchange of money or other thing of value for special consideration in the letting of Agreement. The Proposer/Bidder states that it has not paid, given or donated or agreed to pay, give or donate to any City/Trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of Agreement pursuant to this Proposal/Bid.

Witness the hands of the parties hereto:

**The undersigned states that the Proposer/Bidder will be bound by its proposal/bid, the specification, the terms and conditions of the Agreement, and the Requirements for Proposer/Bidders.**

**→ →THIS FORM TO BE COMPLETED BY THE PROPOSER/BIDDER PRIOR TO AGREEMENT APPROVAL← ←**

<b>Liliana Zavala</b>	<b>Owner</b>
Type Name of Authorized Agent/Representative	Title
<b>ESMA Janitorial Services LLC</b>	
Company Name	
<b>2233 North Keeton Avenue</b>	<b>73008</b>
Address	Zip Code
<b>405-812-2625</b>	
Telephone Number and Fax Number, if any	

**TO BE COMPLETED BY THE NOTARY:**

State of *	)
<b>Oklahoma</b>	) SSS
County of *	)
<b>Oklahoma City</b>	

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[\*State and County where notarized must be typed in for bid/proposal to be considered.][SAK1]

Signed and sworn to before me on this **19** day of **May**, **2023** by **Jennifer M Prince**  
[Day] [Month] [Year] [Print the name of the agent/representative who signed above.]

My Commission Number: **20011371** **Jennifer M Prince**  
[Oklahoma] Type Name of Notary Public  
My Commission Expires: **09/2024**  
[Date/Year]

[49 Okla. Stat. 2011 §119]

**BIDDER MUST ELECTRONICALLY COMPLETE, SIGN AND NOTARIZE THIS DOCUMENT PRIOR TO SUBMITTING BID**

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NON-COLLUSION AFFIDAVIT

The undersigned, of lawful age, being duly sworn, upon oath, deposes and says: That the undersigned has the lawful authority to execute the within and foregoing proposal/bid for, and on behalf of, the Proposer/Bidder; that the Proposer/Bidder has not, directly or indirectly, entered into any agreement, express or implied, with any Proposer/Bidder, having for its object the controlling of the price or amount of such proposal/bid, the limiting of the proposals/bids or the Proposers/Bidders, the parceling or farming out to any Proposer/Bidder or other persons, of any part of the Agreement or any part of the subject matter of the proposal/bid, or of the profits thereof, and that Proposer/Bidder has not and will not divulge the sealed proposal/bid to any person whomsoever, except those having a partnership or other financial interest with the Proposer/Bidder in the said proposal/bid, until after the said sealed proposals/bids are opened.

The undersigned further states that the Proposer/Bidder has not been a party to any collusion; among Proposer/Bidders in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from proposing; or with any City/Trust official, City/Trust employee or City/Trust agent as to the quantity, quality, or price in the prospective Agreement, or any other terms of the said prospective Agreement; or in any discussions between the Proposers/Bidders or City/Trust official, City/Trust employee or City/Trust agent concerning the exchange of money or other thing of value for special consideration in the letting of Agreement. The Proposer/Bidder states that it has not paid, given or donated or agreed to pay, give or donate to any City/Trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of Agreement pursuant to this Proposal/Bid.

Witness the hands of the parties hereto:

The undersigned states that the Proposer/Bidder will be bound by its proposal/bid, the specification, the terms and conditions of the Agreement, and the Requirements for Proposer/Bidders.

→ THIS FORM TO BE COMPLETED BY THE PROPOSER/BIDDER PRIOR TO AGREEMENT APPROVAL ←

Liliana Zavala Owner
Type Name of Authorized Agent/Representative Title
Signature
ESMA Janitorial Services
Company Name
1576 N.W. 32nd St OKC, OK. 73118
Address Zip Code
(405) 812-2625
Telephone Number and Fax Number, if any

TO BE COMPLETED BY THE NOTARY:

State of \* Oklahoma

County of \* Oklahoma

[\*State and County where notarized must be written in for bid/proposal to be considered.]

SS.

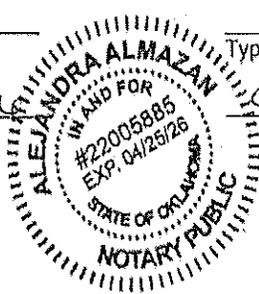
Signed and sworn to before me on this 13 day of Feb 2025 by Liliana Zavala
[Day] [Month] [Year] [Print the name of the agent/representative who signed above.]

My Commission Number: 22005885
[Oklahoma]

My Commission Expires: 04/25/2026
[Date/Year]

Alexandra Almazan
Type Name of Notary Public

[Signature]
Signature of Notary Public



[49 Okla. Stat. 2011 §119]

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/11/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aarvin Insurance Services, LLC 4625 S Western Ave  OKLAHOMA CITY OK 73109		<b>CONTACT NAME:</b> Jose Orquiz <b>PHONE (A/C, No, Ext):</b> (405) 759-0884 <b>E-MAIL ADDRESS:</b> jorquiz@aarvinins.com		<b>FAX (A/C, No):</b>
<b>INSURED</b> Esma janitorial services llc 1516 NW 32nd St  Oklahoma City OK 73122		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A:</b> Clear Spring Property and Casualty Company		15563
		<b>INSURER B:</b> PROGRESSIVE NORTHERN INS CO		38628
		<b>INSURER C:</b>		
		<b>INSURER D:</b>		
		<b>INSURER E:</b>		
		<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		CB004361500	08/06/2024	08/06/2025	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$ 100,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			991202549	02/01/2025	02/01/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

BID#25617

The City of Oklahoma City and it's Trusts are included as Additional Insured.

<b>CERTIFICATE HOLDER</b> City of Oklahoma City and its Trusts  100 N. Walker, Suite 200 Oklahoma City, OK 73102	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Jose Orquiz</i>
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## ESMA Janitorial Services LLC

Bid Contact **Liliana Zavala**  
**estradaliliana04@gmail.com**  
**Ph 405-812-2625**

Address **2233 N Keeton Ave**  
**Bethany, OK 73008**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--01-01	City Hall-200 North Walker (65,750 sq. ft.)-Option A: Clean floors 5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$1,100.00</b>	1 / month	<b>\$1,100.00</b> Y

25617--01-02	City Hall-200 North Walker (65,750 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$1,500.00</b>	1 / month	<b>\$1,500.00</b> Y
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25617--01-03	City Hall-200 North Walker (65,750 sq. ft.)-Option A: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$1,500.00</b>	1 / month	<b>\$1,500.00</b> Y
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Lot Total **\$4,100.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--02-01	City Hall-200 North Walker (65,750 sq. ft.)-Option B: Clean floors 3 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$800.00</b>	1 / month	<b>\$800.00</b> Y

25617--02-02	City Hall-200 North Walker (65,750 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$1,100.00</b>	1 / month	<b>\$1,100.00</b> Y
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25617--02-03	City Hall-200 North Walker (65,750 sq. ft.)-Option B: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$1,500.00</b>	1 / month	<b>\$1,500.00</b> Y
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Lot Total **\$3,400.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--03-01	City Hall-200 North Walker (65,750 sq. ft.)-Alternate: Floor Reconditioning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> Y

25617--03-02	City Hall-200 North Walker (65,750 sq. ft.)-Alternate:	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> Y
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Carpet Cleaning when  
requested

25617--03-03	City Hall-200 North Walker (65,750 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$2,500.00</b>	1 / job	<b>\$2,500.00</b>	<b>Y</b>
25617--03-04	City Hall-200 North Walker (65,750 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor	<b>Supplier Product Code:</b>	<b>First Offer - \$3,800.00</b>	1 / job	<b>\$3,800.00</b>	<b>Y</b>
25617--03-05	City Hall-200 North Walker (65,750 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Above Ground Floor	<b>Supplier Product Code:</b> <b>Supplier Notes:</b> \$3800.00 for entire outside windows Per Job	<b>First Offer - \$3,800.00</b>	1 / job	<b>\$3,800.00</b>	<b>Y</b>

Lot Total **\$10,102.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--04-01	City Hall-200 North Walker and 100 North Walker -Alternate: Custodial Worker on-site Monday through Friday, 8 hours a day	<b>Supplier Product Code:</b>	<b>First Offer - \$20.00</b>	1 / hour	<b>\$20.00</b> <b>Y</b>

Lot Total **\$20.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--05-01	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option A: Clean floors 5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$2,000.00</b>	1 / month	<b>\$2,000.00</b> <b>Y</b>
25617--05-02	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$2,000.00</b>	1 / month	<b>\$2,000.00</b> <b>Y</b>
25617--05-03	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option A: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$2,000.00</b>	1 / month	<b>\$2,000.00</b> <b>Y</b>

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Lot Total **\$6,000.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--06-01	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option B: Clean floors 3 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$1,700.00</b>	1 / month	<b>\$1,700.00</b> Y
25617--06-02	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$2,000.00</b>	1 / month	<b>\$2,000.00</b> Y
25617--06-03	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option B: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$2,000.00</b>	1 / month	<b>\$2,000.00</b> Y

Lot Total **\$5,700.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--07-01	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate: Floor Reconditioning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> Y
25617--07-02	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate: Carpet Cleaning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> Y
25617--07-03	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$3,000.00</b>	1 / job	<b>\$3,000.00</b> Y
25617--07-04	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / job	<b>\$400.00</b> Y
25617--07-05	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Above Ground Floor	<b>Supplier Product Code:</b>  <b>Supplier Notes:</b> NO OFFER	<b>First Offer - \$0.00</b>	1 / job	<b>\$0.00</b> Y

Lot Total **\$3,402.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--08-01	Municipal Building-100 N. Walker-(43,750 sq. ft.): Clean stairwell once a month	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / job	<b>\$400.00</b>	<b>Y</b>
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Lot Total **\$400.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--09-01	James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)- Option A: Clean floors 5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$3,000.00</b>	1 / month	<b>\$3,000.00</b>	<b>Y</b>
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25617--09-02	James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)- Option A: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$3,000.00</b>	1 / month	<b>\$3,000.00</b>	<b>Y</b>
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25617--09-03	James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)- Option A: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$3,000.00</b>	1 / month	<b>\$3,000.00</b>	<b>Y</b>
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Lot Total **\$9,000.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--10-01	James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)- Option B: Clean floors 3 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$2,700.00</b>	1 / month	<b>\$2,700.00</b>	<b>Y</b>
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25617--10-02	James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)- Option B: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$3,000.00</b>	1 / month	<b>\$3,000.00</b>	<b>Y</b>
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25617--10-03	James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)- Option B: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$3,000.00</b>	1 / month	<b>\$3,000.00</b>	<b>Y</b>
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Lot Total **\$8,700.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--11-01	James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate: Floor Reconditioning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b>	<b>Y</b>
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25617--11-02	James D. Couch Municipal Office	<b>Supplier</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b>	<b>Y</b>
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Building-420 W. Main-(161,196 sq. ft.)-Alternate: Carpet Cleaning when requested  
**Product Code:**

25617--11-03	James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$3,000.00</b>	1 / job	<b>\$3,000.00</b>	<b>Y</b>
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25617--11-04	James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / job	<b>\$400.00</b>	<b>Y</b>
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25617--11-05	James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Above Ground Floor	<b>Supplier Product Code:</b>  <b>Supplier Notes:</b> NO OFFER	<b>First Offer - \$0.00</b>	1 / job	<b>\$0.00</b>	<b>Y</b>
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Lot Total **\$3,402.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs	
25617--12-01	James D. Couch Municipal Office Building-420 W. Main and CMF-Alternate: Custodial Worker on-site Monday through Friday, 8 hours a day	<b>Supplier Product Code:</b>	<b>First Offer - \$20.00</b>	1 / hour	<b>\$20.00</b>	<b>Y</b>

Lot Total **\$20.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs	
25617--13-01	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A: Clean floors 5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$166.66</b>	1 / month	<b>\$166.66</b>	<b>Y</b>
25617--13-02	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$166.66</b>	1 / month	<b>\$166.66</b>	<b>Y</b>
25617--13-03	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$166.66</b>	1 / month	<b>\$166.66</b>	<b>Y</b>

Lot Total **\$499.98**

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Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--14-01	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option B: Clean floors 3 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$75.00</b>	1 / month	<b>\$75.00</b> Y
25617--14-02	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$166.66</b>	1 / month	<b>\$166.66</b> Y
25617--14-03	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option B: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$166.66</b>	1 / month	<b>\$166.66</b> Y
Lot Total					<b>\$408.32</b>

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--15-01	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate: Floor Reconditioning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> Y
25617--15-02	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate: Carpet Cleaning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> Y
25617--15-03	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate: Window cleaning when requested- Inside Windows	<b>Supplier Product Code:</b>  <b>Supplier Notes:</b> NO OFFER	<b>First Offer - \$0.00</b>	1 / job	<b>\$0.00</b> Y
25617--15-04	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate: Window cleaning when requested- Outside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$300.00</b>	1 / job	<b>\$300.00</b> Y
Lot Total					<b>\$302.00</b>

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--16-01	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option A: Clean floors 5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$100.00</b>	1 / month	<b>\$100.00</b> Y
25617--16-02	Central Maintenance Facility-Household	<b>Supplier Product Code:</b>	<b>First Offer - \$100.00</b>	1 / month	<b>\$100.00</b> Y

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Hazardous Waste-(1,270 sq. ft.)-Option A: **Product**  
Clean office areas, break rooms and **Code:**  
entrance areas-5 times per week

25617--16-03	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option A: Daily Restroom Services-5 times per week	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$100.00</b>	1 / month	<b>\$100.00</b>	<b>Y</b>
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Lot Total **\$300.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Lot Total	Attch. Docs
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25617--17-01	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option B: Clean floors 3 times per week	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$80.00</b>	1 / month	<b>\$80.00</b>	<b>Y</b>
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25617--17-02	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$100.00</b>	1 / month	<b>\$100.00</b>	<b>Y</b>
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25617--17-03	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option B: Daily Restroom Services-5 times per week	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$100.00</b>	1 / month	<b>\$100.00</b>	<b>Y</b>
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Lot Total **\$280.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Lot Total	Attch. Docs
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25617--18-01	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate: Floor Reconditioning when requested	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b>	<b>Y</b>
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25617--18-02	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate: Carpet Cleaning when requested	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b>	<b>Y</b>
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25617--18-03	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$300.00</b>	1 / job	<b>\$300.00</b>	<b>Y</b>
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25617--18-04	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$300.00</b>	1 / job	<b>\$300.00</b>	<b>Y</b>
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Lot Total **\$602.00**

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Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--19-01	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option A: Clean floors 5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / month	<b>\$400.00</b> Y
25617--19-02	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / month	<b>\$400.00</b> Y
25617--19-03	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option A: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / month	<b>\$400.00</b> Y
Lot Total					<b>\$1,200.00</b>

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--20-01	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option B: Clean floors 3 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$200.00</b>	1 / month	<b>\$200.00</b> Y
25617--20-02	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$200.00</b>	1 / month	<b>\$200.00</b> Y
25617--20-03	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option B: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$200.00</b>	1 / month	<b>\$200.00</b> Y
Lot Total					<b>\$600.00</b>

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--21-01	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate: Floor Reconditioning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> Y
25617--21-02	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate: Carpet Cleaning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> Y
25617--21-03	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate: Window cleaning when requested- Inside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / job	<b>\$400.00</b> Y
25617--21-04	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate:	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / job	<b>\$400.00</b> Y

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Window cleaning when requested- **Code:**  
Outside Windows

Lot Total **\$802.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--22-01	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)- Option A: Clean floors 5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$468.00</b>	1 / month	<b>\$468.00</b> Y

25617--22-02	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)- Option A: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$468.00</b>	1 / month	<b>\$468.00</b> Y
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25617--22-03	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)- Option A: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$468.00</b>	1 / month	<b>\$468.00</b> Y
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Lot Total **\$1,404.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--23-01	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)- Option B: Clean floors 3 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$264.00</b>	1 / month	<b>\$264.00</b> Y

25617--23-02	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)- Option B: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$468.00</b>	1 / month	<b>\$468.00</b> Y
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25617--23-03	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)- Option B: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$468.00</b>	1 / month	<b>\$468.00</b> Y
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Lot Total **\$1,200.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--24-01	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)- Alternate: Floor Reconditioning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> Y

25617--24-02	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)- Alternate: Carpet Cleaning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> Y
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25617--24-03	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)- Alternate: Window cleaning when requested-Inside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$450.00</b>	1 / job	<b>\$450.00</b>	<b>Y</b>
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25617--24-04	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)- Alternate: Window cleaning when requested-Outside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$450.00</b>	1 / job	<b>\$450.00</b>	<b>Y</b>
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Lot Total **\$902.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--25-01	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)- Option A: Clean floors 5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$300.00</b>	1 / month	<b>\$300.00</b>	<b>Y</b>
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25617--25-02	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)- Option A: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$300.00</b>	1 / month	<b>\$300.00</b>	<b>Y</b>
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25617--25-03	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)- Option A: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$300.00</b>	1 / month	<b>\$300.00</b>	<b>Y</b>
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Lot Total **\$900.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--26-01	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)- Option B: Clean floors 3 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$200.00</b>	1 / month	<b>\$200.00</b>	<b>Y</b>
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25617--26-02	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)- Option B: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$300.00</b>	1 / month	<b>\$300.00</b>	<b>Y</b>
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25617--26-03	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)- Option B: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$300.00</b>	1 / month	<b>\$300.00</b>	<b>Y</b>
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Lot Total **\$800.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--27-01	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b>	<b>Y</b>
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ft.)-Alternate: Floor Reconditioning when requested

25617--27-02	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate: Carpet Cleaning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b>	<b>Y</b>
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25617--27-03	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$300.00</b>	1 / job	<b>\$300.00</b>	<b>Y</b>
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25617--27-04	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$300.00</b>	1 / job	<b>\$300.00</b>	<b>Y</b>
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Lot Total **\$602.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--28-01	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option A: Clean floors 5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$86.00</b>	1 / month	<b>\$86.00</b>	<b>Y</b>
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25617--28-02	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$86.00</b>	1 / month	<b>\$86.00</b>	<b>Y</b>
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25617--28-03	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option A: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$86.00</b>	1 / month	<b>\$86.00</b>	<b>Y</b>
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Lot Total **\$258.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--29-01	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option B: Clean floors 3 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$56.00</b>	1 / month	<b>\$56.00</b>	<b>Y</b>
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25617--29-02	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$86.00</b>	1 / month	<b>\$86.00</b>	<b>Y</b>
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25617--29-03	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option B: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$86.00</b>	1 / month	<b>\$86.00</b>	<b>Y</b>
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Lot Total **\$228.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--30-01	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)- Alternate: Floor Reconditioning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> Y
25617--30-02	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)- Alternate: Carpet Cleaning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> Y
25617--30-03	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)- Alternate: Window cleaning when requested-Inside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$300.00</b>	1 / job	<b>\$300.00</b> Y
25617--30-04	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)- Alternate: Window cleaning when requested-Outside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$300.00</b>	1 / job	<b>\$300.00</b> Y

Lot Total **\$602.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--31-01	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)- Option A: Clean floors 5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$86.00</b>	1 / month	<b>\$86.00</b> Y
25617--31-02	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)- Option A: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$86.00</b>	1 / month	<b>\$86.00</b> Y
25617--31-03	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)- Option A: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$86.00</b>	1 / month	<b>\$86.00</b> Y

Lot Total **\$258.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--32-01	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)- Option B: Clean floors 3 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$56.00</b>	1 / month	<b>\$56.00</b> Y
25617--32-02	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-	<b>Supplier Product Code:</b>	<b>First Offer - \$86.00</b>	1 / month	<b>\$86.00</b> Y

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Option B: Clean office areas, break rooms  
and entrance areas-5 times per week

25617--32-03	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)- Option B: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$86.00</b>	1 / month	<b>\$86.00</b>	<b>Y</b>
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Lot Total **\$228.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--33-01	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate: Floor Reconditioning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b>	<b>Y</b>
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25617--33-02	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate: Carpet Cleaning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b>	<b>Y</b>
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25617--33-03	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$300.00</b>	1 / job	<b>\$300.00</b>	<b>Y</b>
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25617--33-04	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$300.00</b>	1 / job	<b>\$300.00</b>	<b>Y</b>
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Lot Total **\$602.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--34-01	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Option A: Clean floors 5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$163.00</b>	1 / month	<b>\$163.00</b>	<b>Y</b>
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25617--34-02	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Option A: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$163.00</b>	1 / month	<b>\$163.00</b>	<b>Y</b>
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25617--34-03	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Option A: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$163.00</b>	1 / month	<b>\$163.00</b>	<b>Y</b>
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Lot Total **\$489.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--35-01	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Option B: Clean floors 3 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$124.00</b>	1 / month	<b>\$124.00</b>	<b>Y</b>
25617--35-02	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Option B: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$163.00</b>	1 / month	<b>\$163.00</b>	<b>Y</b>
25617--35-03	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Option B: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$163.00</b>	1 / month	<b>\$163.00</b>	<b>Y</b>

Lot Total **\$450.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--36-01	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Alternate: Floor Reconditioning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> <b>Y</b>
25617--36-02	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Alternate: Carpet Cleaning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> <b>Y</b>
25617--36-03	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Alternate: Window cleaning when requested-Inside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$300.00</b>	1 / job	<b>\$300.00</b> <b>Y</b>
25617--36-04	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Alternate: Window cleaning when requested-Outside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$300.00</b>	1 / job	<b>\$300.00</b> <b>Y</b>

Lot Total **\$602.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--37-01	Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option A: Clean floors 5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$100.00</b>	1 / month	<b>\$100.00</b> <b>Y</b>
25617--37-02	Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$100.00</b>	1 / month	<b>\$100.00</b> <b>Y</b>

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25617--37-03	Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option A: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$100.00</b>	1 / month	<b>\$100.00</b>	<b>Y</b>
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Lot Total **\$300.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--38-01	Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option B: Clean floors 3 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$50.00</b>	1 / month	<b>\$50.00</b>	<b>Y</b>
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25617--38-02	Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$100.00</b>	1 / month	<b>\$100.00</b>	<b>Y</b>
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25617--38-03	Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option B: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$100.00</b>	1 / month	<b>\$100.00</b>	<b>Y</b>
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Lot Total **\$250.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--39-01	Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Alternate: Floor Reconditioning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b>	<b>Y</b>
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25617--39-02	Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Alternate: Carpet Cleaning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b>	<b>Y</b>
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25617--39-03	Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / job	<b>\$400.00</b>	<b>Y</b>
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25617--39-04	Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / job	<b>\$400.00</b>	<b>Y</b>
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Lot Total **\$802.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--40-01	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Option A: Clean floors 5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$163.00</b>	1 / month	<b>\$163.00</b>	<b>Y</b>
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25617--40-02	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)- Option A: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$163.00</b>	1 / month	<b>\$163.00</b>	<b>Y</b>
25617--40-03	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)- Option A: Daily Restroom Services-5 times per week	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$163.00</b>	1 / month	<b>\$163.00</b>	<b>Y</b>

Lot Total **\$489.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--41-01	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)- Option B: Clean floors 3 times per week	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$124.00</b>	1 / month	<b>\$124.00</b> <b>Y</b>
25617--41-02	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)- Option B: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$163.00</b>	1 / month	<b>\$163.00</b> <b>Y</b>
25617--41-03	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)- Option B: Daily Restroom Services-5 times per week	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$163.00</b>	1 / month	<b>\$163.00</b> <b>Y</b>

Lot Total **\$450.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--42-01	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate: Floor Reconditioning when requested	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> <b>Y</b>
25617--42-02	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate: Carpet Cleaning when requested	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot	<b>\$1.00</b> <b>Y</b>
25617--42-03	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$300.00</b>	1 / job	<b>\$300.00</b> <b>Y</b>

25617--42-04	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor	<b>Supplier</b> <b>Product</b> <b>Code:</b>	<b>First Offer - \$300.00</b>	1 / job	<b>\$300.00</b> <b>Y</b>
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						Lot Total	\$602.00
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs	
25617--43-01	Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)- Option A: Clean floors 5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / month		<b>\$400.00</b>	<b>Y</b>
25617--43-02	Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)- Option A: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / month		<b>\$400.00</b>	<b>Y</b>
25617--43-03	Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)- Option A: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / month		<b>\$400.00</b>	<b>Y</b>

						Lot Total	\$1,200.00
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs	
25617--44-01	Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)- Option B: Clean floors 3 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$200.00</b>	1 / month		<b>\$200.00</b>	<b>Y</b>
25617--44-02	Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)- Option B: Clean office areas, break rooms and entrance areas-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / month		<b>\$400.00</b>	<b>Y</b>
25617--44-03	Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)- Option B: Daily Restroom Services-5 times per week	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / month		<b>\$400.00</b>	<b>Y</b>

						Lot Total	\$1,000.00
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs	
25617--45-01	Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Alternate: Floor Reconditioning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot		<b>\$1.00</b>	<b>Y</b>
25617--45-02	Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Alternate: Carpet Cleaning when requested	<b>Supplier Product Code:</b>	<b>First Offer - \$1.00</b>	1 / square foot		<b>\$1.00</b>	<b>Y</b>
25617--45-03	Central Maintenance Facility-General Services Admin Whse-	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / job		<b>\$400.00</b>	<b>Y</b>

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(10,700 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	<b>Code:</b>
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25617--45-04	Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / job	<b>\$400.00</b>	<b>Y</b>
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					Lot Total	<b>\$802.00</b>
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Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--46-01	SW OKC Pioneer Library-(22,000 sq. ft.): Clean per specs under "D" of locations to be serviced in bid packet	<b>Supplier Product Code:</b>	<b>First Offer - \$5,780.00</b>	1 / month	<b>\$5,780.00</b>	<b>Y</b>
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25617--46-02	SW OKC Pioneer Library-(22,000 sq. ft.): Recondition floor- Quarterly	<b>Supplier Product Code:</b>	<b>First Offer - \$2,500.00</b>	1 / each	<b>\$2,500.00</b>	<b>Y</b>
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25617--46-03	SW OKC Pioneer Library-(22,000 sq. ft.): Extraction shampoo carpets, semi-annual	<b>Supplier Product Code:</b>	<b>First Offer - \$2,500.00</b>	1 / each	<b>\$2,500.00</b>	<b>Y</b>
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25617--46-04	SW OKC Pioneer Library-(22,000 sq. ft.): Clean blinds and drapes monthly	<b>Supplier Product Code:</b>	<b>First Offer - \$400.00</b>	1 / each	<b>\$400.00</b>	<b>Y</b>
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					Lot Total	<b>\$11,180.00</b>
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Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--47-01	SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	<b>Supplier Product Code:</b>	<b>First Offer - \$1,668.00</b>	1 / job	<b>\$1,668.00</b>	<b>Y</b>
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25617--47-02	SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor	<b>Supplier Product Code:</b>	<b>First Offer - \$1,668.00</b>	1 / job	<b>\$1,668.00</b>	<b>Y</b>
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25617--47-03	SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Above Ground Floor	<b>Supplier Product Code:</b>	<b>First Offer - \$1,668.00</b>	1 / job	<b>\$1,668.00</b>	<b>Y</b>
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					Lot Total	<b>\$5,004.00</b>
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Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--48-01	Additional Services when	<b>Supplier Product Code:</b>	<b>First Offer - \$35.00</b>	1 / hour	<b>\$35.00</b>	<b>Y</b>
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	required: Site Supervisor for Additional Services when required	<b>Product Code:</b>					
25617--48-02	Additional Services when required: Custodial Worker for Additional Services when required	<b>Supplier Product Code:</b>	<b>First Offer - \$20.00</b>	1 / hour	<b>\$20.00</b>	<b>Y</b>	
25617--48-03	Additional Services when required: Markup for supplies for additional supplies	<b>Supplier Product Code:</b>	<b>First Offer - 10.00%</b>	1 / percentage	<b>10.00%</b>	<b>Y</b>	<b>Y</b>

Lot Total **\$55.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs
25617--49-01	Attachments: Green Initiative	<b>Supplier Product Code:</b>	<b>First Offer -</b>	1 / each	<b>Y</b>	<b>Y</b>
25617--49-02	Attachments: Cleaning Process	<b>Supplier Product Code:</b>	<b>First Offer -</b>	1 / each	<b>Y</b>	<b>Y</b>
25617--49-03	Attachments: Anticipated workforce requirements	<b>Supplier Product Code:</b>	<b>First Offer -</b>	1 / each	<b>Y</b>	<b>Y</b>
25617--49-04	Attachments: Bidder's Current W-9	<b>Supplier Product Code:</b>	<b>First Offer -</b>	1 / each	<b>Y</b>	<b>Y</b>

Lot Total **\$0.00**

Supplier Total **\$90,899.30**

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**ESMA Janitorial Services LLC**

Item: **Additional Services when required:Markup for supplies for additional supplies**

**Attachments**

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**ESMA Janitorial Services LLC**

Item: **Attachments:Attachments:Green Initiative**

**Attachments**

Green Initiative.pdf

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**ESMA Janitorial Services LLC. Green Initiative**

ESMA Janitorial Services LLC. Is committed to sustainable purchasing. We use BETCO products that are Ecologo, Green Seal Certified, USDA Certified Biobased Product, Green Earth, or Microbial Cleaning approved. We are also following Green Seal’s guidelines for safer COVID-19 Cleaning and Disinfection. We purchase all of our products in recyclable packaging. All of our products come in recyclable or reusable containers.

Products include:

- Green Earth glass cleaner
- Green Earth all purpose cleaner
- Green Earth foaming skin cleansers
- Green Earth rest room cleaner
- Betco one step
- BioActive Solutions Push

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**ESMA Janitorial Services LLC**

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**Attachments**

Cleaning Process and Procedure.pdf

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## Esma Janitorial Cleaning Process & Procedure

- Floor Vacuuming
  - a. Check vacuum to make sure filters are clear. Inspect for any damage on equipment to make sure it is safe to use.
  - b. Place chairs and large objects out of the way. Remove all obstructions and large debris from vacuuming path
- Mopping
  - a. Floor surfaces to be cleared of large debris. Hard floor surfaces to be swept/ dust mopped
  - b. Wet floor/ Caution signs will be placed to alert individuals that the area may be slippery.
  - c. Mop bucket / Mop heads to be rinsed and hung to dry.
- Wood surfaces
  - a. Wood surfaces will be cleaned and polished with appropriate cleaners and polishes.
- Granite and other solid surfaces
  - a. Granite and other solid surfaces to be lightly misted with appropriate cleaner/disinfectant and wiped clean with dry microfiber cloth.
- Painted and textured wainscoting
  - a. To be spot cleaned with all purpose cleaner and clean rag.
- Spray Buffing
  - a. Move all furniture that may present an obstacle while buffing.
  - b. Dust mop to remove all debris and dirt.
  - c. Wet mop surface to ensure floor is completely free of all dirt and debris to help achieve best results.
  - d. Floor will be buffed with appropriate spray buff for floor finish.
- Floor Stripping & Waxing
  - a. Work to be scheduled when there is no foot traffic in area to be worked on.
  - b. All furniture that might create an obstacle to be removed to area that will not be worked on.
  - c. Different areas to be closed or cordoned off while area is being worked on.
  - d. Necessary caution/ wet floor signs to be set up.
  - e. Waxed areas to be left to dry as long as possible before moving furniture back onto it.
  - f. Furniture to be carried not dragged when being placed back, as it may scratch fresh wax.
- Commodes & Urinals
  - a. To be flushed & sprayed down with appropriate bowl cleaner and/or descaler. Cleaner to sit while exterior is disinfected.
  - b. Exterior to be wiped down with paper towels and disinfectant cleaner.

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- c. Toilet brushes to be used to scrub toilet/urinal interiors, flushing rims, & disposal chutes
- d. Toilet/urinals to be flushed one last time, Wiped dry with paper towels.
- Wash bowls
  - a. Sprayed down, scrubbed with sink brush.
  - b. Faucets and counters to be disinfected and dried clean with paper towels.
- Drinking Fountains
  - a. To be wiped down with disinfectant.
  - b. Drains to be cleared of any debris.
- Toilet Room.
  - a. Make sure restroom is empty.
  - b. Post appropriate caution/safety signs.
  - c. Door to remain propped open while work is being performed.
  - d. Visually check appearance of restroom.
  - e. Pick up all trash in sink areas and toilet/urinal areas.
  - f. Check toilet paper, paper towels, soap to make sure everything is properly stocked.
  - g. Check all garbage cans and remove trash liner to replace with new one.
  - h. Clean mirrors to remove marks.
  - i. Wipe down and disinfect all surfaces. (light switches, door handles, countertops, partitions, & dispensers)
  - j. Using germicidal surface cleaner wipe down sinks, faucets, and handles.
  - k. Sweep and wet mop floors. (Mops, mop buckets, solutions to be marked as BATHROOM Only to avoid cross contamination)
- Trash Removal
  - a. Trash will be sorted and removed as requested. Recycling where service is available
- Training.
  - a. Staff to be trained and put on a 3 month probation period.
  - c. Building tenants to be advised/trained when any special care is needed when work is performed.
- Toilet paper.
  - a. To be 2 ply
  - b. Sufficient supply to be kept in building.
- Carpet spot cleaning and stain removal
  - a. As needed
  - b. ESMA Janitorial Services LLC. To pay for any replacement of carpet ruined due to the negligence or improper use of cleaning products by employees.

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**ESMA Janitorial Services LLC**

Item: **Attachments:Attachments:Attachments:Attachments:Anticipated workforce requirements**

**Attachments**

Anticipated Workforce Various City Buildings.pdf

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**ESMA Janitorial Services Anticipated Workforce**  
**Solicitation 25617 Custodial Services for Various City**  
**Buildings**

City Hall – 200 N. Walker

We anticipate 10 hrs. of labor performed by 2 custodial team members.

Municipal Building – 100 N. Walker

We anticipate 14 hrs. of labor performed by 2 custodial team members.

James D. Couch Municipal Office Building 420 W. Main

We anticipate to require 20 hrs. of labor performed by 3 custodial team members.

SW. Pioneer Library – 2201 S.W. 134<sup>th</sup> St.

We anticipate 10 hrs. or labor daily performed by 2 custodial team members.

Central Maintenance Facility 3738 S.W. 15<sup>th</sup> Street

We anticipate for 16-20 hrs. Of labor performed by 2-3 custodial team members.

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**Supplier: ESMA Janitorial Services LLC**

**Custodial Services  
Technical Questionnaire & References**

**Bidder must complete the entire questionnaire, including references.**

***Bidder is to indicate compliance in the appropriate box. Explain all NO responses.***

GENERAL QUESTIONS:	Compliance
1. I understand the selected vendor should have the capacity to begin cleaning immediately following Council approval.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. I understand the liability insurance and performance bond as outlined in the specifications will be required within 5 business days of award recommendation notification from Procurement staff. These items must comply with the requirements in the specifications.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. I understand the Contractor shall furnish all materials and supplies necessary to properly perform under this Agreement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. The bidder shall have been in the cleaning business, handling commercial or industrial accounts, for at least three years prior to submission of its bid and shall have experience in cleaning one medium to large (40,000 sq. ft. or more) office (private or public) building for <u>one</u> year or more. This requirement must be for a single building, not a complex of buildings.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. The bidder shall furnish all equipment as required to successfully perform the cleaning per these specifications.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. The bidder shall have an adequate number of employees on the payroll engaged directly in cleaning work as of the date of the submission of its bid and if awarded the contract, the vendor shall maintain such minimum number of employees throughout the term of the contract, as necessary to satisfactorily perform the duties and obligations of said contract.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. The Bidder and/or their employees shall be responsible for their own parking.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Provide current number of employees: <b>13</b> Subcontractors or franchise participants shall not be used or counted toward the full- time employees.	
9. Provide average retention of employees:	
Comments:	

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## REFERENCES

Provide the following information for at least four references.

You may be asked to provide additional references if the references provided are for buildings significantly smaller than the one you are bidding on, or if the company is unwilling to allow the bid committee to inspect their building. Bidders will not be asked to accompany the bid committee on these inspections. Bidders providing false references may be disqualified.

1. Company Name: **OKCPD Various Buildings**

Name & location of building cleaned: **OCPD Headquarters**

Size of building cleaned: **88625** sq. ft.

How long have you cleaned this building? **3 years**

How often is it cleaned? **Monday- Friday**

Does your company clean the carpet at this location? **Yes**

Contact person with the company: **Heather Brown**

Contact email **heather.brown@okc.gov**

Telephone number for the person listed above:

2. Company Name: **Parks & Recreation**

Name & location of building cleaned: **Pete White Health & Wellness Center**

Size of building cleaned: **26297** sq. ft.

How long have you cleaned this building? **3.5 Years**

How often is it cleaned? **Monday-Friday**

Does your company clean the carpet at this location? **Yes**

Contact person with the company: **Anthony Sledge**

Contact email **anthony.sledge@okc.gov**

Telephone number for the person listed above:

3. Company Name: **OKCFD**

Name & location of building cleaned: **Various Administraion Buildings**

Size of building cleaned: sq. ft.

How long have you cleaned this building? **2 Years**

How often is it cleaned? **Monday-Friday**

Does your company clean the carpet at this location? **Yes**

Contact person with the company: **Pennie Leck**

Contact email **pennie.leck@okc.gov**

Telephone number for the person listed above:

4. Company Name: **Water Quality**

Name & location of building cleaned: **Stanley Draper Drive**

Size of building cleaned: sq. ft.

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How long have you cleaned this building? Cleaned it for 2 years. Not currently cleaning this building

How often is it cleaned? bi-monthly

Does your company clean the carpet at this location? N/A

Contact person with the company: Annette Hamm

Contact email annette.hamm@okc.gov

Telephone number for the person listed above: estradaliliana04@gmail.com

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## **Solicitation 25617**

### **Custodial Services for Various City Buildings**

**Bid Designation: Public**



The City of  
**OKLAHOMA CITY**

**City of Oklahoma City and its Trusts**

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## Bid 25617

### Custodial Services for Various City Buildings

Bid Number	<b>25617</b>
Bid Title	<b>Custodial Services for Various City Buildings</b>
Expected Expenditure	<b>\$400,000.00</b> (This price is expected - not guaranteed)
Bid Start Date	<b>Dec 18, 2024 7:37:21 AM CST</b>
Bid End Date	<b>Jan 15, 2025 10:00:00 AM CST</b>
Question & Answer End Date	<b>Jan 9, 2025 12:00:00 PM CST</b>
Bid Contact	<b>Monica Hardesty</b> <b>monica.hardesty@okc.gov</b>
Bid Contact	<b>City Clerk</b> <b>cityclerk@okc.gov</b>
Bid Contact	<b>Tammi Frederick</b> <b>tammi.frederick@okc.gov</b>
Contract Duration	<b>1 year</b>
Contract Renewal	<b>2 annual renewals</b>
Prices Good for	<b>Not Applicable</b>
Pre-Bid Conference	<b>Jan 7, 2025 9:00:00 AM CST</b> <b>Attendance is mandatory</b> <b>Location: 3738 S.W. 15th Street, Building 19, Oklahoma City, Oklahoma 73108</b>
Standard Disclaimer	<b>This site and system is hosted by Oklahoma City through BIDSYNC for use of The City of Oklahoma City and its trusts.</b> <b>Certain screens and flags may show the name and/or seal of The City; however, such references do not indicate or change the contracting entity.</b>
Bid Comments	<b>The Expected Expenditure amount of \$400,000 for this commodity is an estimate for a one-year period based on past history and future projections. The quantity of any item when shown in the price schedule as an estimate of an annual requirement is only an estimate based on currently available information. The purchase of any such items or quantity is not guaranteed. Any offer conditioned upon a promise by the Contracting Entity to purchase a minimum or definite quantity of such an item will be rejected. See the specification bid packet for more information.</b>  <b>INTENT: To secure custodial services for the City of Oklahoma City at various City buildings that are managed by the General Services Department, Building Management Division. The successful Bidder shall supply all machinery, tools, supplies, products, and manpower to successfully fulfill the requirements of these specifications. The selected Bidder shall have the capacity to begin cleaning all locations immediately following Council approval. City staff will be as flexible as possible for reasonable requests to allow time for the awarded Bidder to staff up for the implementation of services.</b>  <b>Please do not zip files.</b>

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**Item Response Form**

Item **25617-01-01 - City Hall-200 North Walker (65,750 sq. ft.)-Option A: Clean floors 5 times per week**  
 Lot Description **City Hall-200 North Walker (65,750 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 5 times per week-See specifications for technical details.

Item **25617-01-02 - City Hall-200 North Walker (65,750 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week**  
 Lot Description **City Hall-200 North Walker (65,750 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-01-03 - City Hall-200 North Walker (65,750 sq. ft.)-Option A: Daily Restroom Services-5 times per week**  
 Lot Description **City Hall-200 North Walker (65,750 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-02-01 - City Hall-200 North Walker (65,750 sq. ft.)-Option B: Clean floors 3 times per week**  
 Lot Description **City Hall-200 North Walker (65,750 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price

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Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 3 times per week-See specifications for technical details.

Item **25617-02-02 - City Hall-200 North Walker (65,750 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week**  
 Lot Description **City Hall-200 North Walker (65,750 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-02-03 - City Hall-200 North Walker (65,750 sq. ft.)-Option B: Daily Restroom Services-5 times per week**  
 Lot Description **City Hall-200 North Walker (65,750 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-03-01 - City Hall-200 North Walker (65,750 sq. ft.)-Alternate: Floor Reconditioning when requested**  
 Lot Description **City Hall-200 North Walker (65,750 sq. ft.)-Alternate**  
 Quantity **1 square foot**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

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Item **25617-03-02 - City Hall-200 North Walker (65,750 sq. ft.)-Alternate: Carpet Cleaning when requested**  
 Lot Description **City Hall-200 North Walker (65,750 sq. ft.)-Alternate**  
 Quantity **1 square foot**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
     [See Bid Packet for Location\(s\)](#)  
     N/A  
     Oklahoma City OK 73102  
     **Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-03-03 - City Hall-200 North Walker (65,750 sq. ft.)-Alternate: Window cleaning when requested-  
Inside Windows**  
 Lot Description **City Hall-200 North Walker (65,750 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
     [See Bid Packet for Location\(s\)](#)  
     N/A  
     Oklahoma City OK 73102  
     **Qty 1**

**Description**

Enter price per job when requested-See specifications for technical details.

Item **25617-03-04 - City Hall-200 North Walker (65,750 sq. ft.)-Alternate: Window cleaning when requested-  
Outside Windows, Ground Floor**  
 Lot Description **City Hall-200 North Walker (65,750 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
     [See Bid Packet for Location\(s\)](#)  
     N/A  
     Oklahoma City OK 73102  
     **Qty 1**

**Description**

Enter price per job when requested-See specifications for technical details.

Item **25617-03-05 - City Hall-200 North Walker (65,750 sq. ft.)-Alternate: Window cleaning when requested-  
Outside Windows, Above Ground Floor**  
 Lot Description **City Hall-200 North Walker (65,750 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
     [See Bid Packet for Location\(s\)](#)  
     N/A

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Oklahoma City OK 73102

**Qty 1**

**Description**

Enter price per job when requested-See specifications for technical details.

Item **25617-04-01 - City Hall-200 North Walker and 100 North Walker -Alternate: Custodial Worker on-site Monday through Friday, 8 hours a day**

Lot Description **City Hall-200 North Walker and 100 North Walker -Alternate**

Quantity **1 hour**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter hourly rate for custodial worker-See specifications for technical details.

Item **25617-05-01 - Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option A: Clean floors 5 times per week**

Lot Description **Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 5 times per week-See specifications for technical details.

Item **25617-05-02 - Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week**

Lot Description **Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-05-03 - Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option A: Daily Restroom Services-5 times per week**

Lot Description **Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option A**

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Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-06-01 - Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option B: Clean floors 3 times per week**  
 Lot Description **Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 3 times per week-See specifications for technical details.

Item **25617-06-02 - Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week**  
 Lot Description **Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-06-03 - Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option B: Daily Restroom Services-5 times per week**  
 Lot Description **Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

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Item **25617-07-01 - Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate: Floor Reconditioning when requested**  
 Lot Description **Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate**  
 Quantity **1 square foot**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per square foot -See specifications for technical details.

Item **25617-07-02 - Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate: Carpet Cleaning when requested**  
 Lot Description **Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate**  
 Quantity **1 square foot**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per square foot -See specifications for technical details.

Item **25617-07-03 - Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows**  
 Lot Description **Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-07-04 - Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor**  
 Lot Description **Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**

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See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Enter price per job when requested-See specifications for technical details.

Item **25617-07-05 - Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Above Ground Floor**

Lot Description **Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate**

Quantity **1 job**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Enter price per job when requested-See specifications for technical details.

Item **25617-08-01 - Municipal Building-100 N. Walker-(43,750 sq. ft.): Clean stairwell once a month**

Lot Description **Municipal Building-100 N. Walker-(43,750 sq. ft.)**

Quantity **1 job**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Enter monthly price for cleaning the stairwell

Item **25617-09-01 - James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)-Option A: Clean floors 5 times per week**

Lot Description **James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Enter monthly price to clean floors 5 times per week-See specifications for technical details.

Item **25617-09-02 - James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)-Option A: Clean**

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**office areas, break rooms and entrance areas-5 times per week**

Lot Description **James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-09-03 - James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)-Option A: Daily Restroom Services-5 times per week**  
 Lot Description **James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
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 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-10-01 - James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)-Option B: Clean floors 3 times per week**  
 Lot Description **James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 3 times per week-See specifications for technical details.

Item **25617-10-02 - James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week**  
 Lot Description **James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
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Oklahoma City OK 73102

**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-10-03 - James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)-Option B: Daily Restroom Services-5 times per week**

Lot Description **James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-11-01 - James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate: Floor Reconditioning when requested**

Lot Description **James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate**

Quantity **1 square foot**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-11-02 - James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate: Carpet Cleaning when requested**

Lot Description **James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate**

Quantity **1 square foot**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-11-03 - James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows**

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Lot Description **James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-11-04 - James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor**  
 Lot Description **James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-11-05 - James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Above Ground Floor**  
 Lot Description **James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-12-01 - James D. Couch Municipal Office Building-420 W. Main and CMF-Alternate: Custodial Worker on-site Monday through Friday, 8 hours a day**  
 Lot Description **James D. Couch Municipal Office Building-420 W. Main and CMF-Alternate**  
 Quantity **1 hour**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
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**Description**

Enter hourly rate for custodial worker-See specifications for technical details.

Item	<b>25617-13-01 - Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A: Clean floors 5 times per week</b>
Lot Description	<b>Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A</b>
Quantity	<b>1 month</b>
Unit Price	<input type="text"/>
Delivery Location	<b>City of Oklahoma City and its Trusts</b> <u>See Bid Packet for Location(s)</u> N/A Oklahoma City OK 73102 <b>Qty 1</b>

**Description**

Enter monthly price to clean floors 5 times per week-See specifications for technical details.

Item	<b>25617-13-02 - Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week</b>
Lot Description	<b>Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A</b>
Quantity	<b>1 month</b>
Unit Price	<input type="text"/>
Delivery Location	<b>City of Oklahoma City and its Trusts</b> <u>See Bid Packet for Location(s)</u> N/A Oklahoma City OK 73102 <b>Qty 1</b>

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item	<b>25617-13-03 - Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A: Daily Restroom Services-5 times per week</b>
Lot Description	<b>Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A</b>
Quantity	<b>1 month</b>
Unit Price	<input type="text"/>
Delivery Location	<b>City of Oklahoma City and its Trusts</b> <u>See Bid Packet for Location(s)</u> N/A Oklahoma City OK 73102 <b>Qty 1</b>

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item	<b>25617-14-01 - Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option B: Clean floors 3 times per week</b>
Lot Description	<b>Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option B</b>
Quantity	<b>1 month</b>

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Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 3 times per week-See specifications for technical details.

Item **25617-14-02 - Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week**

Lot Description **Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-14-03 - Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option B: Daily Restroom Services-5 times per week**

Lot Description **Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-15-01 - Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate: Floor Reconditioning when requested**

Lot Description **Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate**

Quantity **1 square foot**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per square foot when requested-See specifications for technical details.

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Item **25617-15-02 - Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate: Carpet Cleaning when requested**  
 Lot Description **Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate**  
 Quantity **1 square foot**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per square foot -See specifications for technical details.

Item **25617-15-03 - Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows**  
 Lot Description **Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-15-04 - Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows**  
 Lot Description **Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-16-01 - Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option A: Clean floors 5 times per week**  
 Lot Description **Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price

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Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 5 times per week-See specifications for technical details.

Item **25617-16-02 - Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week**  
 Lot Description **Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-16-03 - Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option A: Daily Restroom Services-5 times per week**  
 Lot Description **Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-17-01 - Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option B: Clean floors 3 times per week**  
 Lot Description **Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 3 times per week-See specifications for technical details.

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Item **25617-17-02 - Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week**

Lot Description **Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-17-03 - Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option B: Daily Restroom Services-5 times per week**

Lot Description **Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-18-01 - Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate: Floor Reconditioning when requested**

Lot Description **Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate**

Quantity **1 square foot**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per square foot when requested-See specifications for technical details.

Item **25617-18-02 - Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate: Carpet Cleaning when requested**

Lot Description **Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate**

Quantity **1 square foot**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)

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N/A  
Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

**Item**                    **25617-18-03 - Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows**

**Lot Description**    **Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate**

**Quantity**             **1 job**

**Unit Price**           

**Delivery Location**   **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
N/A  
Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per job when requested-See specifications for technical details.

**Item**                    **25617-18-04 - Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows**

**Lot Description**    **Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate**

**Quantity**             **1 job**

**Unit Price**           

**Delivery Location**   **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
N/A  
Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per job when requested-See specifications for technical details.

**Item**                    **25617-19-01 - Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option A: Clean floors 5 times per week**

**Lot Description**    **Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option A**

**Quantity**             **1 month**

**Unit Price**           

**Delivery Location**   **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
N/A  
Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 5 times per week-See specifications for technical details.

**Item**                    **25617-19-02 - Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option A: Clean office areas, break**

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**rooms and entrance areas-5 times per week**

Lot Description **Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-19-03 - Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option A: Daily Restroom Services-5 times per week**  
 Lot Description **Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-20-01 - Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option B: Clean floors 3 times per week**  
 Lot Description **Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 3 times per week-See specifications for technical details.

Item **25617-20-02 - Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week**  
 Lot Description **Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
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Oklahoma City OK 73102

**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-20-03 - Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option B: Daily Restroom Services-5 times per week**

Lot Description **Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-21-01 - Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate: Floor Reconditioning when requested**

Lot Description **Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate**

Quantity **1 square foot**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-21-02 - Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate: Carpet Cleaning when requested**

Lot Description **Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate**

Quantity **1 square foot**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-21-03 - Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows**

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Lot Description **Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-21-04 - Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows**  
 Lot Description **Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-22-01 - Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Option A: Clean floors 5 times per week**  
 Lot Description **Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter monthly price to clean floors 5 times per week-See specifications for technical details.

Item **25617-22-02 - Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week**  
 Lot Description **Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

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**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-22-03 - Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Option A: Daily Restroom Services-5 times per week**

Lot Description **Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-23-01 - Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Option B: Clean floors 3 times per week**

Lot Description **Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 3 times per week-See specifications for technical details.

Item **25617-23-02 - Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week**

Lot Description **Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-23-03 - Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Option B: Daily Restroom Services-5 times per week**

Lot Description **Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Option B**

Quantity **1 month**

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Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-24-01 - Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Alternate: Floor Reconditioning when requested**

Lot Description **Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Alternate**

Quantity **1 square foot**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-24-02 - Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Alternate: Carpet Cleaning when requested**

Lot Description **Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Alternate**

Quantity **1 square foot**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-24-03 - Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows**

Lot Description **Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Alternate**

Quantity **1 job**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per job when requested-See specifications for technical details.

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Item **25617-24-04 - Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows**

Lot Description **Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Alternate**

Quantity **1 job**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-25-01 - Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Option A: Clean floors 5 times per week**

Lot Description **Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter monthly price to clean floors 5 times per week-See specifications for technical details.

Item **25617-25-02 - Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week**

Lot Description **Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-25-03 - Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Option A: Daily Restroom Services-5 times per week**

Lot Description **Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

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Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-26-01 - Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Option B: Clean floors 3 times per week**  
 Lot Description **Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 3 times per week-See specifications for technical details.

Item **25617-26-02 - Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week**  
 Lot Description **Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-26-03 - Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Option B: Daily Restroom Services-5 times per week**  
 Lot Description **Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

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Item **25617-27-01 - Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate: Floor Reconditioning when requested**

Lot Description **Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate**

Quantity **1 square foot**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per square foot -See specifications for technical details.

Item **25617-27-02 - Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate: Carpet Cleaning when requested**

Lot Description **Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate**

Quantity **1 square foot**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per square foot -See specifications for technical details.

Item **25617-27-03 - Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows**

Lot Description **Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate**

Quantity **1 job**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-27-04 - Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows**

Lot Description **Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate**

Quantity **1 job**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)

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N/A  
Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per job when requested-See specifications for technical details.

**Item** **25617-28-01 - Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option A: Clean floors 5 times per week**

**Lot Description** **Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option A**

**Quantity** **1 month**

**Unit Price**

**Delivery Location** **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
N/A  
Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 5 times per week-See specifications for technical details.

**Item** **25617-28-02 - Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week**

**Lot Description** **Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option A**

**Quantity** **1 month**

**Unit Price**

**Delivery Location** **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
N/A  
Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

**Item** **25617-28-03 - Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option A: Daily Restroom Services-5 times per week**

**Lot Description** **Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option A**

**Quantity** **1 month**

**Unit Price**

**Delivery Location** **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
N/A  
Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

**Item** **25617-29-01 - Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option B: Clean floors**

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**3 times per week**

Lot Description **Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 3 times per week-See specifications for technical details.

Item **25617-29-02 - Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week**  
 Lot Description **Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-29-03 - Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option B: Daily Restroom Services-5 times per week**  
 Lot Description **Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-30-01 - Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Alternate: Floor Reconditioning when requested**  
 Lot Description **Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Alternate**  
 Quantity **1 square foot**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
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Oklahoma City OK 73102

**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-30-02 - Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Alternate: Carpet Cleaning when requested**

Lot Description **Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Alternate**

Quantity **1 square foot**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-30-03 - Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows**

Lot Description **Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Alternate**

Quantity **1 job**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Enter price per job when requested-See specifications for technical details.

Item **25617-30-04 - Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows**

Lot Description **Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Alternate**

Quantity **1 job**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Enter price per job when requested-See specifications for technical details.

Item **25617-31-01 - Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option A: Clean floors 5 times per week**

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Lot Description **Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 5 times per week-See specifications for technical details.

Item **25617-31-02 - Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week**  
 Lot Description **Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-31-03 - Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option A: Daily Restroom Services-5 times per week**  
 Lot Description **Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-32-01 - Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option B: Clean floors 3 times per week**  
 Lot Description **Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

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**Description**

Enter monthly price to clean floors 3 times per week-See specifications for technical details.

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Item	<b>25617-32-02 - Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week</b>
Lot Description	<b>Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option B</b>
Quantity	<b>1 month</b>
Unit Price	<input type="text"/>
Delivery Location	<b>City of Oklahoma City and its Trusts</b> <u>See Bid Packet for Location(s)</u> N/A Oklahoma City OK 73102 <b>Qty 1</b>

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

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Item	<b>25617-32-03 - Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option B: Daily Restroom Services-5 times per week</b>
Lot Description	<b>Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option B</b>
Quantity	<b>1 month</b>
Unit Price	<input type="text"/>
Delivery Location	<b>City of Oklahoma City and its Trusts</b> <u>See Bid Packet for Location(s)</u> N/A Oklahoma City OK 73102 <b>Qty 1</b>

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

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Item	<b>25617-33-01 - Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate: Floor Reconditioning when requested</b>
Lot Description	<b>Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate</b>
Quantity	<b>1 square foot</b>
Unit Price	<input type="text"/>
Delivery Location	<b>City of Oklahoma City and its Trusts</b> <u>See Bid Packet for Location(s)</u> N/A Oklahoma City OK 73102 <b>Qty 1</b>

**Description**

Enter price per square foot -See specifications for technical details.

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Item	<b>25617-33-02 - Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate: Carpet Cleaning when requested</b>
Lot Description	<b>Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate</b>
Quantity	<b>1 square foot</b>

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Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per square foot -See specifications for technical details.

Item **25617-33-03 - Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows**

Lot Description **Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate**

Quantity **1 job**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-33-04 - Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows**

Lot Description **Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate**

Quantity **1 job**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-34-01 - Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Option A: Clean floors 5 times per week**

Lot Description **Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter monthly price to clean floors 5 times per week-See specifications for technical details.

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Item **25617-34-02 - Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week**

Lot Description **Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-34-03 - Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Option A: Daily Restroom Services-5 times per week**

Lot Description **Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-35-01 - Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Option B: Clean floors 3 times per week**

Lot Description **Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 3 times per week-See specifications for technical details.

Item **25617-35-02 - Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week**

Lot Description **Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

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Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-35-03 - Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Option B: Daily Restroom Services-5 times per week**  
 Lot Description **Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-36-01 - Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Alternate: Floor Reconditioning when requested**  
 Lot Description **Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Alternate**  
 Quantity **1 square foot**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-36-02 - Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Alternate: Carpet Cleaning when requested**  
 Lot Description **Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Alternate**  
 Quantity **1 square foot**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

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Item **25617-36-03 - Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows**

Lot Description **Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Alternate**

Quantity **1 job**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-36-04 - Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows**

Lot Description **Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)-Alternate**

Quantity **1 job**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-37-01 - Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option A: Clean floors 5 times per week**

Lot Description **Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter monthly price to clean floors 5 times per week-See specifications for technical details.

Item **25617-37-02 - Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week**

Lot Description **Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)

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N/A  
Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-37-03 - Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option A: Daily Restroom Services-5 times per week**

Lot Description **Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A  
Oklahoma City OK 73102

**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-38-01 - Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option B: Clean floors 3 times per week**

Lot Description **Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A  
Oklahoma City OK 73102

**Qty 1**

**Description**

Enter monthly price to clean floors 3 times per week-See specifications for technical details.

Item **25617-38-02 - Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week**

Lot Description **Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A  
Oklahoma City OK 73102

**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-38-03 - Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option B: Daily Restroom**

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**Services-5 times per week**

Lot Description **Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-39-01 - Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Alternate: Floor Reconditioning when requested**  
 Lot Description **Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Alternate**  
 Quantity **1 square foot**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-39-02 - Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Alternate: Carpet Cleaning when requested**  
 Lot Description **Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Alternate**  
 Quantity **1 square foot**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-39-03 - Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows**  
 Lot Description **Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
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Oklahoma City OK 73102

Qty 1

**Description**

Enter price per job when requested-See specifications for technical details.

Item **25617-39-04 - Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor**

Lot Description **Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Alternate**

Quantity **1 job**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A

Oklahoma City OK 73102

Qty 1

**Description**

Enter price per job when requested-See specifications for technical details.

Item **25617-40-01 - Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Option A: Clean floors 5 times per week**

Lot Description **Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A

Oklahoma City OK 73102

Qty 1

**Description**

Enter monthly price to clean floors 5 times per week-See specifications for technical details.

Item **25617-40-02 - Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week**

Lot Description **Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Option A**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**

[See Bid Packet for Location\(s\)](#)

N/A

Oklahoma City OK 73102

Qty 1

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-40-03 - Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Option A: Daily Restroom Services-5 times per week**

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Lot Description **Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-41-01 - Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Option B: Clean floors 3 times per week**  
 Lot Description **Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 3 times per week-See specifications for technical details.

Item **25617-41-02 - Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week**  
 Lot Description **Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-41-03 - Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Option B: Daily Restroom Services-5 times per week**  
 Lot Description **Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Option B**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

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**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-42-01 - Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate: Floor Reconditioning when requested**

Lot Description **Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate**

Quantity **1 square foot**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-42-02 - Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate: Carpet Cleaning when requested**

Lot Description **Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate**

Quantity **1 square foot**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-42-03 - Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows**

Lot Description **Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate**

Quantity **1 job**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per job when requested-See specifications for technical details.

Item **25617-42-04 - Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor**

Lot Description **Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate**

Quantity **1 job**

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Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
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**Qty 1**

**Description**  
 Enter price per job when requested-See specifications for technical details.

Item **25617-43-01 - Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Option A: Clean floors 5 times per week**  
 Lot Description **Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter monthly price to clean floors 5 times per week-See specifications for technical details.

Item **25617-43-02 - Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week**  
 Lot Description **Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-43-03 - Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Option A: Daily Restroom Services-5 times per week**  
 Lot Description **Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Option A**  
 Quantity **1 month**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
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 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

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Item **25617-44-01 - Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Option B: Clean floors 3 times per week**

Lot Description **Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price to clean floors 3 times per week-See specifications for technical details.

Item **25617-44-02 - Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Option B: Clean office areas, break rooms and entrance areas-5 times per week**

Lot Description **Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily cleaning services 5 times per week-See specifications for technical details.

Item **25617-44-03 - Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Option B: Daily Restroom Services-5 times per week**

Lot Description **Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Option B**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter monthly price for daily restroom services 5 times per week-See specifications for technical details.

Item **25617-45-01 - Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Alternate: Floor Reconditioning when requested**

Lot Description **Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Alternate**

Quantity **1 square foot**

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Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-45-02 - Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Alternate: Carpet Cleaning when requested**  
 Lot Description **Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Alternate**  
 Quantity **1 square foot**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per square foot -See specifications for technical details.

Item **25617-45-03 - Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows**  
 Lot Description **Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per job when requested-See specifications for technical details.

Item **25617-45-04 - Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor**  
 Lot Description **Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Alternate**  
 Quantity **1 job**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter price per job when requested-See specifications for technical details.

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Item **25617-46-01 - SW OKC Pioneer Library-(22,000 sq. ft.): Clean per specs under "D" of locations to be serviced in bid packet**

Lot Description **SW OKC Pioneer Library-(22,000 sq. ft.)**

Quantity **1 month**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter monthly price for cleaning per specs under "D" of locations to be serviced in bid packet

Item **25617-46-02 - SW OKC Pioneer Library-(22,000 sq. ft.): Recondition floor- Quarterly**

Lot Description **SW OKC Pioneer Library-(22,000 sq. ft.)**

Quantity **1 each**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter Quarterly price for recondition floors

Item **25617-46-03 - SW OKC Pioneer Library-(22,000 sq. ft.): Extraction shampoo carpets, semi- annual**

Lot Description **SW OKC Pioneer Library-(22,000 sq. ft.)**

Quantity **1 each**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**  
 Enter price to extraction shampoo carpets- semi annually

Item **25617-46-04 - SW OKC Pioneer Library-(22,000 sq. ft.): Clean blinds and drapes monthly**

Lot Description **SW OKC Pioneer Library-(22,000 sq. ft.)**

Quantity **1 each**

Unit Price

Delivery Location **City of Oklahoma City and its Trusts**  
[See Bid Packet for Location\(s\)](#)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

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**Description**

Enter price to clean blinds and drapes as needed

Item	<b>25617-47-01 - SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows</b>
Lot Description	<b>SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate</b>
Quantity	<b>1 job</b>
Unit Price	<input type="text"/>
Delivery Location	<b>City of Oklahoma City and its Trusts</b> <u>See Bid Packet for Location(s)</u> N/A Oklahoma City OK 73102 <b>Qty 1</b>

**Description**

Enter price per job when requested-See specifications for technical details.

Item	<b>25617-47-02 - SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor</b>
Lot Description	<b>SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate</b>
Quantity	<b>1 job</b>
Unit Price	<input type="text"/>
Delivery Location	<b>City of Oklahoma City and its Trusts</b> <u>See Bid Packet for Location(s)</u> N/A Oklahoma City OK 73102 <b>Qty 1</b>

**Description**

Enter price per job when requested-See specifications for technical details.

Item	<b>25617-47-03 - SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Above Ground Floor</b>
Lot Description	<b>SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate</b>
Quantity	<b>1 job</b>
Unit Price	<input type="text"/>
Delivery Location	<b>City of Oklahoma City and its Trusts</b> <u>See Bid Packet for Location(s)</u> N/A Oklahoma City OK 73102 <b>Qty 1</b>

**Description**

Enter price per job when requested-See specifications for technical details.

Item	<b>25617-48-01 - Additional Services when required: Site Supervisor for Additional Services when required</b>
Lot Description	<b>Additional Services when required</b>
Quantity	<b>1 hour</b>
Unit Price	<input type="text"/>

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Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter hourly rate for on-site supervisor for additional services when required-See specifications for technical details.

Item **25617-48-02 - Additional Services when required: Custodial Worker for Additional Services when required**  
 Lot Description **Additional Services when required**  
 Quantity **1 hour**  
 Unit Price   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter hourly rate for custodial worker for additional services when required-See specifications for technical details.

Item **25617-48-03 - Additional Services when required: Markup for supplies for additional supplies**  
 Lot Description **Additional Services when required**  
 Quantity **1 percentage**  
 Percentage   
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Enter percentage markup for supplies over the Contractors wholesale cost-See specifications for technical details.

Item **25617-49-01 - Attachments: Green Initiative**  
 Lot Description **Attachments**  
 Quantity **1 each**  
 Prices are not requested for this item.  
 Delivery Location **City of Oklahoma City and its Trusts**  
See Bid Packet for Location(s)  
 N/A  
 Oklahoma City OK 73102  
**Qty 1**

**Description**

Attach specifics of green cleaning program with list of furnished equipment, supplies, and cleaning materials. See the section in the technical specifications regarding the City's Sustainable Purchasing Policy.

Item **25617-49-02 - Attachments: Cleaning Process**

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Lot Description **Attachments**

Quantity **1 each**

Prices are not requested for this item.

Delivery Location **City of Oklahoma City and its Trusts**

See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Attach specifics regarding the Contractor's cleaning process and procedure. See Cleaning Process and Procedure section of the technical specifications.

Item **25617-49-03 - Attachments: Anticipated workforce requirements**

Lot Description **Attachments**

Quantity **1 each**

Prices are not requested for this item.

Delivery Location **City of Oklahoma City and its Trusts**

See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Attach a list of the work force requirements to carry out this contract. See Bid Instructions, Pre-Requisites and Submissions section of the technical specifications.

Item **25617-49-04 - Attachments: Bidder's Current W-9**

Lot Description **Attachments**

Quantity **1 each**

Prices are not requested for this item.

Delivery Location **City of Oklahoma City and its Trusts**

See Bid Packet for Location(s)

N/A

Oklahoma City OK 73102

**Qty 1**

**Description**

Attach current W-9

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**BID/PRICING AGREEMENT/CONTRACT FORM & NON-DISCRIMINATION  
STATEMENT**  
**BIDDER MUST ELECTRONICALLY COMPLETE, SIGN AND NOTARIZE THIS  
DOCUMENT PRIOR TO SUBMITTING IN THE ELECTRONIC BID SYSTEM**

**Please be aware that typing in your password acts as your electronic signature, which is  
just as legal and binding as an original signature.**

(See Electronic Signatures in Global and National Commerce Act for more information.)

**THIS DOCUMENT MUST BE ELECTRONICALLY SIGNED AND SUBMITTED WITH THE BID  
OR THE BID WILL BE REJECTED**

**INSTRUCTIONS:** This document MUST be electronically signed and submitted with the bid for the bid to be valid. Failure to electronically sign the this document prior to submitting the electronic bid will result in rejection of your bid. This document constitutes your bid and will be the Pricing Agreement/Contract document under which you are to perform, should your bid be accepted, so it must be properly and completely executed. It is, therefore, essential that you are aware of its terms, as well as those contained in the specifications.

Submit this electronically signed document, along with all accompanying documents:

THIS PRICING AGREEMENT/CONTRACT is made and entered into, by and between  hereinafter referred to as "Bidder" and The City of Oklahoma City, a municipal corporation, or a participating Public Trust of which The City of Oklahoma City is Beneficiary hereinafter referred to as the "Contracting Entity."

WITNESSETH:

WHEREAS, the governing body of the Contracting Entity has approved certain specifications and requested by notice that bids be submitted thereon; and

WHEREAS, this document until executed by the Mayor/Chairman of the Contracting Entity constitutes the Bidder's proposal; and

NOW, THEREFORE, that in consideration of the covenants, agreements and representations as hereinafter set forth, it is mutually agreed by the parties that:

1. The Bidder agrees to sell and deliver to the Contracting Entity, the items of material and/or services, specified in the pricing section of the electronic bid submittal, which is attached hereto and made a part of this Pricing Agreement/Contract. List the prompt payment discount, if any, for this agreement in the space provided below:

Discount for Prompt Payment  %  Days

2. The Bidder expressly warrants that all articles, material, and/or work covered in this Pricing Agreement/Contract will conform to the specifications and electronic bid documents attached to this bid and are hereby incorporated, as if set forth in full herein; and further warrants that the same shall be of good material and workmanship, and free from defects.

3. The Bidder understands that all bids are to be submitted in U.S. dollars at a firm price. Bids submitted in any currency other than U.S. dollars will be rejected.

4. The Bidder also understands that all invoices shall be submitted in U.S. dollars and agrees to accept payment in U.S. dollars as full satisfaction of the invoiced amount.

5. If any of the goods fail to meet the warranties contained in Paragraph 2, above, the Bidder, upon notice from the Contracting Entity, shall promptly correct or replace the same at the Bidder's expense. If the Bidder shall fail to so do, the Contracting Entity may cancel this order as to all such goods, and in addition, may cancel the then remaining balance of this order. After notice to the Bidder, all such goods will be held at the Bidder's risk. The Contracting Entity may, at the Bidder's direction, make available such goods to be returned to the Bidder at the Bidder's

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risk, and all transportation charges, both to and from the original destination, shall be paid by the Bidder. Any payment for such goods shall be refunded by the Bidder unless the Bidder promptly corrects or replaces the same at the Bidder's expense.

6. The Contracting Entity agrees to pay to the Bidder the price and amount in accordance with Paragraph 1 above, based on the quantity actually purchased, upon delivery to and acceptance by the Contracting Entity, of the material and/or service[s] above described and upon the filing by the Bidder, and approval by the Contracting Entity, of a verified claim for the amount due.

7. The Bidder agrees, in connection with the performance of work under this Pricing Agreement/Contract:

a. That the Bidder will not discriminate against any employee or applicant for employment, because of race, creed, color, sex, age, national origin, ancestry or disability. The Bidder shall take affirmative action to ensure that employees are treated without regard to their race, creed, color, age, national origin, sex, ancestry or disability. Such actions shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Bidder agrees to post, in a conspicuous place available to employees and applicants for employment, notices to be provided by the City Clerk/Secretary of the Contracting Entity setting forth the provisions of this section, and;

b. That the Bidder agrees to include this non-discrimination clause in any subcontracts connected with the performance of this Pricing Agreement/Contract.

8. In the event of the Bidder's non-compliance with the above non-discrimination clause, this Pricing Agreement/Contract may be canceled or terminated by the Contracting Entity. The Bidder may be declared by the Contracting Entity ineligible for further Pricing Agreement[s]/Contract[s] with the Contracting Entity until satisfactory proof of intent to comply is made by the Bidder.

9. The risk of loss or damage shall be borne by the Bidder at all times until the acceptance of goods, properly packed, by the Contracting Entity.

10. This Pricing Agreement/Contract, specifications, electronic bid submittal documents and any attachments constitutes the entire understanding and agreement of the parties upon the subject matter hereof. There is no agreement, oral or otherwise, which is not contained in or attached to this Pricing Agreement/Contract. This Pricing Agreement/Contract may not be modified or assigned unless approved in writing and signed by both parties.

11. The parties assume and understand that the variables in the Bidder's cost of performance may fluctuate; consequently, the parties agree that any fluctuations in the Bidder's costs will not alter the Bidder's obligations under this Pricing Agreement/Contract nor excuse performance or delay on the Bidder's part.

12. This Pricing Agreement/Contract shall be inoperative during such period of time that the aforesaid delivery or acceptance may be rendered impossible by reason of fire, Act of God or government regulation. Provided, however, to the extent that the Bidder has any commercially reasonable alternative method of performing this Pricing Agreement/Contract by purchase on the market or otherwise, the Bidder shall not be freed of any obligations hereunder by this clause, even though the goods intended for this Pricing Agreement/Contract were destroyed or their delivery delayed because of an event described above.

13. The shipping or receiving of any goods under this Pricing Agreement/Contract shall not be deemed, or be, a waiver of any right to damages for any prior failure to ship or receive any goods.

14. This Pricing Agreement/Contract shall be governed by the laws of the State of Oklahoma.

15. The Bidder shall be responsible for complying with all applicable federal, state and local laws.

16. If submitting a bid for services, the Bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

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**The undersigned individual states that the Bidder will be bound by all components of its bid, the specification, the terms and conditions of the Pricing Agreement/Contract, and the requirements for Bidders.**

WITNESS the hands of the parties hereto:

**THIS FORM MUST BE ELECTRONICALLY SIGNED AND SUBMITTED WITH THE BID FOR THE BID TO BE VALID**

**Note: The owner or an officer of the business or corporation may sign this document. A Corporate Seal or a letter of authorization is needed for any other signer. For instance, if a Salesman or Manager signs this form, a letter of authorization or Corporate Seal is to be attached.**

Type Name of Authorized Agent

Title of Authorized Agent

Company Name and Address

Zip Code

Telephone Number and Fax Number if any

**BIDDER MUST ELECTRONICALLY COMPLETE, SIGN AND NOTARIZE THIS DOCUMENT**

**Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature.**

(See Electronic Signatures in Global and National Commerce Act for more information.)

**THIS FORM MUST BE ELECTRONICALLY SIGNED AND SUBMITTED WITH THE BID OR THE BID WILL BE REJECTED**

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### NON-COLLUSION AFFIDAVIT

**BIDDER MUST ELECTRONICALLY COMPLETE, SIGN AND NOTARIZE THIS DOCUMENT PRIOR TO SUBMITTING BID**

**Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature.**

**(See Electronic Signatures in Global and National Commerce Act for more information.)**

The undersigned, of lawful age, being duly sworn, upon oath, deposes and says: That the undersigned has the lawful authority to execute the within and foregoing proposal/bid for, and on behalf of, the Proposer/Bidder; that the Proposer/Bidder has not, directly or indirectly, entered into any agreement, express or implied, with any Proposer/Bidder, having for its object the controlling of the price or amount of such proposal/bid, the limiting of the proposals/bids or the Proposers/Bidders, the parceling or farming out to any Proposer/Bidder or other persons, of any part of the Agreement or any part of the subject matter of the proposal/bid, or of the profits thereof, and that Proposer/Bidder has not and will not divulge the sealed proposal/bid to any person whomsoever, except those having a partnership or other financial interest with the Proposer/Bidder in the said proposal/bid, until after the said sealed proposals/bids are opened.

The undersigned further states that the Proposer/Bidder has not been a party to any collusion: among Proposer/Bidders in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from proposing; or with any City/Trust official, City/Trust employee or City/Trust agent as to the quantity, quality, or price in the prospective Agreement, or any other terms of the said prospective Agreement; or in any discussions between the Proposers/Bidders or City/Trust official, City/Trust employee or City/Trust agent concerning the exchange of money or other thing of value for special consideration in the letting of Agreement. The Proposer/Bidder states that it has not paid, given or donated or agreed to pay, give or donate to any City/Trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of Agreement pursuant to this Proposal/Bid.

Witness the hands of the parties hereto:

**The undersigned states that the Proposer/Bidder will be bound by its proposal/bid, the specification, the terms and conditions of the Agreement, and the Requirements for Proposer/Bidders.**

**→ → THIS FORM TO BE COMPLETED BY THE PROPOSER/BIDDER PRIOR TO AGREEMENT APPROVAL ← ←**

<input type="text"/>	<input type="text"/>
Type Name of Authorized Agent/Representative	Title
<input type="text"/>	
Company Name	
<input type="text"/>	<input type="text"/>
Address	Zip Code
<input type="text"/>	
Telephone Number and Fax Number, if any	

**TO BE COMPLETED BY THE NOTARY:**

State of *	)
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County of *	)
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[\*State and County where notarized must be typed in for bid/proposal to be considered.][SAK1]

Signed and sworn to before me on this  day of ,  by

[Day] [Month] [Year] [Print the name of the agent/representative who signed above.]

My Commission Number:

[Oklahoma] Type Name of Notary Public

My Commission Expires:

[Date/Year]

[49 Okla. Stat. 2011 §119]

**BIDDER MUST ELECTRONICALLY COMPLETE, SIGN AND NOTARIZE THIS DOCUMENT PRIOR TO SUBMITTING BID**

**Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature.**

**(See Electronic Signatures in Global and National Commerce Act for more information.)**

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**BIDDER MUST ELECTRONICALLY COMPLETE THIS FORM PRIOR TO SUBMITTING BID**

**SUPPLIER CONTACT INFORMATION**

The purpose of this form is to assist various City Departments and Trusts with placing orders.

**Sales Contact:**

Company Name:

Address:

Contact Person:

Email Address:

Telephone Number:

Fax Number:

**Billing Contact:**

Company Name:

Address:

Contact Person:

Email Address:

Telephone Number:

Fax Number:

**Service Contact:**

Company Name:

Address:

Contact Person:

Email Address:

Telephone Number:

Fax Number:

After Hours Emergency Number(s)

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(Published in *The Journal Record* on December 18, 2024)

**NOTICE TO BIDDERS**

Notice is hereby given that The City of Oklahoma City (“Contracting Entity”) will receive electronic bids at the **OFFICE OF THE CITY CLERK, 200 North Walker Avenue, Oklahoma City, Oklahoma 73102** until 10:00:00 a.m., on the 15th day of January, 2025, for the following:

**BID 25617 – Custodial Services for Various City Buildings**

**MANDATORY PRE-BID MEETING** A mandatory pre-bid meeting will be held on January 7<sup>th</sup>, 2025, at 9:00 am at the General Services Department Building at 3738 S.W. 15<sup>th</sup> Street, Building 19, Oklahoma City, Oklahoma 73108. Bidders must have a company representative present at the meeting in order for a bid to be considered. The site visits are mandatory and will take approximately four hours.

The Contracting Entity has partnered with Periscope (formerly BidSync) to accept bids electronically. You are invited to submit a bid electronically through the Periscope system to supply the goods and/or services specified in the electronic bid packet. The Contracting Entity does not provide access to a computer for electronic bidding or electronic bid submission. Bidders must register in advance with Periscope at <https://prod.bidsync.com/the-city-of-oklahoma-city> in order to submit an electronic bid. The Contracting Entity recommends potential Bidders register and become familiar with the Periscope electronic bidding process in advance of submitting a bid. There is no charge to the Bidder for registering or submitting an electronic bid to the Contracting Entity through Periscope. Instructions on how to get registered to bid through Periscope can be found on The City of Oklahoma City’s website at <https://www.okc.gov/departments/bidding>.

Bids shall be made in accordance with this Notice to Bidder, General Instructions and Requirements for Bidders, Oklahoma Open Records Act and Confidential Information, the Specifications, the Agreement & Non-Discrimination Statement, the Non-Collusion Affidavit, and any other documents which are included in the complete electronic bid packet. The Agreement must be completed, signed, and submitted electronically through Periscope for the bid to be valid.

Bids timely submitted electronically through Periscope shall be opened at the time stated above or later in the City Clerk’s Conference Room, located on the 2nd floor of the Municipal Building. The Periscope system does not allow bids to be submitted after the above stated date and time. There will be no exceptions to this policy. All bids shall remain on file at least 48 hours before an Agreement shall be made and entered.

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The City of OKLAHOMA CITY and its Trusts

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## GENERAL INSTRUCTIONS AND REQUIREMENTS FOR BIDDERS

THESE INSTRUCTIONS, REQUIREMENTS AND ANY SPECIAL INSTRUCTIONS CONTAINED IN THE SPECIFICATIONS ARE A PART OF THE TERMS AND CONDITIONS OF THE BIDDER'S IRREVOCABLE BID AS A FIRM OFFER. ANY EXCEPTIONS TO THESE INSTRUCTIONS, REQUIREMENTS OR SPECIFICATIONS MUST BE SPECIFIED AND SUBMITTED WITH THE BIDDER'S BID. THIS CAN BE ACCOMPLISHED BY SUBMITTING AN ALTERNATE OFFER, IF AVAILABLE ON THE BID, OR BY ENTERING INFORMATION INTO THE "NOTE TO BUYER" FIELD. A BIDDER MAY ALSO SUBMIT EXCEPTIONS BY UPLOADING A SEPARATE DOCUMENT LABELED "EXCEPTIONS" INTO THE PERISCOPE SYSTEM. FAILURE TO INDICATE ANY EXCEPTIONS WILL BE REGARDED AS FULL ACCEPTANCE OF THE REQUIREMENTS, INSTRUCTIONS, AND SPECIFICATIONS CONTAINED IN THIS BID PACKET AND ANY OTHER BID DOCUMENTS RELATED TO THIS BID.

1. **EXAMINATION BY BIDDERS:** All Bidders must examine the specifications, drawings, schedules, special instructions and these general instructions and requirements prior to electronically submitting any Bid/Pricing Agreement/Contract. Failure to examine is at the Bidder's own risk as Bidder will be held to the terms, conditions and requirements therein.
2. **SUBMISSION OF FORMS REQUIRED FOR PRICING AGREEMENT/CONTRACT AWARD:** All bids must be completed electronically, on the forms provided by the Contracting Entity through the electronic bidding system. Bids will not be considered unless the Bid/Pricing Agreement/Contract form is completed, signed and submitted by the Bidder in the electronic bidding system. A Letter of Authorization should also be attached and submitted when the Bidder is not authorized by statute and the Bidder's organizational and establishing documents to sign and bind the Bidder to the Bid/Pricing Agreement/Contract documents. The Non-Collusion Affidavit must be executed by the Bidder or an authorized agent and notarized. The notarization must contain:
  - (a) The notary's signature (electronic signature);
  - (b) Jurisdiction where notarization took place (i.e., State of \_\_, County of \_\_);
  - (c) Date of notarization;
  - (d) The notary's commission expiration date;
  - (e) The notary's commission number (Oklahoma);
  - (f) The notarial seal (the notary seal is not required for electronic notarization); and
  - (g) Comply with all other applicable laws. The Non-Collusion Affidavit must be submitted electronically with the electronic bid packet.
3. **SUBMISSION OF BIDS ELECTRONICALLY TO THE CITY CLERK/SECRETARY:** Bids must be submitted electronically through Periscope and shall be opened at the time stated in the Notice to Bidders, or later, in the City Clerk's Conference Room, located on the 2nd floor of the Municipal Building. The Periscope system does not allow bids to be submitted after the deadline. There will be no exceptions to this policy. All bids shall remain on file at least 48 hours thereafter before a Pricing Agreement/Contract shall be made and entered into thereon.
4. **DESCRIPTIVE TERMS:** Unless the term "no substitute" is used, the use of brand name, manufacturer, make, or catalog designation in describing an item does not restrict Bidders to that particular brand name, etc. The term is simply to indicate the type, character, quality and/or performance equivalence of the item desired. However, the proposed substitution item must be of such character, quality and/or performance equivalence as that indicated in the specifications. A proposed substitute item must include complete data as to the manufacturer's name, type, model number, any descriptive bulletins and specifications. This data can be uploaded electronically through the electronic bidding system.
5. **EXCEPTIONS:** Any exceptions or variances to these instructions or specifications must be submitted with the Bidder's bid. This can be accomplished by submitting an alternate offer, if available on the bid, or by entering information in the "Note to Buyer" field. A Bidder may also submit exceptions by uploading a separate document labeled "Exceptions" into the Periscope system. Failure to indicate any exceptions will be construed to mean that the Bidder offers to furnish the exact commodity as described in the bid specifications and as full acceptance of the requirements, instructions, and specifications contained in this bid packet and any other bid documents related to this bid.
6. **UNIT PRICES:** A unit price for each unit bid must be shown and include any applicable taxes, delivery, and packaging and/or packing, if any, unless otherwise specified. If there is an estimated quantity stated as such in the specifications, the estimate is not a guarantee of the quantity which may be purchased. When the quantity in the Periscope system is listed as "1", Bidder shall bid the per individual unit price. The Contracting Entity may purchase one or more bid item at any given time throughout the term of the Pricing Agreement/Contract. The Periscope system will calculate the total based on the quantity requested by the Contracting Entity and the price entered by the Bidder. The Periscope system will calculate the bid price based on the quantity and price. Items bid as an estimated quantity will be awarded on a "no guarantee" basis. Prices shall be extended in decimals, not fractions, and shall include transportation and delivery charges, prepaid by the Bidder to the destination specified in the special instructions of the specifications.
7. **EXEMPTIONS FROM CERTAIN TAXES:** The purchase of certain goods or services by the Contracting Entity is exempt from the payment of excise, transportation, use, and sales tax imposed by the federal, state and/or city governments. Such taxes must not be included in the bid prices. Any taxes that are not exempt must be included in the bid price. No additional payment or compensation will be made for taxes.
8. **PAYMENTS AND DISCOUNTS:**

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- (a) Payment for goods and services as specified in the Pricing Agreement/Contract shall be processed promptly after completion of delivery and acceptance of items and after receipt from Bidder of properly prepared invoice(s) and/or notarized claim voucher(s), if applicable. Purchases may be made by certain City or Trust employees using a purchasing card. Employees of Contracting Entity are required, when possible, to use a purchasing card for purchases under the amount of \$5,000 for a single transaction. For single transactions over \$5,000, the Bidder may request payment be completed by issuance of a purchase order. Processing fees may not be added when a purchasing card is used. The bid price shall cover any fees a bidder may incur.
  - (b) Discounts for prompt payment will not be considered in bid evaluations, unless otherwise specified. Discounts offered by the Bidder will be taken, however, if payment is made within the discount period.
  - (c) Late charges cannot be assessed against Contracting Entity.
- 9. LATE INVOICES:** If the purchase order indicates that the purchase is being made with City funds, all unpaid invoices pertaining to this Pricing Agreement/Contract must be recorded in the Finance Department, Accounts Payable Section, or in the Office of the City Clerk on or before September 30 for all debts incurred during the prior fiscal year (July 1 through June 30), or said invoice shall be void and forever barred. (See 62 Okla. Stat. 2010 § 310.4).
- 10. DELIVERY:**
- (a) All bid prices quoted shall be based on delivery F.O.B. Oklahoma City, Oklahoma or to any points located within the municipal corporate limits (unless otherwise stated in the bid specifications) with all charges prepaid to the actual point of delivery.
  - (b) Bids must show the number of days required for delivery under normal conditions. Unrealistically short or long delivery promises may cause bids to be rejected. A successful Bidder is required to keep the purchasing department advised at all times of the status of the order and delivery. All goods or services shall be delivered within thirty (30) days from the date of the award of the Pricing Agreement/Contract, unless specified otherwise.
- 11. AWARD OF PRICING AGREEMENT/CONTRACTS:** The Contracting Entity reserves the rights to: award by item, groups of items or all items of the bid; to reject any or all bids in whole or in part; and, waive technical defects, irregularities and/or omissions.
- 12. PERFORMANCE BONDS:** If required by the specifications, the successful Bidder must post the performance bond, a certified or cashier's check in the amount required prior to award of Pricing Agreement/Contract.
- 13. PATENTS:** The Bidder agrees to indemnify and save harmless the Contracting Entity, including any of Contracting Entity's employees, the purchasing agent and assistants from all suits and actions of every nature and description brought against the Bidder and/or any assistants because of, or for the use of, patented or licensed appliances, products, or processes. The Bidder shall pay all royalties and charges which are legal, and equitable evidence of such payment or satisfaction shall be submitted upon request of the Contracting Entity, as a necessary requirement in connection with the final execution of any Agreement/Contract in which patented or licensed appliances, products, or processes are to be used.
- 14. TERMINATION:**
- (a) The performance of services and/or the delivery of items under any Pricing Agreement/Contract may be terminated by the Contracting Entity, in whole or in part, whenever it is determined to be in the best interest of the Contracting Entity.
  - (b) Any such termination will be effected by delivery to the Bidder of a termination notice specifying the extent to which performance or services and/or delivery of ordered commodities is terminated, and the date the termination becomes effective.
  - (c) After receipt of a termination notice, the Bidder shall stop performance of services and/or accept no further orders under the Pricing Agreement/Contract.
- 15. COMPLIANCE WITH APPLICABLE LAWS:** All Proposers must comply with all applicable federal, state or local laws and regulations, including Title VI and all provisions of the Civil Rights Act of 1964 42, U.S.C. §§ 2000d, -et seq.
- 16. SELF-INSURED:** The Contracting Entity is self-insured for its own negligence. The liability of the Contracting Entity for acts of negligence are limited and subject to the Governmental Tort Claims Act, 51 O.S. §§ 151, *et seq.*
- 17. RIGHT TO AUDIT:** The Contracting Entity shall at all times have the right to examine books, papers and records of the successful Bidder relative to all aspects of the Pricing Agreements/Contracts awarded as a result of this bid to confirm Pricing Agreement/Contract compliance. Failure to provide the requested information may result in termination of the Pricing Agreement/Contract. This right to audit only affects Pricing Agreement/Contract compliance as a result of this bid, and does not apply to Bidder records beyond the scope of the Pricing Agreement/Contract.
- 18. REFERENCES:** The Contracting Entity has the right to request references from bidders.
- 19. BID EVALUATION:** Bids will be evaluated based upon the lowest overall cost to the Contracting Entity and a bidder's responsiveness to the requirements of the specifications. The Contracting Entity retains the right to waive minor deficiencies of specifications, technicalities or informalities in a bid, provided that the best interest of the Contracting Entity would be served without prejudice to the rights of other bidders.

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**OKLAHOMA OPEN RECORDS ACT AND CONFIDENTIAL INFORMATION**

All materials submitted to the Contracting Entity pursuant to this Bid or Proposal potentially become subject to the mandates of the Oklahoma Open Records Act, 51 O.S. § 24A.1. *et seq.* The purpose of this Act is to ensure and facilitate the public’s right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Almost all “records,” as that term is defined in the Act, may be disclosed to the public upon request. Except where specific state or federal statutes create a specific and express exemption or confidential privilege, persons who submit information to public bodies have no right to keep this information from public access nor have a reasonable expectation that this information will be kept from public access.

If you believe that any of the information you have submitted to the Contracting Entity pursuant to this Bid or Proposal is exempt or confidential under a specific state or federal statute, and therefore not subject to public access under the Oklahoma Open Records Act, you must comply with the following:

1. Place said documents/records in a separate electronic file attachment marked “Confidential”. DO NOT label your entire Bid or Proposal as “Confidential” – label only those portions of the Bid or Proposal that you feel are exempt or are made confidential by state or federal law as “Confidential”.
2. For each such document for which you are claiming an exemption or a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets, see 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. § 85 *et seq.*

Should an Open Records request be presented to the Contracting Entity requesting information you have identified as “Confidential,” you will be responsible for defending your position in the District Court, if needed.

If you fail to identify any records submitted as part of your Bid or Proposal as “Confidential”, you are agreeing that said records are not exempt or confidential and are subject to public access.

Upon receipt of a request by a third party to review or copy records properly identified as “Confidential,” you will be notified of the request and thereby given an opportunity to immediately enforce and protect your rights by initiating an action in a court of competent jurisdiction. Should you fail to timely bring an action to enforce your rights, then the requested records will be released by the Contracting Entity based upon its determination of the application of the Oklahoma Open Records Act.

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# **BID SPECIFICATIONS**

# **Custodial Services for Various City Buildings**

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**BID SPECIFICATIONS**  
**Custodial Services for Various City Buildings**  
**Instructions to Bidders**

**INTENT:** To secure custodial services for the City of Oklahoma City at various City buildings that are managed by the General Services Department, Building Management Division. The successful Bidder shall supply all machinery, tools, supplies, products, and manpower to successfully fulfill the requirements of these specifications. The selected Bidder shall have the capacity to begin cleaning all locations immediately following Council approval. City staff will be as flexible as possible for reasonable requests to allow time for the awarded Bidder to staff up for the implementation of services

It is anticipated the pricing agreement(s) will be effective on March 15, 2025. The current agreements expire on March 14, 2025.

**MANDATORY PRE-BID MEETING** A mandatory pre-bid meeting will be held on January 7<sup>th</sup>, 2025, at 9:00 am at the General Services Department Building at 3738 S.W. 15<sup>th</sup> Street, Building 19, Oklahoma City, Oklahoma 73108. Bidders must have a company representative present at the meeting in order for a bid to be considered. The site visits are mandatory and will take approximately four hours.

**SCOPE OF AGREEMENT:** The Supplier shall furnish and supply the below listed item(s) in accordance with the terms, conditions and provisions set forth herein.

The Contracting Entity reserves the right to award this Agreement to a single Supplier or to multiple Suppliers, whichever is deemed to be in best interest of the Contracting Entity.

The City reserves the right to award this pricing agreement/contract to a primary vendor and a secondary vendor. Should the need arise, the City reserves the right to cancel the contract with the primary vendor within the first six months after contract award and proceed with the secondary vendor upon submission of necessary insurance.

The Contracting Entity reserves the right to award this Pricing Agreement/Contract to a single Bidder or to multiple Bidders, whichever is deemed to be in best interest of the Contracting Entity. You may bid on some or all items. If you choose not to bid on one of the items respond by typing, "No Bid" in the "Note to Buyer" field of the Line Item in the Periscope system.

**SUBSTITUTE OFFERS:** If the bid specifications provide that the Contracting Entity is accepting substitute offers for a good or service, this option will be available for bidders in Periscope when completing the electronic bid packet. The Contracting Entity is under no obligation to accept a substitute offer.

**CONTRACTING ENTITY:** The term "Contracting Entity" as used throughout this Pricing Agreement/Contract shall mean The City of Oklahoma City and any participating Public Trust which chooses to avail itself of the goods or services from the resultant Pricing Agreement/Contract. Should a participating Public Trust, of which The City of Oklahoma City is Beneficiary, choose to avail itself of goods or services from the resultant Pricing

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Agreement(s)/Contract(s), the Bidder(s) will honor the terms and conditions, including price, of the Pricing Agreement(s)/Contract(s).

**BIDDER:** Upon award of this Pricing Agreement/Contract, the term “Bidder” shall mean the contracting party supplying the goods and/or services.

**PRICING AGREEMENT/CONTRACT PERIOD:** The Pricing Agreement/Contract shall be for one year with the option to renew for two additional one-year periods. The Pricing Agreement/Contract shall be in effect commencing on the date of award as approved by the Contracting Entity.

**PRICING AGREEMENT/CONTRACT RENEWAL OPTION:**

1. This Pricing Agreement/Contract is renewable for two additional one-year periods at the option of the Contracting Entity. Should the Contracting Entity desire to renew the pricing agreement/contract, a written preliminary notice will be furnished to the Bidder prior to the expiration date of the Pricing Agreement/Contract. (Such preliminary notice will not be deemed to commit the Contracting Entity to renew.)
2. Upon receipt of the Contracting Entity's preliminary notice, the Bidder shall, if desired, submit a written agreement to continue Pricing Agreement/Contract performance for an additional one-year period.
3. Should the Contracting Entity exercise this option for renewal, the Pricing Agreement/Contract as renewed shall be deemed to include this option provision except that the total duration of this Pricing Agreement/Contract, including any renewals, shall not exceed three years without approval of the Contracting Entity.
4. In all cases Pricing Agreement/Contract renewals must be approved by the Contracting Entity.

**DELIVERY:** Bidders shall specify their proposed delivery times for the requested goods and services in the Line-Item pricing area in the electronic bidding system. If a deadline is specified and no alternative is proposed, the Bidder will have agreed to meet the stated deadline.

**INSPECTION AND ACCEPTANCE AT DESTINATION:**

1. Final inspection and acceptance shall be at destination. Acceptance will occur after the goods or results of the services have been inspected and when determined by designated competent staff to have met the bid specifications. Delivery does not constitute acceptance.
2. Although source inspection by the Contracting Entity is not anticipated under this Pricing Agreement/Contract, the provisions of this article shall in no way be construed to limit the rights of the Contracting Entity to otherwise conduct source inspections when it deems to be appropriate.

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**F.O.B. DESTINATION:**

1. The Bidder shall deliver each item F.O.B. Destination, Oklahoma City, Oklahoma, and to any and all points designated in the bid specifications.
2. Inside delivery is required unless specifically and expressly stated in the bid specifications.

**COMMERCIAL PACKAGING:** Preservation, packaging, packing, and marking will be in accordance with Bidder's best commercial practice to provide adequate protection against shipping damage. Bidder is required to replace any goods damaged in shipping or delivery.

**ESTIMATED ANNUAL REQUIREMENTS (NO GUARANTEE):**

1. The quantity of any item, good, or service when shown in the price schedule as an estimate of an annual requirement is merely an estimate based on currently available information. The purchase of any such item or quantity of good or service is not guaranteed. Any offer conditioned upon a promise by the Contracting Entity to purchase a minimum or definite quantity of such an item will be rejected.
2. The Bidder agrees to furnish all quantities ordered by the Contracting Entity during the Pricing Agreement/Contract period.
3. The Contracting Entity agrees to place orders with the Bidder for all its requirements for those items shown in the price schedule, as awarded, except as follows:
  - a. Quantities of items needed under conditions of emergency or public exigency as approved by the Purchasing Agent.
  - b. Quantities of items obtainable from State contracts, as approved by the Purchasing Agent.
  - c. Quantities of items where federal funds are involved, and other action is warranted for federal regulatory compliance purposes.
  - d. Quantities of items awarded under specific and separate pricing agreements/contracts.
  - e. Quantities of items which otherwise are determined to be outside the general scope and intent of this Pricing Agreement/Contract.
4. If requirements for any awarded items do not materialize for the quantity estimated in the applicable price schedule, such failure shall not constitute grounds for equitable adjustment or additional compensation.
5. There is no obligation to purchase any items from this Pricing Agreement/Contract, and purchases made in future fiscal years or other contract periods are subject to future appropriations and availability of funds.
6. The Contracting Entity may request Bidder provide quantity discounts when making larger purchases. Quantity discounts will be requested from all Bidders when multiple Pricing Agreements/Contracts are awarded.

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**ORDER OF PRECEDENCE:** In the event of an inconsistency between provisions of this Pricing Agreement/Contract, the inconsistency shall be resolved by giving precedence in the following order: (i) Pricing Agreement/Contract articles, (ii) Bid Specifications, (iii) Notice to Bidders, (iv) General Instructions and Requirements for Bidders, (v) other requirements provided by the Contracting Entity in the bid packet, then (vi) attachments, notes, and exceptions by Bidder.

**PAYMENT METHODS:** The ordering departments will utilize purchase order numbers or purchasing cards for ordering the goods and services they require as the need arises during the Pricing Agreement/Contract period.

The Contracting Entity shall not be held liable for any damages sustained by any Bidder for delivery of goods or services awarded by Pricing Agreement/Contract unless accompanied by an authorized purchase order or purchasing card reference name and number. Delivery of goods or services to any department of Contracting Entity without a purchase order document, purchase order number or purchasing card reference name and number given at the time the order is placed shall constitute an unauthorized purchase.

**PAYMENT/INVOICE:**

1. Payments will be processed promptly after completion of delivery of ordered items and after receipt of properly prepared invoices.
2. FOR ORDERS PLACED BY PURCHASE ORDER: The original invoice must be mailed directly to The City of Oklahoma City, Accounts Payable, 100 N. Walker Avenue, Suite 200, Oklahoma City, Oklahoma 73102, or invoices may be e-mailed to [accountspayable@okc.gov](mailto:accountspayable@okc.gov). If invoices are e-mailed, a paper copy should not be mailed. This information is printed on the front of each purchase order. Copies of invoices may be sent to other addresses upon request. However, if the original invoice is sent to any other address, payment will be delayed, or may not be processed at all. Should another trust or government entity be using this contract they may request a different invoice address.

FOR ORDERS PLACED BY PURCHASING CARD: Do not send invoices, statements etc. to Accounts Payable for purchasing card orders. Please send all purchasing card documents directly to the cardholder. Cardholders are required to submit itemized transaction details such as invoice/delivery tickets with their monthly purchasing card statement. This is a vital part of the monthly reconciliation process. Your cooperation is appreciated. Contracting Entity employees are required, when possible, to use a purchasing card for purchases under the amount of \$5,000 for a single transaction. For single transactions over \$5,000, the bidder may request payment be completed by issuance of a purchase order. Processing fees may not be added when a purchasing card is used. The bid price is expected to cover any fees a bidder may incur.

3. Invoices must contain the following information:
  - a. Bidder's name and address
  - b. Ship to address (department name)
  - c. Purchase order number - **MUST BE INDICATED ON THE INVOICE**
  - d. Itemization of each item purchased to include:
    - i. description/stock number

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- ii. unit price
- iii. quantity
- iv. unit of issue (each, box, dozen, pound, etc.)
- v. total price
- e. Total amount of invoice
- f. Date of delivery

4. Invoices should not reflect any outstanding backorders.

**WARRANTY:**

1. The Bidder warrants that at the time of delivery, all items furnished under this Pricing Agreement/Contract will be free from defects in material or workmanship and will conform to the specifications and all other requirements of this Pricing Agreement/Contract. All Bidders will furnish with their bid one copy of their warranty applicable to the supplies or equipment to be furnished.
2. As to any item which does not conform to this warranty, the Bidder agrees that the Contracting Entity shall have the right to:
  - a. Reject and return each nonconforming item to the Bidder for correction or replacement at the Bidder's expense
  - b. Require an equitable adjustment in the Pricing Agreement/Contract price.
3. This warranty shall be in addition to any other rights of the Contracting Entity.
4. All equipment warranties shall start on the date of installation and will be for the full term of said warranty.

**GENERAL PROVISIONS:** The following documents are attached or by this reference incorporated as a part of this Pricing Agreement/Contract:

- a. Bid/Pricing Agreement/Contract Form & Non-Discrimination Statement
- b. Non-Collusion Affidavit
- c. General Instructions and Requirements for Bidders
- d. Specifications
- e. Oklahoma Open Records Act and Confidential Information

**SAFETY DATA SHEETS:** Any Bidder supplying goods or materials to the Contracting Entity that require a Safety Data Sheet (SDS) will furnish the required sheet or a composite concentration list in one of the following manners:

- a. Submitted as part of the proposal document
- b. Submitted prior to Agreement/Contract award
- c. Submitted with the product invoice
- d. Submitted at the request of the Contracting Entity

In all instances, the Bidder shall furnish the safety data sheets with the products at delivery, and shall comply with all local, state and federal laws providing for identification of materials transported to the Contracting Entity. The appropriate proposal number, Agreement/Contract number, delivery ticket number, or invoice number shall be clearly marked on the safety data sheet or the composite concentration lists. Information regarding Safety Data Sheets can be found on-

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line at <https://www.osha.gov/Publications/OSHA3514.html>. Any question regarding this requirement should be directed to the following address:

Oklahoma City Risk Management Division  
420 W. Main Street, Suite 630  
Oklahoma City, Oklahoma 73102  
(405) 297-3891

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## **BID SPECIFICATIONS**

### **Other Provisions**

**ADDENDA:** It is the Bidder's responsibility to log into the electronic bidding system to monitor any addenda that may be issued during the process. A Bidder's bid will not be accepted if all addenda have not been acknowledged by the Bidder through the electronic bidding system. If you are set up for electronic notifications through the electronic bidding system, you should receive a notification by e-mail when addenda are issued.

**BRAND NAMES/EXAMPLES:** Any brand names are used for **comparative purposes only**. Slight variations from the measurements and sizes given that do not compromise the requirements of the bid specifications will be considered.

**INDEMNITY REQUIREMENTS:** The Bidder assumes all risks incident to or in connection with its purpose to be conducted herein under and shall indemnify, defend and save Contracting Entity harmless from damage or injuries of whatever nature or kind to persons or property arising directly or indirectly out of the Bidder's operations and transportation of the Contracting Entity's equipment to and from repair site regardless of fault and arising from acts or omissions of its employees regardless of fault and shall indemnify, defend, and save harmless Contracting Entity from any penalties for violation of any law, ordinance or regulation affecting or having application to said operation.

**INSURANCE REQUIREMENTS:** The following insurance requirements are applicable and must be obtained prior to contract award if the bid submitted includes on-site installation, on-site maintenance services or other repair services to be performed on the Contracting Entity's property, or if insurance coverage is otherwise requested by the Contracting Entity.

**WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:**  
The Bidder shall carry Worker's Compensation Insurance in amounts as prescribed by the laws of the State of Oklahoma.

**GENERAL LIABILITY INSURANCE:** The Bidder shall carry a general liability insurance policy to protect the Bidder and any the Contracting Entity as Additional Insured from claims for property damage and bodily injury including death, or other loss which may arise directly or indirectly from the activities, omissions, and operations of the Bidder under the Agreement, whether such activities, omissions, and operations be by the Bidder, its subcontractor, or by anyone employed by or acting for the benefit of the Bidder in conjunction with this Agreement. The general liability policy shall have, at a minimum, the following coverage amounts:

**Property Damage Liability** - Limits shall be carried in the amount of not less than twenty-five thousand dollars (\$25,000) to any one person for any single claim for damage to or destruction of property arising out of a single act, accident, or occurrence.

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**All Other Liability** - In the amount not less than one hundred seventy-five thousand dollars (\$175,000) for claims including accidental death, personal injury, and all other claims to any one person out of a single act, accident, or occurrence.

**General Aggregate Limit**- In an amount not less than one million dollars (\$1,000,000) for any number of claims arising out of a single act, occurrence or accident.

**AUTOMOBILE LIABILITY INSURANCE** – The Bidder shall maintain automobile insurance coverage in, at a minimum, the amounts required by Oklahoma law as to the ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles and equipment when said vehicles or equipment is utilized to meet the requirements of this contract.

The insurance policies required herein shall be issued by a company authorized to do business in the state of Oklahoma and acceptable to Contracting Entity. Upon request, the Contracting Entity shall be furnished with a Certificate of Insurance evidencing all of the above-referenced requirements. All policies shall be in the form of an “occurrence” insurance coverage or policy. If any insurance is written in a “claims made” form, the Bidder shall also provide tail coverage that extends a minimum of two years from the expiration of the Pricing Agreement/Contract. Unless stated otherwise above, all policies must be fully insured with any single deductible not exceeding \$25,000. Bidder or Bidder’s insurance company must provide Contracting Entity at least thirty (30) days’ prior written notice of any cancellation or material coverage change in their policies. **The Contracting Entity shall be listed as a Certificate Holder. This Pricing Agreement/Contract requires that Contracting Entity, including The City of Oklahoma City and its participating public trusts to this Contract/Agreement whether named herein or by reference only, be named as additional insured on the Bidder’s insurance policies, except Worker’s Compensation and Employer’s Liability Insurance, to the full limits of the policies and consistent with the same coverages available to the named insured. Any blanket additional insured endorsement which limits coverages to any Contracting Entity is not compliant with this Pricing Agreement/Contract and shall be considered a breach. Contracting Entity must be provided with a Certificate of Insurance or Endorsement evidencing Contracting Entity’s additional insured status prior to contract award. The policy description shall state the following: “Additional insured(s) on the listed policies are those required in the contract.”**

Unless otherwise approved by the Contracting Entity prior to contract award, self-insured retentions will not be accepted unless accompanied by a bond or irrevocable letter of credit guaranteeing payment of the losses, related investigations, claim administration, and defense expenses not otherwise covered by the Bidder’s self-insured retention.

**ACCORD FORM:** The policy description shall state the following “**Additional insured(s) on the listed policies as required by contract.** (The City of Oklahoma City and its participating Trusts). The solicitation number, BID 25617, shall be referenced in the policy description.

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**MATERIALS AND SUPPLIES:** The Contractor shall furnish all materials and supplies necessary to properly perform under this Agreement. When applicable, materials must carry a U.L. label, the approval of the Terrazzo Institute of America for materials used on terrazite floors; and the approval of the manufacturer of the resilient tile for materials used on resilient tile floors. No materials shall be used which will damage floors, floor coverings, woodwork, painted surfaces, furniture or other items being cleaned. A list of all materials to be used shall be submitted to the City's designee for prior approval and the City shall have the privilege of accepting or rejecting any product or materials used by the Contractor. Vendors are highly encouraged to use green cleaning products.

**THE CITY'S SUSTAINABLE PURCHASING POLICY:** The City of Oklahoma City has adopted a Sustainable Purchasing Policy to purchase products that are less toxic, wasteful, and costly to dispose of; products that conserve energy, water, and other natural resources; and products that last longer. The City's policy includes cleaning and janitorial services in our buildings. The following characteristics compared to alternative products intended to perform a similar function, to some verifiable extent, will receive favorable consideration, assuming the procedures and products meet quality and efficiency requirements.

- Minimizes skin, eye, and respiratory irritation;
- Exhibits partial or complete biodegradability;
- Avoids unnecessary additives, including dyes and fragrances;
- Is packaged in recyclable or reusable containers, reducing the use of non-recyclable packaging materials to minimize the City's contribution to pollution and solid waste;
- Meets or exceeds industry-accepted, relevant standards in whole or in part (e.g., U.S. Environmental Protection Agency's (EPA) Design for the Environment program, Energy Star, Forestry Stewardship Council (FSC-US), Green Seal, and EcoLogo).

Building cleanliness is not solely evaluated on appearance; instead, an equal emphasis will be placed on the environmental sustainability of cleaning operations and overall building health. Bidders must address the specifics of their green cleaning program as an uploaded attachment and include their list of furnished equipment, supplies and cleaning materials as listed on one of the following websites:

- <http://greenseal.org/www.rainforest-alliance.org>
- <https://www.carpet-rug.org>
- <http://greencleaningproductsllc.com/commercial-green-clean>
- [www.sustainablesupply.com](http://www.sustainablesupply.com)

**CLEANING PROCESS AND PROCEDURE:** The bidder shall include in their bid the process and procedure their staff will use in each of the following areas. This is also where the Bidder may address their own green initiatives and procedures as those apply to each of these areas. Bidders are required to address the specifics of their cleaning process and procedure as an uploaded attachment.

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- Floor Vacuuming
- Mopping
- Wood surfaces
- Granite and other solid surfaces
- Painted and textured wainscoting
- Spray Buffing
- Floor Stripping and Waxing
- Commodes
- Urinals
- Wash Bowls
- Drinking Fountains
- Toilet Room Cleaning
- Care of Dispensers
- Toilet Paper (toilet paper must be 2-ply)
- Trash Removal
- Recyclable Material Removal
- Training, (both contractor staff and building tenants)
- Carpet Spot Cleaning and Stain Removal - Complete spotting kits supplied by carpet manufacturers are preferred. Vendor must pay for replacement of carpet ruined due to the negligence of their employees or the use of improper (not manufacturer's recommended) cleaning/spotting products.

**REPAIR OF BUILDING:** The General Service Building Management Contact, Joe Dowdell, 405-297-3915 must be notified immediately by phone call, of any fixtures, building equipment or materials that have become loose, out of order or in need of repair or replacement.

**UNDUE INFLUENCE:** Upon advertising this solicitation, no officer, employee, agent, or representative of the Bidder shall have any contact or discussion, verbal or written, with any representative of the Contracting Entity (i.e., Trust Officer, City Council member, City staff, etc.) either directly or indirectly through others in which the Bidder seeks to influence any representative of the Contracting Entity regarding any matters pertaining to this solicitation.

Contacts by the Bidder with the Contracting Entity that do not pertain to a solicitation are exempt from this provision. Examples of these exempt contacts are:

- Private, non-business, contacts with the Contracting Entity by the Bidder's employees acting in their personal capacity
- Business contacts outside of this solicitation that the Contracting Entity may have with the Bidder
- Presentations and/or responses to inquiries initiated by the Contracting Entity
- Pre-bid or pre-proposal conferences
- Discussions with The City Procurement Agent, buyer or departmental contact as outlined in the bid packet

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If a representative of any Bidder submitting a bid violates the foregoing prohibition by contacting any of these parties, such contact may result in the Bidder being disqualified from the procurement process.

**EVALUATION:** Bids will be evaluated based upon price, references, quality of cleaning services, past performance, and required responses to bid. This evaluation may include, at the City's option, site visits to locations the Bidder is currently cleaning to assess the quality of cleaning services. References should be within the extended Oklahoma City Metropolitan area, if possible.

**ESCALATION/DE-ESCALATION:** Bidder may request a price increase or decrease if the Bidder shows satisfactory proof to the Contracting Entity that a price change is justified and beyond the scope of the Bidder's control. It is understood that any percentage or discount offered to the Contracting Entity will remain firm for the duration of the Pricing Agreement/Contract. However, within 10 days of any approved changes in the price list(s) bid, Bidder may furnish the Procurement Services Division three copies of the new price list(s). New price list(s) will be considered effective the date shown on the price list(s), or 10 days from the date price list(s) are received in the Procurement Services Division, whichever is later. The three copies of the changed price list/catalog may be mailed, e-mailed or hand delivered to:

The City of Oklahoma City  
Procurement Services Division  
Attn: Monica Hardesty, Senior Buyer  
100 North Walker, 2<sup>nd</sup> Floor  
Oklahoma City, OK 73102  
[Monica Hardesty@okc.gov](mailto:Monica.Hardesty@okc.gov)

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## **BID SPECIFICATIONS** **Technical Provisions**

**INTENT:** To secure custodial services for the City of Oklahoma City at various City buildings that are managed by the General Services Department, Building Management Division. The successful Bidder shall supply all machinery, tools, supplies, products, and manpower to successfully fulfill the requirements of these specifications. The selected Bidder shall have the capacity to begin cleaning all locations immediately following Council approval. City staff will be as flexible as possible for reasonable requests to allow time for the awarded Bidder to staff up for the implementation of services.

**MANDATORY PRE-BID MEETING** A mandatory pre-bid meeting will be held on January 7<sup>th</sup>, 2024, at 9:00 am at the General Services Department Building at 3738 S.W. 15<sup>th</sup> Street, Building 19, Oklahoma City, Oklahoma 73108. Bidders must have a company representative present at the meeting in order for a bid to be considered. The site visits are mandatory and will take approximately four hours.

**SCOPE OF AGREEMENT:** The Supplier shall furnish and supply the below listed item(s) in accordance with the terms, conditions and provisions set forth herein.

The Contracting Entity reserves the right to award this Agreement to a single Supplier or to multiple Suppliers, whichever is deemed to be in best interest of the Contracting Entity.

The City reserves the right to award this pricing agreement/contract to a primary vendor and a secondary vendor. Should the need arise, the City reserves the right to cancel the contract with the primary vendor within the first six months after contract award and proceed with the secondary vendor upon submission of necessary insurance.

**LOCATION DETAILS:** Locations to receive custodial service:

- City Hall - 200 North Walker (65,750 sq. ft.) – 84 employees
- Municipal Building - 100 N. Walker (43,750 sq. ft.) (Finance and Information Technology) - 171 employees
- James D. Couch Municipal Office Building - 420 W. Main (161,196 sq. ft.) (Various City Departments) – 476 employees
- SW OKC Pioneer Library - 2201 SW 134th Street-(22,000 sq. ft.) - 40 employees plus approximately 3,400 weekly visitors, increasing to approximately 5,000 weekly visitors during the summer months
- Central Maintenance Facility\* - 3738 SW 15<sup>th</sup> Street – Various Buildings at the Central Maintenance Facility (see below):
  - Radio Repair Building (3,125 sq. ft.) – 19 employees
  - Household Hazardous Waste (1,270 sq. ft.) – 7 employees
  - Field Services (8,596 sq. ft.) – 53 employees
  - Street Maintenance Administration (10,082 sq. ft.) – 198 employees
  - Street Maintenance Crew Room (4,050 sq. ft.) - 200 employees
  - Street Maintenance Shop - (1,150 sq. ft.) – 3 employees

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- Street Maintenance Warehouse – (537 sq. ft.) - 3 employees
- Street Maintenance Traffic Operations - (544 sq. ft.) – 30 employees
- Training Center (5,800 sq. ft.) – 0 employees\*
- Fleet Services (excluding shop areas) (4,413 sq. ft.) – 30 employees

\*As a general disclaimer, Central Maintenance Facility, Building #3, Training Center has no employees, however, when there are training events scheduled for that building there could be as many as 300 people at the site.

**MANDATORY SITE VISITS:** All Bidders must perform a site visit before submitting a bid. Bidders who do not perform a site visit will not be considered for contract award.

**ADDITIONAL SERVICES WHEN REQUIRED:** Building Management may request other services be performed that are outside the standard services included in this pricing agreement. City staff may request documentation to verify the correct price is quoted.

**QUALITY/TYPE OF WORK SUPERVISION:** The Bidder shall provide a general supervisor who shall be responsible for the competent performance of all custodial work and who shall be satisfactory to the City. The general supervisor shall have at least two years of experience supervising cleaning crews made up of at least three members. The general supervisor shall respond to a phone call from General Services Department staff within 30 minutes and have the ability to have designated staff on site within two hours to rectify any deficiencies as requested by General Services Department. The supervisor shall be separate from the on-site crew supervisor and the cleaning crew being supervised and shall not perform the cleaning duties specified under this pricing agreement/contract.

The Bidder shall also provide an on-site crew supervisor, who shall be separate from the general supervisor and the cleaning crew being supervised. The on-site crew supervisor shall have at least two years of experience supervising cleaning crews made up of at least three members. The on-site crew supervisor shall be based full-time in Oklahoma City and shall be on-site within one hour of a request by General Services Department staff. The supervisor shall make sufficient daily routine inspections to verify that the work is performed as specified but shall not perform any of the cleaning duties specified under this pricing agreement/contract. The supervisor shall promptly notify the City's designee by phone, of any fixtures, building equipment or materials that have become loose, out of order, or are in need of repair or replacement.

**CUSTODIAL PERSONNEL:** The Bidder shall replace the services of any employee whose conduct the City's designee feels is detrimental to the best interest of the City. The Bidder shall determine through the OSBI (see below) that its personnel do not have police records, which would prevent employment in positions of trust. All employees found to have questionable police records shall be suspended from work until such time as a complete and thorough records search can be made to determine the suitability of said employee for continuance of their prescribed duties. Final determination shall rest with the City.

All custodial employees shall abide by all rules and regulations as set forth by the City. At all times custodial employees will be dressed in clean, neat appearing garments. **The company shall provide each employee with a t-shirt, badge or nametag with the company name or logo and**

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**the employee's name on it, to be worn at all times in plain sight when the personnel are on City property. Under no circumstances shall children, animals or personnel not employed by the successful Bidder accompany the custodial personnel while performing this job.** Smoking by custodial employees is not permitted on City property, buildings, and grounds.

The Bidder shall instruct its personnel that no gratuities shall be solicited or accepted for any reason whatsoever from tenants, customers, or other persons using the premises. Any employee that does not meet this dress and appearance guideline, or is under the influence of drugs or alcohol, shall be asked to leave the premises and not return. The Bidder shall notify General Services Department immediately of any changes in personnel assigned to each facility and follow background check procedure below.

**BACKGROUND CHECK:** Bidder(s) shall provide OSBI background check for felony convictions for all employees working unsupervised in City facilities after hours or on weekend. If any felony convictions are present, then the results of the OSBI check shall be provided to the Oklahoma City Personnel Department and Building Management for review and approval before the potential worker is accepted by the City. A copy of the OSBI check must be provided to Building Management, Attn: Unit Operations Supervisor, 600 SW 12<sup>th</sup> St, Oklahoma City, OK 73109-1318.

**COMPLIANCE WITH APPLICABLE LAWS AND CITY RULES:** The Bidder covenants and agrees that he, his agents, employees, and any duly approved subcontractors will comply with all municipal, state and federal laws, rules and regulations applicable to the business to be conducted under this Agreement, and that he shall, at his own expense, obtain all necessary permits, pay all license fees, and taxes to comply with all municipal, state and federal laws, rules, and regulations applicable to business to be conducted under this contract. Further, the Bidder agrees that he, his agents, employees and any duly approved subcontractor's employees will abide by all rules and regulations as set forth by the City. The Bidder and/or his employees shall be responsible for their own parking, if it is not available at the facilities listed. Bids must be submitted to include each individual location listed. Bid costs should include all supplies and materials, including hand soap, paper products and trash container liners required for proper maintenance of the buildings. Only Bidders who can comply with the following should submit bids:

**BID INSTRUCTIONS, PRE-REQUISITES AND SUBMISSIONS:**

- 1) The Bidder shall have been in the cleaning business handling commercial or industrial accounts for at least three years prior to submission of its bid and shall have experience in cleaning multiple office (private or public) buildings for one year or more.
- 2) The Bidder shall furnish all equipment as required to successfully perform the cleaning per these specifications.
- 3) The Bidder shall have an adequate number of full-time employees on the payroll engaged directly in cleaning work as of the date of the submission of its bid and if awarded the contract, the Bidder shall maintain such minimum number of

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employees throughout the term of the contract as necessary to satisfactorily perform the duties and obligations of said contract. **In the event an assigned employee does not show up at the service location, the Company will send a substitute employee to complete the services for that day.** Subcontractors or franchise participants shall not be used or counted toward the full-time employees unless the bidder shall have received prior written approval from the City Manager or his designee for the use of the subcontractors or franchise participants. The granting of such written approval shall rest in the sole discretion of the City Manager or his designee, and if given, shall be subject to revocation without cause upon 10 days written notice being given to the Bidder. Failure of the Bidder to comply with this subsection shall constitute cause for termination of the contract. Approved subcontractors shall be required to submit the same insurance certificate required of the Bidder. It is the Bidder's responsibility to notify subcontractors of The City's insurance requirements and obtain and submit the insurance certificate to the City of Oklahoma City prior to any services being provided. It is the Bidder's responsibility to ensure subcontractors abide by all terms and conditions of this agreement.

- 4) The work as specified under this contract is to be completed as designated by the General Services Department on the following page under LOCATIONS TO BE SERVICED. Work to be completed on City holidays and weekends must be approved by the General Services Department in advance. If the schedule day to clean is a City holiday, then the business day immediately before the holiday shall be used to service the buildings in place of the normal cleaning day. For example, if the scheduled cleaning days are Tuesday and Friday, and Friday is a City holiday, cleaning shall be done on Thursday of that week.
- 5) The Bidder must include, along with its bid, a submission of the anticipated number of man hours/day and the anticipated workforce required to carry out the specified work. This can be uploaded as an attachment.

The City of Oklahoma City may reject a bid, unless the Bidder has demonstrated to the satisfaction of the City, that the anticipated workforce proposed in the attachment can successfully carry out the services outlined in these specifications.

- 6) The Bidder shall include in its bid, a submission listing at least four references. This will be submitted by completing the technical questionnaire.

**LOCATIONS TO BE SERVICED:**

- A. City Hall - 200 North Walker (65,750 sq. ft.) – 84 employees – See **Minimum Service Requirements A – D** below.

It is anticipated City Hall will be cleaned as follows:

- Clean floors 5 times per week.
- Restrooms will be serviced daily.
- Daily Services will also include vacuuming office areas,

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break rooms and entrance areas

- Alternate price line items should only be provided upon the request of Building Management.
- Custodial Worker on-site Monday through Friday, 8 hrs. a day.

Pricing is also being requested for floor cleaning 3 times per week in case budgetary issues should arise or needs change.

- B. Municipal Building - 100 N. Walker (43,750 sq. ft.) (Finance and Information Technology) - 171 employees – See **Minimum Service Requirements A – D** below.

It is anticipated the Municipal Building will be cleaned as follows:

- Clean floors 5 times per week.
- Restrooms will be serviced daily.
- Daily Services will also include vacuuming office areas, break rooms and entrance areas.
- Alternate price line items should only be provided upon the request of Building Management.
- Custodial Worker on-site Monday through Friday, 8 hrs. a day.
- Stairwells need to be cleaned and vacuumed once a month.

Pricing is also being requested for floor cleaning 3 times per week in case budgetary issues should arise or needs change.

- C. James D. Couch Municipal Office Building - 420 W. Main (161,196 sq. ft.) (Various City Departments) – 476 employees – See **Minimum Service Requirements A – D** below.

It is anticipated the James D. Couch Municipal Office Building will be cleaned as follows:

- Clean floors 5 times per week.
- Restrooms will be serviced daily.
- Daily Services will also include vacuuming office areas, break rooms and entrance areas
- Alternate price line items should only be provided upon the request of Building Management.
- Custodial Worker on-site Monday through Friday, 8 hrs. a day.

Pricing is also being requested for floor cleaning 3 times per week in case budgetary issues should arise or needs change.

- D. SW OKC Pioneer Library - 2201 SW 134th Street - (22,000 sq. ft.) - 40 employees plus approximately 3,400 weekly visitors, increasing to approximately 5,000 weekly visitors during the summer months. – It is anticipated SW OKC Pioneer Library will be cleaned 7 days per week

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as follows:

- Trash pickup interior and exterior (parking lot); daily.
- Cleaning bathrooms and service sink closets and furnishing and restocking of supplies; daily.
- Vacuuming, cleaning and spot cleaning of carpets and floors, service walk-off mats; daily.
- Clean drinking fountains; daily.
- Maintain all interior public areas; daily.
- Wash glass exterior doors and spot clean interior glass doors and windows; daily.
- Spot clean all door and window hardware and frames; daily.
- Clean door saddles of debris; daily.
- Dust all low reach areas including furniture, structures, baseboards, sills, doors, paneling; weekly.
- Buff floors; weekly.
- Recondition Floors; quarterly
- Empty recycling containers; weekly.
- Wipe down bathroom walls and partitions; monthly.
- Dust high reach areas including tops of door frames, structures, HVAC registers, tops of partitions and shelving, wall frames, light fixtures; monthly.
- Vacuum upholstered furniture; monthly.
- Extraction shampoo carpets; semi-annually.
- Clean blinds and drapes; monthly.
- Window cleaning; semi-annually.
- Bathrooms will need to have manual paper towel dispensers added
- Parking lot clean-up/policing of trash-daily.
- Additional alternate price line items should only be provided upon the request of Building Management.
- Bathrooms will need to have two manual paper towel dispensers added

E. Central Maintenance Facility\* - 3738 SW 15<sup>th</sup> Street – Various Buildings at the Central Maintenance Facility (see below):

It is anticipated buildings at the Central Maintenance Facility will be cleaned as follows:

- Clean floors 5 times per week.
- Clean 4pm -12am
- Restrooms will be serviced daily.
- Daily Services will also include vacuuming office areas, break rooms and entrance areas.
- Alternate price line items should only be provided upon the request of Building Management.

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Pricing is also being requested for floor cleaning 3 times per week in case budgetary issues should arise or needs change.

- Radio Repair Building (3,125 sq. ft.) – 19 employees – See **Minimum Service Requirements A – D** below.
- Household Hazardous Waste (1,270 sq. ft.) – 7 employees – **Minimum Service Requirements A – D** below.
- Field Services (8,596 sq. ft.) – 53 employees – See **Minimum Service Requirements A – D** below.
- Street Maintenance Administration (10,082 sq. ft.) – 198 employees – See **Minimum Service Requirements A – D** below.
- Street Maintenance Shop-(1,150 sq. ft.) – 3 employees – See **Minimum Service Requirements A – D** below.
- Training Center (5,800 sq. ft.) – 0 employees\* – See **Minimum Service Requirements A – D** below.
- Fleet Services - excluding shop areas (4,413 sq. ft.) – 30 employees – See **Minimum Service Requirements A – D** below.
- Street Maintenance Crew Room (4,050 sq. ft.) - 200 employees – See **Minimum Service Requirements A – D** below.
- Street Maintenance Warehouse – Building # 16 (537 sq. ft.) - 3 employees- See **Minimum Service Requirements A – D** below.
- Street Maintenance Traffic Operations – Building #18 (544 sq. ft.) 30 – employees – See **Minimum Service Requirements A – D** below.
- General Services Administration / Building Management Warehouse (10,700 sq. ft.) – 50 people. - See **Minimum Service Requirements A – D** below.

As a general disclaimer, Central Maintenance Facility, Building #3, Training Center has no employees, however, when there are training events scheduled for that building there could be as many as 300 people at the site.

These buildings are considered to be at full capacity. However, City offices are sometimes renovated, moved or reallocated for office space. In these cases, departments will be moved in stages and existing office space will be remodeled. There will be vacant office space in various buildings at different times.

When office space is vacant or being renovated, the City will contact the vendor as custodial services may not be required. In addition, on occasion, building space may be reallocated which would create the need for additional custodial services. The payment for cleaning the facilities that are affected will be calculated as follows:

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Square footage that still needs to be cleaned and is not vacant or being renovated

- Square footage included in contract as awarded
- Monthly payment included in contract as awarded
- = Monthly payment for custodial services during renovation

**PERFORMANCE:** All performance shall be subject to inspection and approval by the City's designee. In terms of standard of excellence, 100% excellence in the work performed and compliance shall be the goal. The City reserves the right to recover the actual cost for damages caused through the inattention, omission, or negligence of the Bidder's employees or subcontractors. **CONTRACT NON-COMPLIANCE ISSUES WILL BE ENFORCED.**

The Bidder, or their representative, and the Procurement Services Buyer of record will receive from the City designee an email notification of any infractions by the next scheduled workday. A copy of this infraction notification will be kept on file for the purpose of determining Bidder performance. Should unresolved instances of infractions of the contract become excessive, the Bidder's non-compliance with the terms of this contract may result in the cancellation of the contract. Customer service, responsiveness, and the ability to address concerns while keeping buildings clean and provisioned so that the same problems do not reoccur is critical to maintain this contract.

The City reserves the right to recover the actual cost for damages caused through the inattention, omission, or negligence of the Bidder's employees.

Floors, walls, bright work, fixtures, etc., either not cleaned or not cleaned in a satisfactory manner, (i.e. streaked, smudged, missed spots, etc.) shall be considered not cleaned and reported as a non-compliance issue for the purposes of documentation of Bidder performance.

The Bidder or their representative will receive from the City written notification of any infractions the next business day or as soon as practical. A copy of this infraction notification will be kept on file for the purpose of determining poor Bidder performance. Documentation of poor Bidder performance or violation of contract procedures, in excess of three occurrences per month for any two months (not necessarily consecutive), shall be considered excessive non-compliance with the terms of this contract and may result in the cancellation of this contract.

**STORAGE OF SUPPLIES AND EQUIPMENT:** Storage areas are provided at each location for stock items, cleaning supplies, mop buck and trash can. Mops will be wrung dry and mop buckets will be stored empty to ensure no odors are emitted. Mops shall be replaced as needed. Bidder shall have on hand a sufficient supply of cleaning supplies in order for their employee to clean properly and a sufficient supply of toilet tissue and paper towels to refill dispensers.

**MINIMUM SERVICE REQUIREMENTS:** This section includes the minimum service requirements that must be met by this contract/pricing agreement.

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**A. FLOORS**

- Vacuum all carpeted areas.
- Dust mop all resilient and composition floors with treated dust mops. Damp mop to remove spills and water stains as required.

**B. DAILY SERVICES TO INCLUDE ALL OFFICE AREAS, BREAK ROOMS AND ENTRANCE AREAS:**

- Turn off all lights as soon as possible at night, lock entrance doors to all areas (required each night).
- Empty all waste paper baskets, replace plastic liners (clear translucent) and wipe clean other trash containers.
- Vacuum all stairwells and mop as needed.
- Vacuum and mop all elevators and elevator door tracks.
- Empty all desk side recycling containers.
- The City is requiring the selected vendor to include collection of materials from recycling and trash receptacles and deliver to the designated recycling dumpster or area. This will not increase the volume of waste removed from the facility, but will direct specific materials to specific dumpsters/collection areas.
- Remove all trash and recyclable materials from floors to the designated trash and recycle areas.
- Papers and folders on desks are not to be moved.
- Clean, sanitize and polish drinking fountains.
- Spot clean all door and window hardware and frames; daily.
- Clean door saddles of debris; daily.
- Dust all low reach areas including furniture, structure, baseboards, sills doors, paneling; weekly.
- Dust high reach areas including tops of door frames, structures, HVAC registers, scheduled to be provided, tops of partitions and shelving, wall frames, light fixtures; monthly.
- Vacuum upholstered furniture; monthly.
- Clean blinds and drapes, as needed.

**C. DAILY RESTROOM SERVICES:**

- Restock restrooms, including paper towels, toilet tissue, seat covers, and hand soap, as required. Care will be exercised to ensure that paper towels and toilet paper are loaded correctly so that they will be properly dispensed. In order to save money, the residential dispenser can be replaced by the vendor with the big roll dispensers. In the event that restocking is not completed as required, the vendor shall be responsible for restocking during business hours.
- Wash and sanitize all toilets, toilet seats, urinals, showers and sinks with non-scratch disinfectant cleaner. Wipe dry all sinks. Hand dryers should be wiped down.

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- Remove stains, descale toilets, urinals and sinks as required.
- Mop all restroom floors with disinfectant germicidal solution. (see attachment with special cleaning instructions for remodeled restrooms with epoxy seamless floors)
- Empty all waste and sanitary napkin and tampon receptacles.
- Replace plastic liners in waste receptacles as required.
- Remove all restroom trash from building.
- Spot clean fingerprints, marks, and partition glass.
- (Optional Item) Restock all sanitary napkin and tampon dispensers as required. If you take on this responsibility, you will be required to keep them in working order and empty all monies.

**D. ALTERNATE CLEAN ITEMS AS SCHEDULED BETWEEN  
CONTRACTED VENDOR AND BUILDING MANAGEMENT:**

- **Floor Reconditioning** - Shower-scrub or otherwise reconditioning, including stripping and re-waxing as required, all resilient or composition flooring to provide a level of appearance equivalent to a completely refinished floor. Contractor should recommend methods and frequencies for cost savings.
- **Carpet Cleaning** - All carpets shall be thoroughly vacuumed and shampooed with an extraction type shampooer. Chemical and soap cleaners may not be used. Scrubber type equipment will not be acceptable. Process should effectively remove stains, dirt, abrasive particles, and microorganisms. The moisture, which is used to clean, must be removed. Shampooing shall be accomplished at a time so as to allow for drying prior to next workday. Drying time should be a minimum of seven hours. Carpet must be cleaned between the hours of 6 p.m. and 10 p.m. to minimize traffic.
- **Window/Glass Cleaning Services Quality of Work** – Windows shall be washed clean and free of streaks, smears, and visible soap residue. Accumulated dirt, paint specks, or other foreign debris must be scraped from windows. Frames shall be scrubbed to remove all dried dirt, insects, debris and other materials so as to be considered clean by City designee. Windowsills shall be washed clean and all drippings wiped dry
- A work schedule must be provided to Joe Dowdell, (405)297-3915 or email [joe.dowdell@okc.gov](mailto:joe.dowdell@okc.gov) prior to start date.

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**ACORD FORM:** The policy description shall state the following: “Additional insured(s) on the listed policies are those required in the contract.” [The City of Oklahoma City and its participating public trusts]

**SOLICITATION NUMBER:** The solicitation number **BID 25617** shall also be referenced in the policy description.

**TECHNICAL QUESTIONS:** Technical questions are to be addressed through the electronic bidding system and the Buyer will respond electronically and issue addenda, if necessary.

**PRICING:** Pricing must be submitted through the Line Item area of the electronic bidding system.

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# LETTER OF AUTHORIZATION

THIS LETTER OF AUTHORIZATION MUST BE COMPLETED IF THE ATTACHED LEGALLY BINDING DOCUMENT WAS NOT SIGNED BY THE STATUTORILY AUTHORIZED OFFICER ON BEHALF OF THE CONTRACTING ENTITY.

City of Oklahoma City or related Public Trust:

This letter authorizes \_\_\_\_\_ to  
(PRINTED NAME OF  
sign the attached legally binding document on behalf of \_\_\_\_\_  
(CONTRACTING ENTITY)  
\_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
**Signature of Authorizing Officer**                      **Printed Title**                      **Date**

\_\_\_\_\_  
**Printed Name of Authorizing Officer**                      **Email Address of Authorizing Officer**

**NOTE: If the Contracting Entity is a**  
**Corporation**      The authorizing officer **must** be: **President, Vice-President, Chairperson, or Vice-Chairperson**  
**LLC**                      The authorizing officer **must** be: **Manager, Managing Member, President, or Vice-President**  
**Partnership**      The authorizing officer **must** be: **General Partner**  
**Joint Venture** The authorizing officer **must** be: **An Authorized Officer of Each of the Ventures**

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**Custodial Services  
Technical Questionnaire & References**

**Bidder must complete the entire questionnaire, including references.**

***Bidder is to indicate compliance in the appropriate box. Explain all NO responses.***

GENERAL QUESTIONS:	Compliance
1. I understand the selected vendor should have the capacity to begin cleaning immediately following Council approval.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. I understand the liability insurance and performance bond as outlined in the specifications will be required within 5 business days of award recommendation notification from Procurement staff. These items must comply with the requirements in the specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. I understand the Contractor shall furnish all materials and supplies necessary to properly perform under this Agreement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The bidder shall have been in the cleaning business, handling commercial or industrial accounts, for at least three years prior to submission of its bid and shall have experience in cleaning one medium to large (40,000 sq. ft. or more) office (private or public) building for <u>one</u> year or more. This requirement must be for a single building, not a complex of buildings.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. The bidder shall furnish all equipment as required to successfully perform the cleaning per these specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. The bidder shall have an adequate number of employees on the payroll engaged directly in cleaning work as of the date of the submission of its bid and if awarded the contract, the vendor shall maintain such minimum number of employees throughout the term of the contract, as necessary to satisfactorily perform the duties and obligations of said contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. The Bidder and/or their employees shall be responsible for their own parking.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Provide current number of employees: <input type="text"/> Subcontractors or franchise participants shall not be used or counted toward the full- time employees.	
9. Provide average retention of employees: <input type="text"/>	
Comments:	<input style="width: 100%; height: 80px;" type="text"/>

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## REFERENCES

Provide the following information for at least four references.

You may be asked to provide additional references if the references provided are for buildings significantly smaller than the one you are bidding on, or if the company is unwilling to allow the bid committee to inspect their building. Bidders will not be asked to accompany the bid committee on these inspections. Bidders providing false references may be disqualified.

1. Company Name:   
Name & location of building cleaned:   
Size of building cleaned: \_sq. ft.  
How long have you cleaned this building?   
How often is it cleaned?   
Does your company clean the carpet at this location?   
Contact person with the company:   
Contact email   
Telephone number for the person listed above:

2. Company Name:   
Name & location of building cleaned:   
Size of building cleaned: \_sq. ft.  
How long have you cleaned this building?   
How often is it cleaned?   
Does your company clean the carpet at this location?   
Contact person with the company:   
Contact email   
Telephone number for the person listed above:

3. Company Name:   
Name & location of building cleaned:   
Size of building cleaned: \_sq. ft.  
How long have you cleaned this building?   
How often is it cleaned?   
Does your company clean the carpet at this location?   
Contact person with the company:   
Contact email   
Telephone number for the person listed above:

4. Company Name:   
Name & location of building cleaned:   
Size of building cleaned: \_sq. ft.

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How long have you cleaned this building?

How often is it cleaned?

Does your company clean the carpet at this location?

Contact person with the company:

Contact email

Telephone number for the person listed above:

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(Internal use only)	
PeopleSoft Vendor ID: _____	Entered by: ____
Helpdesk Ticket #: _____	Date: _____

**The Bidder's Name that is entered on the Bid/Pricing Agreement/Contract Form & Non-Discrimination Form should match the Business Name on the Vendor Registration Form**

### VENDOR REGISTRATION FORM

**If you are a single member LLC classified as a Disregarded Entity on your W-9, you MUST provide the owner's SSN or EIN, not the LLC's EIN (see IRS pub 3402).**

Select One:

- NEW DOMESTIC VENDOR** - Attach the most current IRS W-9 form, along with this form; both MUST be filled out in their entirety.
- NEW FOREIGN ENTITY** - Attach the most current, appropriate, IRS W-8 form, along with this form; both MUST be filled out in their entirety.
- UPDATE EXISTING VENDOR** - Attach the most current IRS W-9/W-8 form, along with this form; both MUST be filled out in their entirety.

**SDBE Program: Please select all applicable vendor characteristics:**

- Disadvantaged Business Enterprise DUNS Number (if any)
- Small Business - as defined by the U.S. Small Business Administration
- Women-Owned Business - % Women-Owned / Controlled  %
- Minority-Owned Business - % Minority-Owned / Controlled  % Ethnicity(ies)

If you checked any of the above boxes, please provide a brief description of your business:

If you checked any of the above boxes, do you wish to receive notifications of upcoming contract opportunities?

**Mailing Addresses:**

**PURCHASE ORDERS**

BUSINESS NAME

ADDRESS 1

**PAYMENT REMITTANCE**

BUSINESS NAME

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ADDRESS 2

CITY

STATE

ZIP CODE

CONTACT PERSON

EMAIL ADDRESS

TELEPHONE NUMBER

ADDRESS 2

CITY

STATE

ZIP CODE

CONTACT PERSON

EMAIL ADDRESS

TELEPHONE NUMBER

Do you wish to receive payments by electronic funds transfer?

Any vendor who accepts payment confirms the following: the invoice is true and correct; the work, service or materials as shown by the invoice or claim have been completed or supplied in accordance with the plans, specifications, orders or requests furnished the vendor; and the vendor has made no payment, directly or indirectly, to any elected official, officer or employee of this City, of money or any other thing of value to obtain payment See [62 O.S. § 310.9](#).

I certify that the information supplied herein is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer is now debarred or otherwise declared ineligible by a public agency for bidding or furnishing materials, supplies or services, to any other public agency thereof. NOTE: Article IV, Section 11 of the City Charter prohibits employees of the City from having a proprietary interest in City Contracts. See 11 O.S. §8-113.

TYPE NAME OF PERSON AUTHORIZED TO SIGN

TITLE

**BIDDER MUST ELECTRONICALLY COMPLETE AND SIGN THIS DOCUMENT PRIOR TO SUBMITTING INTO THE ELECTRONIC BID SYSTEM**

**Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature.**

(See Electronic Signatures in Global and National Commerce Act for more information.)

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## **CONTRACTOR/VENDOR BACKGROUND CHECKS FOR ACCESS TO OR WORK IN CITY AND TRUST BUILDINGS AND STRUCTURES**

The City has established a policy to better secure City and/or Trust owned or operated buildings and structures by requiring background and fingerprint checks of Non-City employees as a condition precedent to entering City and/or Trust buildings and structures. **Contractor/vendor employees and agents who will be required to enter City and Trust buildings and structures to perform a City or Trust Contract will be required to obtain and provide an Oklahoma State Bureau of Investigation background and fingerprint check to the General Service Director or designee before such Contractor/Vendor employee or agent will be permitted to enter City and/or Trust buildings and structures unescorted, at their cost.**

The General Services Director will establish and maintain a list of Non-City employees authorized to enter City and/or Trust buildings and structures. Background and fingerprint records will be maintained by the General Services Department in a secure location within the City’s internal network. Said records will be destroyed within sixty days of: 1) final acceptance by the City Council in the case of construction projects, 2) termination or expiration of a procurement pricing agreement, 3) termination or expiration of an engineering, architectural or planner agreement, or 4) termination or expiration of a professional services agreement, unless the Contractor/Vendor has another contractor or agreement. The City reserves the right and authorizes the General Services Director or designee to request and require any such background check be updated and resubmitted. In addition, the Contractor/Vendor acknowledges and agrees that Contractor/Vendor employees and agents will be asked to verify their identity with a government issued picture identification (Driver’s License, Passport, Oklahoma issued Identification Card) from the employee or agent’s state of residence to enter City and/or Trust owned or operated buildings and structures.

Arrest and/or conviction records may disqualify Contractor/Vendor employees or agents from access or for work in City or Trust buildings and structures.

In addition to the Sex Offenders Registration Act (57 O.S. Section 581 *et seq.*) and the Mary Rippy Violent Crime Offenders Registration Act (57 O.S. Section 591 *et seq.*), the following criteria will be used when reviewing Contractor/Vendor employee or agent requests for building access:

- (a) Any unpardoned felony conviction or plea of nolo contendere may be disqualifying, depending on the nature of the conviction and the relation to the scope of the contract or price agreement, except under the following circumstances:
  - 1. Access to City or Trust buildings and structures is contingent upon successful completion of two (2) years of a deferred or suspended sentence (if the sentence exceeds two (2) years), otherwise, after successfully serving the complete sentence. Applicants must submit two (2) favorable written references, one (1) of which must be from an employer with whom the individual has worked within the last two years. Situations where the applicant is unable to provide a written reference from an employer with whom the individual has worked within the last two (2) years will be reviewed by the General Services Director or designee on a case-by-case basis.
  - 2. Applicants convicted of a felony and ordered to serve time with the Department of Corrections may be eligible for access, depending on the nature of the conviction and the position sought, two (2) years from the date of parole. Applicants must submit two (2) favorable written references, one (1) of which must be from an employer with whom he or she has worked within the last two (2) years will be reviewed by the General Services Director or designee on a case-by-case basis.

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- (b) Any unpardoned conviction(s) involving the following offenses may be disqualifying: moral turpitude; non-consensual sex acts; distribution or trafficking of controlled dangerous substances; assault and battery with a dangerous weapon, or any offense involving a minor as a victim.
- (c) Any applicant who has been convicted of a felony, is a current defendant of a Victim Protection Order (VPO) or has been convicted of a misdemeanor crime of Domestic Violence, will not be considered for facility access. Misdemeanor convictions and traffic violations will be evaluated on an individual basis and may be disqualifying.
- (d) Any applicant with a pending felony or misdemeanor charge (other than minor traffic violations) will be ineligible for access, until a final disposition of the charge is made.
- (e) Any conviction that has been pardoned or expunged cannot be considered in a facility access decision.

If it is determined that information obtained through the applicant's OSBI criminal records check makes the applicant unsuitable for access to City or Trust buildings or structures, the General Services Department will notify the applicant immediately and provide a copy of any criminal record information.

- (a) The applicant will be given seven (7) business days to provide information that negates the validity and relevance of the criminal record. If the information obtained through the criminal records check cannot be invalidated by the applicant, the applicant will be denied facility access.
- (b) In determining an applicant's suitability for facility access, the General Services Department will consider information including, but not limited to the following:
  - 1. Relevance of the crime to the proposed work to be performed.
  - 2. Nature of the work to be performed;
  - 3. Recency of the conviction;
  - 4. Sensitivity of and potential risk to accessible information, systems, or equipment; and
  - 5. Potential risk or threat to City employees.

Upon approval of a contract or agreement by the City Council/Trust, the successful Contractor(s)/Vendor(s) will be required to submit to the General Services Department the following completed documents for **each** employee requiring access to City or Trust buildings and structures to fulfill the terms of the contract or agreement.

- 1. Non-Employee Building Access Request Form – available upon request at (405) 297-2123
- 2. OSBI Criminal History Information Request Portal Response – available at <http://www.ok.gov/osbi/CriminalHistory/CHIRP>

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## Question and Answers for Bid #25617 - Custodial Services for Various City Buildings

### Overall Bid Questions

#### Question 1

Would the agency be open to separating the carpet extraction work from the general custodial services contract, allowing vendors to bid exclusively on carpet cleaning and related tasks as outlined under the 'alternate clean items' section? (Submitted: Dec 19, 2024 9:44:25 AM CST)

#### Answer

- No, we will not be separating the carpet extraction work from this bid as they are vital services needed within this agreement. (Answered: Dec 19, 2024 11:06:47 AM CST)

#### Question 2

Would the agency be open to separating the floor strip-and-wax services from the general custodial services contract, allowing vendors to bid exclusively on these tasks as outlined under the 'alternate clean items' section? (Submitted: Dec 19, 2024 9:45:04 AM CST)

#### Answer

- No, we will not be separating the strip-and-wax services from the general custodial services bid as they are vital services needed within this agreement. (Answered: Dec 19, 2024 11:04:16 AM CST)

#### Question 3

In reference to the 2023 Bid Request, Bid # 23612, what is the name of the current vendor now performing these custodial services? What is/was the abstract of bid prices per location to be service per line item(s), unit price, qty/unit, and total amount awarded per line item? (Submitted: Dec 30, 2024 3:32:29 PM CST)

#### Answer

- For that information, please submit an Open Records Request.

The link to the City website is: <https://www.okc.gov/departments/city-clerk/records-request-form> (Answered: Dec 30, 2024 3:46:52 PM CST)

#### Question 4

Could we get a list of the building names and the numbers that go with the buildings? The packet only tells us the numbers of 3 buildings. (Submitted: Jan 8, 2025 11:43:14 AM CST)

#### Answer

- â€ Building 19 3738 SW 15th Street - General Services Administration  
â€ Building 18 - Street Maintenance Traffic Operations  
â€ Building 16 - Streets Maintenance Warehouse  
â€ Building 8 - Fleet Services  
â€ Building 12 - Welding  
â€ Building 5 - Street Maintenance Crew Room  
â€ Building 4 - Street Maintenance Administration  
â€ Building 3 - Training Center  
â€ Building 1 - Household Hazardous Waste  
â€ Building 2 - Field Services

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â€ Building 14- Radio Shop  
â€ 2201 SW 134th Street - Pioneer Library  
â€ 420 W. Main - James D. Couch Municipal Building  
â€ 100 N. Walker - Finance Municipal Building  
â€ 200 N. Walker - City Hall (Answered: Jan 8, 2025 1:04:09 PM CST)

**Question 5**

1. Is it possible to get specific blueprints related to square footage & floor type of the 3 downtown locations.
2. Can we get a copy of the existing paper and soap supplies list to effectively match the existing dispensers in the restrooms
3. Custodial staff will be onsite during normal business hours at downtown locations to perform all daily task requirements except for Alternate floor services. i.e. restroom, break room, and office cleaning. Is this correct?  
(Submitted: Jan 9, 2025 10:55:55 AM CST)

**Answer**

- 1. Due to security, blueprints will not be available. Square footage for the buildings is listed in the bid.

2. Paper :

standard single rolls

Jumbo toilet paper rolls

Multifold paper towels

Emotion Roll paper towels 8&10â

Other:

Urinal screens and urinal floor mats

Trash liners large medium and small

micro fiber towels

Soap:

Blue azure soap

Symmetry bag soap

Afia bag soap

Pumice soap

3. All cleaning would be completed between 5PM and midnight, the two-day porter positions would be for daily assignments and special projects. (Answered: Jan 13, 2025 3:09:04 PM CST)

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