

SECONDARY 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:

Amy K Simpson
CITY CLERK



David Holt
MAYOR

Reviewed for form and legality.

Baile Richards
ASSISTANT MUNICIPAL COUNSELOR

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Supplier: **Source One Management Services,**

**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 **SourceOne Facilities Management Services Inc.** 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 **0% 30 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.

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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.

MArk Ferrell

Type Name of Authorized Agent

President

Title of Authorized Agent

**SourceOne Management Services Inc 5424 South 99th east 74146
ave tulsa ok**

Company Name and Address

Zip Code

9185516300 9185516302 fax

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: Source One Management Services,**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← ←

Mark Ferrell
Type Name of Authorized Agent/Representative
SourceOne Facilities Management Services, Inc.
Company Name
5424 South 99th East Ave tulsa OK
Address
918-551-6300
Telephone Number and Fax Number, if any

President
Title

74146
Zip Code

TO BE COMPLETED BY THE NOTARY:

State of *)
OK) SSS

County of *)
Tulsa

Signed and sworn to before me on this **13** day of **January,** **2025** by **Mark Ferrell**

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

[49 Okla. Stat. 2011 §119]

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

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/14/2025

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).

PRODUCER Rich & Cartmill, Inc. 2738 E. 51st Street, Suite 400 Tulsa, OK 74105	CONTACT NAME:		
	PHONE (A/C, No, Ext): (918) 743-8811	FAX (A/C, No): (918) 744-8429	
	E-MAIL ADDRESS: richcartmill@rcins.com		
	INSURER(S) AFFORDING COVERAGE	NAIC #	
	INSURER A : Tri-State Ins Co of MN	31003	
INSURED Sourceone Management Services, Inc 5424 S 99th E Ave Tulsa, OK 74146	INSURER B : Accident Fund Ins Co of Am	10166	
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	ADV9172370	6/19/2024	6/19/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	ADV9172370	6/19/2024	6/19/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	X	X	ADV9172370	6/19/2024	6/19/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ Aggregate \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	AFWCP100100423	12/1/2024	12/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Contract or BID#25617

As required by written contract and subject to policy terms and exclusions Certificate Holder, The City of Oklahoma City and its Trusts, are included or named as Additional Insured as respects General Liability, Auto Liability.

As required by written contract, subject to policy terms and exclusions, the certificate Holder, The City of Oklahoma City and its Trusts Is included as primary and non-contributory additional insured as respects to the general liability and auto liability
SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

CANCELLATION

The City of Oklahoma City and its Trusts 100 N Walker Suite 200 Oklahoma City, OK 73102	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

Supplier: Source One Management Services,**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: **SourceOne**Address: **5424 South 99th East Avenue**Contact Person: **Cliff Litchfield**Telephone Number: **9185516300**

Email Address:

Fax Number:

Billing Contact:Company Name: **SourceOne**Address: **5424 South 99th East Avenue**Contact Person: **Cliff Litchfield**Telephone Number: **9185516300**

Email Address:

Fax Number:

Service Contact:Company Name: **SourceOne**Address: **5424 South 99th East Avenue**Contact Person: **Cliff Litchfield**Telephone Number: **9185516300**

Email Address:

Fax Number:

After Hours Emergency Number(s) **918-852-6839**After Hours Emergency Number(s) **918-231-0123**After Hours Emergency Number(s) **918-625-9532**After Hours Emergency Number(s) **cliff.litchfield@sourceone-usa.com**C
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Source One Management Services,

Bid Contact **Cliff Litchfield**
cliff.litchfield@sourceone-usa.com
Ph 918-231-0123

Address **10400 East 21 st**
Tulsa, OK 74129

Qualifications **CS ARCH ENG**

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	Supplier Product Code:	First Offer - \$1,535.00	1 / month	\$1,535.00 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	Supplier Product Code:	First Offer - \$1,535.00	1 / month	\$1,535.00 Y
25617--01-03	City Hall-200 North Walker (65,750 sq. ft.)-Option A: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$1,535.00	1 / month	\$1,535.00 Y
				Lot Total	\$4,605.00

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	Supplier Product Code:	First Offer - \$1,350.00	1 / month	\$1,350.00 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	Supplier Product Code:	First Offer - \$1,535.00	1 / month	\$1,535.00 Y
25617--02-03	City Hall-200 North Walker (65,750 sq. ft.)-Option B: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$1,535.00	1 / month	\$1,535.00 Y
				Lot Total	\$4,420.00

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	Supplier Product Code:	First Offer - \$6,890.00	1 / square foot	\$6,890.00 Y
25617--03-02	City Hall-200 North Walker (65,750 sq. ft.)-Alternate: Carpet Cleaning when requested	Supplier Product Code:	First Offer - \$3,950.00	1 / square foot	\$3,950.00 Y

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25617--03-03	City Hall-200 North Walker (65,750 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	Supplier Product Code:	First Offer - \$1,595.00	1 / job	\$1,595.00	Y
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25617--03-04	City Hall-200 North Walker (65,750 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor	Supplier Product Code:	First Offer - \$695.00	1 / job	\$695.00	Y
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25617--03-05	City Hall-200 North Walker (65,750 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Above Ground Floor	Supplier Product Code:	First Offer - \$4,250.00	1 / job	\$4,250.00	Y
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Lot Total **\$17,380.00**

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	Supplier Product Code:	First Offer - \$2,695.00	1 / hour	\$2,695.00 Y

Lot Total **\$2,695.00**

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	Supplier Product Code:	First Offer - \$1,020.00	1 / month	\$1,020.00 Y
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	Supplier Product Code:	First Offer - \$1,020.00	1 / month	\$1,020.00 Y
25617--05-03	Municipal Building-100 N. Walker- (43,750 sq. ft.)-Option A: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$1,020.00	1 / month	\$1,020.00 Y

Lot Total **\$3,060.00**

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	Supplier Product Code:	First Offer - \$895.00	1 / month	\$895.00 Y

25617--06-02	Municipal Building-100 N. Walker- (43,750 sq. ft.)-Option B: Clean office	Supplier Product Code:	First Offer - \$1,020.00	1 / month	\$1,020.00 Y
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areas, break rooms and entrance
areas-5 times per week

25617--06-03	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Option B: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$1,020.00	1 / month	\$1,020.00	Y
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Lot Total **\$2,935.00**

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	Supplier Product Code:	First Offer - \$5,950.00	1 / square foot	\$5,950.00 Y

25617--07-02	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate: Carpet Cleaning when requested	Supplier Product Code:	First Offer - \$3,500.00	1 / square foot	\$3,500.00 Y
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25617--07-03	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	Supplier Product Code:	First Offer - \$1,500.00	1 / job	\$1,500.00 Y
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25617--07-04	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor	Supplier Product Code:	First Offer - \$495.00	1 / job	\$495.00 Y
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25617--07-05	Municipal Building-100 N. Walker-(43,750 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Above Ground Floor	Supplier Product Code:	First Offer - \$7,500.00	1 / job	\$7,500.00 Y
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Lot Total **\$18,945.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--08-01	Municipal Building-100 N. Walker-(43,750 sq. ft.): Clean stairwell once a month	Supplier Product Code:	First Offer - \$99.00	1 / job	\$99.00 Y

Lot Total **\$99.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--09-01	James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)- Option A: Clean floors 5 times per week	Supplier Product Code:	First Offer - \$3,655.00	1 / month	\$3,655.00 Y

25617--09-02	James D. Couch Municipal Office Building -420 W. Main-(161,196 sq. ft.)- Option A: Clean office areas, break	Supplier Product Code:	First Offer - \$3,655.00	1 / month	\$3,655.00 Y
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rooms and entrance areas-5 times per
week

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	Supplier Product Code:	First Offer - \$3,655.00	1 / month	\$3,655.00	Y
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Lot Total **\$10,965.00**

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	Supplier Product Code:	First Offer - \$3,116.00	1 / month	\$3,116.00	Y
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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	Supplier Product Code:	First Offer - \$3,655.00	1 / month	\$3,655.00	Y
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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	Supplier Product Code:	First Offer - \$3,655.00	1 / month	\$3,655.00	Y
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Lot Total **\$10,426.00**

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	Supplier Product Code:	First Offer - \$7,000.00	1 / square foot	\$7,000.00	Y
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25617--11-02	James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate: Carpet Cleaning when requested	Supplier Product Code:	First Offer - \$12,500.00	1 / square foot	\$12,500.00	Y
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25617--11-03	James D. Couch Municipal Office Building-420 W. Main-(161,196 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	Supplier Product Code:	First Offer - \$5,950.00	1 / job	\$5,950.00	Y
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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	Supplier Product Code:	First Offer - \$1,295.00	1 / job	\$1,295.00	Y
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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	Supplier Product Code:	First Offer - \$13,000.00	1 / job	\$13,000.00	Y
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Lot Total **\$39,745.00**

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	Supplier Product Code:	First Offer - \$2,695.00	1 / hour	\$2,695.00 Y

Lot Total **\$2,695.00**

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	Supplier Product Code:	First Offer - \$99.00	1 / month	\$99.00 Y
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	Supplier Product Code:	First Offer - \$99.00	1 / month	\$99.00 Y
25617--13-03	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$99.00	1 / month	\$99.00 Y

Lot Total **\$297.00**

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	Supplier Product Code:	First Offer - \$82.00	1 / month	\$82.00 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	Supplier Product Code:	First Offer - \$99.00	1 / month	\$99.00 Y
25617--14-03	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option B: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$99.00	1 / month	\$99.00 Y

Lot Total **\$280.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--15-01	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate: Floor Reconditioning when requested	Supplier Product Code:	First Offer - \$845.00	1 / square foot	\$845.00	Y
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25617--15-02	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate: Carpet Cleaning when requested	Supplier Product Code:	First Offer - \$195.00	1 / square foot	\$195.00	Y
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25617--15-03	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate: Window cleaning when requested- Inside Windows	Supplier Product Code:	First Offer - \$95.00	1 / job	\$95.00	Y
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25617--15-04	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Alternate: Window cleaning when requested- Outside Windows	Supplier Product Code:	First Offer - \$95.00	1 / job	\$95.00	Y
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				Lot Total	\$1,230.00	
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	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y
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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	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y
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25617--16-03	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option A: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y
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				Lot Total	\$177.00	
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs

25617--17-01	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Option B: Clean floors 3 times per week	Supplier Product Code:	First Offer - \$49.00	1 / month	\$49.00	Y
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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	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y
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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	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y
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Lot Total **\$167.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--18-01	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate: Floor Reconditioning when requested	Supplier Product Code:	First Offer - \$195.00	1 / square foot	\$195.00 Y
25617--18-02	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate: Carpet Cleaning when requested	Supplier Product Code:	First Offer - \$149.00	1 / square foot	\$149.00 Y
25617--18-03	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	Supplier Product Code:	First Offer - \$25.00	1 / job	\$25.00 Y
25617--18-04	Central Maintenance Facility-Household Hazardous Waste-(1,270 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows	Supplier Product Code:	First Offer - \$25.00	1 / job	\$25.00 Y

Lot Total **\$394.00**

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	Supplier Product Code:	First Offer - \$195.00	1 / month	\$195.00 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	Supplier Product Code:	First Offer - \$195.00	1 / month	\$195.00 Y
25617--19-03	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option A: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$195.00	1 / month	\$195.00 Y

Lot Total **\$585.00**

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	Supplier Product Code:	First Offer - \$165.00	1 / month	\$165.00 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	Supplier Product Code:	First Offer - \$195.00	1 / month	\$195.00 Y

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25617--20-03	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Option B: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$195.00	1 / month	\$195.00	Y
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Lot Total **\$555.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--21-01	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate: Floor Reconditioning when requested	Supplier Product Code:	First Offer - \$1,485.00	1 / square foot	\$1,485.00	Y
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25617--21-02	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate: Carpet Cleaning when requested	Supplier Product Code:	First Offer - \$550.00	1 / square foot	\$550.00	Y
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25617--21-03	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate: Window cleaning when requested- Inside Windows	Supplier Product Code:	First Offer - \$195.00	1 / job	\$195.00	Y
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25617--21-04	Central Maintenance Facility-Field Services-(8,596 sq. ft.)-Alternate: Window cleaning when requested- Outside Windows	Supplier Product Code:	First Offer - \$135.00	1 / job	\$135.00	Y
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Lot Total **\$2,365.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--22-01	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)- Option A: Clean floors 5 times per week	Supplier Product Code:	First Offer - \$229.00	1 / month	\$229.00	Y
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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	Supplier Product Code:	First Offer - \$229.00	1 / month	\$229.00	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	Supplier Product Code:	First Offer - \$229.00	1 / month	\$229.00	Y
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Lot Total **\$687.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--23-01	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)- Option B: Clean floors 3 times per week	Supplier Product Code:	First Offer - \$195.00	1 / month	\$195.00	Y
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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	Supplier Product Code:	First Offer - \$229.00	1 / month	\$229.00	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	Supplier Product Code:	First Offer - \$229.00	1 / month	\$229.00	Y
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Lot Total **\$653.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--24-01	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Alternate: Floor Reconditioning when requested	Supplier Product Code:	First Offer - \$2,550.00	1 / square foot	\$2,550.00	Y
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25617--24-02	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Alternate: Carpet Cleaning when requested	Supplier Product Code:	First Offer - \$395.00	1 / square foot	\$395.00	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	Supplier Product Code:	First Offer - \$195.00	1 / job	\$195.00	Y
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25617--24-04	Central Maintenance Facility-Street Maintenance Admin-(10,082 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows	Supplier Product Code:	First Offer - \$135.00	1 / job	\$135.00	Y
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Lot Total **\$3,275.00**

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	Supplier Product Code:	First Offer - \$99.00	1 / month	\$99.00	Y
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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	Supplier Product Code:	First Offer - \$99.00	1 / month	\$99.00	Y
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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	Supplier Product Code:	First Offer - \$99.00	1 / month	\$99.00	Y
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				Lot Total	\$297.00	
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs	
25617--26-01	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Option B: Clean floors 3 times per week	Supplier Product Code:	First Offer - \$81.00	1 / month	\$81.00	Y
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	Supplier Product Code:	First Offer - \$99.00	1 / month	\$99.00	Y
25617--26-03	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Option B: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$99.00	1 / month	\$99.00	Y

				Lot Total	\$279.00	
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs	
25617--27-01	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate: Floor Reconditioning when requested	Supplier Product Code:	First Offer - \$600.00	1 / square foot	\$600.00	Y
25617--27-02	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate: Carpet Cleaning when requested	Supplier Product Code:	First Offer - \$125.00	1 / square foot	\$125.00	Y
25617--27-03	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	Supplier Product Code:	First Offer - \$25.00	1 / job	\$25.00	Y
25617--27-04	Central Maintenance Facility-Street Maintenance Crew Room-(4,050 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows	Supplier Product Code:	First Offer - \$25.00	1 / job	\$25.00	Y

					Lot Total	\$775.00	
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs		
25617--28-01	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option A: Clean floors 5 times per week	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y	
25617--28-02	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option A:	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y	

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

25617--28-03	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Option A: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y
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Lot Total **\$177.00**

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	Supplier Product Code:	First Offer - \$49.00	1 / month	\$49.00	Y
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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	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y
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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	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y
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Lot Total **\$167.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--30-01	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)- Alternate: Floor Reconditioning when requested	Supplier Product Code:	First Offer - \$295.00	1 / square foot	\$295.00	Y
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25617--30-02	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)- Alternate: Carpet Cleaning when requested	Supplier Product Code:	First Offer - \$95.00	1 / square foot	\$95.00	Y
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25617--30-03	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)- Alternate: Window cleaning when requested-Inside Windows	Supplier Product Code:	First Offer - \$25.00	1 / job	\$25.00	Y
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25617--30-04	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)- Alternate: Window cleaning when requested-Outside Windows	Supplier Product Code:	First Offer - \$25.00	1 / job	\$25.00	Y
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Lot Total **\$440.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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25617--31-01	Central Maintenance Facility-Street	Supplier	First Offer - \$59.00	1 / month	\$59.00	Y
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	Maintenance Warehouse-(537 sq. ft.)- Option A: Clean floors 5 times per week	Product Code:				
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	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y
25617--31-03	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)- Option A: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y

Lot Total **\$177.00**

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	Supplier Product Code:	First Offer - \$49.00	1 / month	\$49.00 Y
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	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00 Y
25617--32-03	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)- Option B: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00 Y

Lot Total **\$167.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--33-01	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate: Floor Reconditioning when requested	Supplier Product Code:	First Offer - \$125.00	1 / square foot	\$125.00 Y
25617--33-02	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate: Carpet Cleaning when requested	Supplier Product Code:	First Offer - \$49.00	1 / square foot	\$49.00 Y
25617--33-03	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	Supplier Product Code:	First Offer - \$25.00	1 / job	\$25.00 Y

25617--33-04	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq.	Supplier Product	First Offer - \$25.00	1 / job	\$25.00	Y
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ft.)-Alternate: Window cleaning when **Code:**
requested-Outside Windows

					Lot Total	\$224.00		
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs		
25617--34-01	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Option A: Clean floors 5 times per week	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y		
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	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y		
25617--34-03	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Option A: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y		
					Lot Total	\$177.00		
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs		
25617--35-01	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Option B: Clean floors 3 times per week	Supplier Product Code:	First Offer - \$49.00	1 / month	\$49.00	Y		
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	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y		
25617--35-03	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Option B: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$59.00	1 / month	\$59.00	Y		
					Lot Total	\$167.00		
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	Supplier Product Code:	First Offer - \$99.00	1 / square foot	\$99.00	Y		
25617--36-02	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Alternate: Carpet Cleaning when requested	Supplier Product Code:	First Offer - \$79.00	1 / square foot	\$79.00	Y		

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25617--36-03	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Alternate: Window cleaning when requested-Inside Windows	Supplier Product Code:	First Offer - \$25.00	1 / job	\$25.00	Y
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25617--36-04	Central Maintenance Facility-Street Maintenance Traffic Ops-(544 sq. ft.)- Alternate: Window cleaning when requested-Outside Windows	Supplier Product Code:	First Offer - \$25.00	1 / job	\$25.00	Y
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				Lot Total	\$228.00	
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Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs
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25617--37-01	Central Maintenance Facility-Training Center-(5,800 sq. ft.)-Option A: Clean floors 5 times per week	Supplier Product Code:	First Offer - \$135.00	1 / month	\$135.00	Y
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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	Supplier Product Code:	First Offer - \$135.00	1 / month	\$135.00	Y
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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	Supplier Product Code:	First Offer - \$135.00	1 / month	\$135.00	Y
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				Lot Total	\$405.00	
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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	Supplier Product Code:	First Offer - \$95.00	1 / month	\$95.00	Y
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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	Supplier Product Code:	First Offer - \$135.00	1 / month	\$135.00	Y
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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	Supplier Product Code:	First Offer - \$135.00	1 / month	\$135.00	Y
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				Lot Total	\$365.00	
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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	Supplier Product Code:	First Offer - \$695.00	1 / square foot	\$695.00	Y
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25617--39-02	Central Maintenance Facility- Training Center-(5,800 sq. ft.)- Alternate: Carpet Cleaning when requested	Supplier Product Code:	First Offer - \$395.00	1 / square foot	\$395.00	Y
25617--39-03	Central Maintenance Facility- Training Center-(5,800 sq. ft.)- Alternate: Window cleaning when requested-Inside Windows	Supplier Product Code:	First Offer - \$35.00	1 / job	\$35.00	Y
25617--39-04	Central Maintenance Facility- Training Center-(5,800 sq. ft.)- Alternate: Window cleaning when requested-Outside Windows, Ground Floor	Supplier Product Code:	First Offer - \$35.00	1 / job	\$35.00	Y
Lot Total					\$1,160.00	
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs
25617--40-01	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)- Option A: Clean floors 5 times per week	Supplier Product Code:	First Offer - \$100.00	1 / month	\$100.00	Y
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	Supplier Product Code:	First Offer - \$100.00	1 / month	\$100.00	Y
25617--40-03	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)- Option A: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$100.00	1 / month	\$100.00	Y
Lot Total					\$300.00	
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	Supplier Product Code:	First Offer - \$85.00	1 / month	\$85.00	Y
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	Supplier Product Code:	First Offer - \$100.00	1 / month	\$100.00	Y
25617--41-03	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)- Option B: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$100.00	1 / month	\$100.00	Y

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Lot Total **\$285.00**

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	Supplier Product Code:	First Offer - \$595.00	1 / square foot	\$595.00 Y
25617--42-02	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate: Carpet Cleaning when requested	Supplier Product Code:	First Offer - \$395.00	1 / square foot	\$395.00 Y
25617--42-03	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	Supplier Product Code:	First Offer - \$95.00	1 / job	\$95.00 Y
25617--42-04	Central Maintenance Facility-Fleet Services (not shop areas)-(4,413 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor	Supplier Product Code:	First Offer - \$95.00	1 / job	\$95.00 Y

Lot Total **\$1,180.00**

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	Supplier Product Code:	First Offer - \$295.00	1 / month	\$295.00 Y
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	Supplier Product Code:	First Offer - \$295.00	1 / month	\$295.00 Y
25617--43-03	Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)- Option A: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$295.00	1 / month	\$295.00 Y

Lot Total **\$885.00**

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	Supplier Product Code:	First Offer - \$225.00	1 / month	\$225.00 Y
25617--44-02	Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-	Supplier Product	First Offer - \$295.00	1 / month	\$295.00 Y

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

25617--44-03	Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Option B: Daily Restroom Services-5 times per week	Supplier Product Code:	First Offer - \$295.00	1 / month	\$295.00	Y
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Lot Total **\$815.00**

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	Supplier Product Code:	First Offer - \$1,995.00	1 / square foot	\$1,995.00 Y

25617--45-02	Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Alternate: Carpet Cleaning when requested	Supplier Product Code:	First Offer - \$450.00	1 / square foot	\$450.00 Y
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25617--45-03	Central Maintenance Facility-General Services Admin Whse-(10,700 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows	Supplier Product Code:	First Offer - \$195.00	1 / job	\$195.00 Y
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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	Supplier Product Code:	First Offer - \$195.00	1 / job	\$195.00 Y
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Lot Total **\$2,835.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--46-01	SW OKC Pioneer Library-(22,000 sq. ft.): Clean per specs under "D" of locations to be serviced in bid packet	Supplier Product Code:	First Offer - \$1,795.00	1 / month	\$1,795.00 Y

25617--46-02	SW OKC Pioneer Library-(22,000 sq. ft.): Recondition floor- Quarterly	Supplier Product Code:	First Offer - \$1,495.00	1 / each	\$1,495.00 Y
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25617--46-03	SW OKC Pioneer Library-(22,000 sq. ft.): Extraction shampoo carpets, semi-annual	Supplier Product Code:	First Offer - \$195.00	1 / each	\$195.00 Y
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25617--46-04	SW OKC Pioneer Library-(22,000 sq. ft.): Clean blinds and drapes monthly	Supplier Product Code:	First Offer - \$195.00	1 / each	\$195.00 Y
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Lot Total **\$3,680.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--47-01	SW OKC Pioneer Library-(22,000 sq. ft.)- Alternate: Window cleaning when requested-Inside Windows	Supplier Product Code:	First Offer - \$795.00	1 / job	\$795.00 Y
25617--47-02	SW OKC Pioneer Library-(22,000 sq. ft.)- Alternate: Window cleaning when requested-Outside Windows, Ground Floor	Supplier Product Code:	First Offer - \$795.00	1 / job	\$795.00 Y
25617--47-03	SW OKC Pioneer Library-(22,000 sq. ft.)- Alternate: Window cleaning when requested-Outside Windows, Above Ground Floor	Supplier Product Code:	First Offer - \$295.00	1 / job	\$295.00 Y

Lot Total **\$1,885.00**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
25617--48-01	Additional Services when required: Site Supervisor for Additional Services when required	Supplier Product Code:	First Offer - \$2,195.00	1 / hour	\$2,195.00 Y
25617--48-02	Additional Services when required: Custodial Worker for Additional Services when required	Supplier Product Code:	First Offer - \$18.00	1 / hour	\$18.00 Y
25617--48-03	Additional Services when required: Markup for supplies for additional supplies	Supplier Product Code:	First Offer - 5.00%	1 / percentage	5.00% Y

Lot Total **\$2,213.00**

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

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Lot Total		\$0.00
Supplier Total		\$147,918.00

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Source One Management Services,

Item: **Attachments:Green Initiative**

Attachments

SourceOne Green Initiative.pdf

Training Doc w equip.pdf

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**SourceOne Green Initiative:**

When SourceOne looks at how we impact the environment while cleaning a facility we consider the following points:

Chemical usage

Dilute chemicals accurately: Too much of a good thing is not always a good thing. We ensure chemicals are always diluted accurately and not overused.

We prefer to use chemical dilution stations: Chemical dilution stations automatically mix the water and chemicals, ensuring that they will not be overused.

We train our staff: Education is vital. We teach your team how much chemical product is required and why it's important to be careful, and there'll be far less chance of overuse.

Water Usage

Saving money on water usage will also significantly reduce our ecological footprint. Our water consumption can harm both aquatic and terrestrial [ecosystems](#). One of the best ways to reign in your water consumption is to limit mopping and using floor scrubbing machines where possible. This also ties back to properly mixing cleaning chemicals to limit wastewater.

Cleaning Cloths & Supplies

Microfiber is far superior to conventional cleaning cloths, and holds more dirt and soil, creating a cleaner environment. Good-quality microfiber requires fewer chemicals in the cleaning process, and it lasts for longer. You can launder microfiber hundreds of times, and good quality microfiber can last up to 700 washes.

Where possible, we use environmentally friendly cleaning products. Looking for enzyme or plant-based chemicals over fluorochemical based solutions. Also, we look for products that have environmental certification, such as GECA. We make every attempt to meet the green requirements set forth by our clients and their unique cleaning needs.

SourceOne is committed to following each of our clients' unique recycling programs operating inside the buildings we maintain. Each of our clients have special needs from a secure Government facility to a Large Medical Facility each needing to protect the sensitive nature of their operations, we are committed to diligently follow the client's programs to safety and securely move recycling materials to their proper disposal locations on site. We make every

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effort to supply Green certified cleaning supplies and techniques to limit our impact on the environment.

Green Chemical Supply Information. In most circumstances SourceOne Uses Green Certified Cleaning Supplies from the Multi-clean line of products see links for additional information.

<https://www.multi-clean.com/products/dilution-control/>

<https://www.multi-clean.com/products/cleaners/>

<https://www.multi-clean.com/products/floor-care/>

SourceOne Green Approach to cleaning Applies to as many categories in the cleaning process as possible, including:

- Surface cleaners and disinfectants
- Degreasers
- Floor cleaners
- Mold and mildew removers
- Toilet cleaners
- Odor control
- Can liners
- Trash cans
- Mops and buckets
- Brooms and dustpans
- Cleaning carts
- Wet floor signs
- Rubber gloves
- Masks
- Hand soaps
- Glass cleaners
- Microfiber cloths
- Vacuums

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- Floor scrubbers and buffers

Currently our Green Equipment Policy is working towards complying with:

Equipment Requirements for IEQc8

Sustainable Cleaning Equipment

- ✓ Vacuum cleaners are certified by the Carpet and Rug Institute “Green Label” Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA.
- ✓ Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute’s “Seal of Approval” Testing Program for deep-cleaning extractors.
- ✓ Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishes, are equipped with vacuums, guards and/or other devices for capturing fine particulates and operate with a sound level of less than 70dBA.
- ✓ Propane-powered floor equipment has high-efficiency, low-emissions engines with catalytic converters and mufflers that meet the California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size and operate with a sound level of less than 90dBA.
- ✓ Automated scrubbing machines are equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids. Alternatively, the scrubbing machines use only tap water with no added cleaning products.
- ✓ Battery-powered equipment is equipped with environmentally preferable batteries (gel, absorbent glass mat, lithium-ion)
- ✓ Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.
- ✓ Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

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CONTRACTOR ENVIRONMENTAL/ HEALTH AND SAFETY EXPECTATIONS

INTRODUCTION AND PURPOSE

SourceOne employs a diverse group of employees who provide specific labor or service functions necessary to its operations. While diverse in nature, we all have a common need for effective EH&S programs to protect our employees, customers, and the community from injury, illness and losses associated with incidents arising from contractor work.

The purpose of SourceOne's EH&S Program is to ensure that employees and subcontractor(s) understand the environmental, health, and safety requirements as they apply to the general scope of our work. We expect employees and contractors to comply with SourceOne EH&S Programs. All references to "employee" below will also apply to subcontractors hired by SourceOne.

Our EH&S Program provides SourceOne with methods to monitor and improve EH&S performance and regulatory compliance, while maintaining the independent contractor relationship.

Benefits the result from improved EH&S practices include:

- o The safety & well-being of employees is increasingly important.
- o Exposure to litigation and regulatory action is decreased.
- o Adequately trained personnel result in improved productivity and quality. o the potential for damage to facilities and equipment is minimized.

The requirements of SourceOne's EH&S Program apply to employees and subcontractors including, but not limited to, those who perform on-site services related to the maintenance, repair, operation, specialty work or renovation/modification on building structures or related facilities/systems, including janitorial, laundry supply, landscaping, delivery, offsite repair, and professional services.

EMPLOYEE AND SUB-CONTRACTOR RESPONSIBILITIES

- Comply with federal, state, and local EH&S regulations, as well as the conditions and requirements of this EH&S Program.
- Promptly notify SourceOne of any observed site hazards or adverse EH&S condition.
- Cooperate with SourceOne to resolve issues that may arise.
- Attending regularly scheduled general EH&S and jobsite / job specific "Tailgate" meetings Immediately report injury or adverse EH&S incident to SourceOne.
- Employees and sub-contractor personnel shall operate equipment and vehicles in a responsible and safe manner anytime they are on Customer/Client property. Affected personnel shall have a current and valid driver's license and comply with all applicable local and/or state laws governing motor vehicle use.
- Be responsible for proper conduct. Horseplay or deleterious conduct that may be termed as disruptive or unsafe will not be permitted on-site and constitute grounds for termination. Employees and subcontractors are not authorized to speak or act as an agent or representative on behalf of the Company.

- Employees and subcontractors are required to immediately notify the Company Project Manager/contact if any federal, state or other law enforcement or regulatory enforcement agency requests permission to inspect or enter worksites at a client-owned or leased facility or premise.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

SourceOne is responsible for assessing the hazards present before any work begins, requiring its employees if necessary to use appropriate PPE, and strictly enforcing its use. Employees and subcontractors are required to provide, wear, and use PPE consistent with any site-specific requirements and applicable regulations. Personnel shall dress appropriately for the intended work.

In addition to specific project-related safety equipment, other equipment that may be required based on risk associated with the task may require the use of at least the following general safety equipment items:

- Safety glasses with side-shields
- Hearing protection
- Fall protection.
- Gloves, and Protective footwear
- Goggles and/or face shields hard hats if needed.

The supervisor shall ensure personnel are familiar with the provided safety equipment and its limitations, use and how it is to be inspected. Supervisors and subcontractors are responsible for making sure that all protective equipment is inspected, well maintained, and always in good working condition.

HAZARD COMMUNICATIONS

SourceOne has established a Hazard Communication Program in accordance with the requirements of 29 CFR 1910.1200. Employee training documentation must be filed upon training and refresher completion.

Supervisors and subcontractors must:

Maintain inventory and Material Safety Data Sheets (MSDS) for hazardous chemicals used or stored on site. SourceOne maintains a master library at its corporate headquarters, as well as copies of MSDS sheets for hazardous chemicals that may be utilized at each facility. Clients may request MSDSs from the SourceOne project manager/contact.

Management will identify chemical hazards, communicate chemical hazard information to employees and subcontractors, and ensure that recommended and appropriate precautions, including PPE usage, are taken when working with hazardous chemicals. ● Label contractor-owned chemical containers as to their content and hazards. Labeling shall comply with the requirements of OSHA 29 CFR 1910.1200.

WORKING IN ELEVATED WORK AREAS

SourceOne, its field supervision, and its subcontractors are responsible for ensuring that all contract personnel are properly trained in the hazards of working in elevated positions in excess of 6 feet in height. SourceOne supervisors and subcontractors will be responsible for providing affected employees with full body harnesses with lanyards and ensuring that the contractor employees who must work at heights where safe work platforms are not available use such equipment. SourceOne-owned equipment, such as ladders and scaffolding, must be maintained and used in compliance with OSHA rules contained in 29 CFR 1910.25 — 1920.30 and approved for the type of work being performed.

UNCIDENT REPORTING AND INVESTIGATION

Supervisors and subcontractors shall immediately—or as soon as practical—notify the SourceOne project manager/contact of all incidents involving employees resulting in an OSHA recorded injury, spill/release of a hazardous material to the environment, fire explosion, or damage, while working onsite at a Client location. Project manager/supervisor shall investigate and document all incidents and forward a copy to SourceOne. SourceOne will conduct post-accident drug and alcohol tests for all accidents or injuries as required by our testing policies and/or as deemed necessary.

EVACUATION

Supervisor shall be responsible for complying with (or establishing, if necessary) an emergency evacuation plan prior to starting any project. Supervisor is responsible for communicating the emergency evacuation plan to its employees, and for ensuring that all contractor employees follow the plan in the event of an alarm.

REPORTING UNSAFE CONDITIONS

Personnel at all levels have the responsibility to make sure safe working conditions are always maintained at our work sites,

Employees shall promptly report to the project supervisor any unsafe conditions or work practices,

Management what be responsible for the reported condition is addressed.

FAILURE TO AND COMPLY WETH PROVISIONS OF PROGRAM CONSTITUTES

GROUNDNS FOR EMMEDIATE TERMNATION.

Cleaning Procedures for Training Please see Guides for:

Floor Vacuuming

Mopping

Wood surfaces

Granite and other solid surfaces

Painted and textured wainscoting

Spray Buffing

Floor Stripping and Waxing

Commodes

Urinals

Wash Bowls

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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

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Guide Sheet**Daily Mopping
Floor Care Training Series****Procedure Description / Descripción Del Procedimiento**

Damp mopping removes surface soils so that floors retain shine and look clean. Damp mopping dirty floors requires frequent changing of mop solution to achieve best results.

El trapo húmedo quita la suciedad de la superficie de manera que los pisos retienen el brillo y lucen limpios. El trapeado húmedo de pisos sucios requiere cambiar frecuentemente la solución del trapo para lograr los mejores resultados.

Equipment and Supplies / Equipo y Fuentes

Gloves
Guantes



Safety Glasses
Gafas de seguridad



Wet Floor Signs
Precaución - Piso Mojado



Cleaning Chemical
Producto químico De la Limpieza



Dust Mop
Mop del Polvo

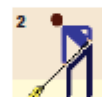


Mop & Bucket
Mop y Cubo

Procedure / Procedimiento

1. Post wet floor signs and prevent access to area until floor is dry. Wear protective equipment listed above while performing the following tasks.
2. Floors must be dry dust mopped or swept before cleaning.
3. Dilute 5 Century with cold water in the mop bucket.
4. Soak mop in the solution and wring out so that mop is not dripping.
5. Mop floor with side to side motion, flip mop over so that both sides are used. Regularly dip mop back in cleaning solution and wring out.

Important: When mop water begins to look soiled, replace with fresh solution.



1. Coloque señales de piso húmedo e impida el acceso a la zona hasta que los pisos estén secos. Use el equipo protector enumerado arriba mientras que realiza estas tareas.
2. Antes de limpiar los pisos debe desempolvarlos con un plumero o barrerlos.
3. Diluya 5 Century con agua fría en el balde de la mopa.
4. Empape el trapo en la solución y escúrralo para que no chorree.
5. Pase el trapo al piso con un movimiento de lado a lado, dé vuelta el trapo de manera de usarlo de ambos lados. Regularmente vuelva a empapar el trapo en la solución limpiadora y escúrralo.

Importante: Cuando el agua del trapo empieza a estar sucia, cámbiela por una solución recién preparada.

Product Guide / Guía Del Producto

Name/Nombre	Function/Función	Dilution/Dilusión
Century Maintenance	Neutral Cleaner (Limpiador)	1:256 (1/2 oz/gallon)

Multi-Clean[®]

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Guide Sheet**Restroom Floors
Restroom Training Series****Procedure Description / Descripción Del Procedimiento**

This procedure is for flooring commonly found in restrooms that includes ceramic, porcelain, and terrazzo.

Este procedimiento es para los pisos que comúnmente se ven en baños, incluyendo cerámicos, porcelana y terrazzo.

Equipment and Supplies / Equipo y Fuentes

Gloves
Guantes



Safety Glasses
Gafas de seguridad



Wet Floor Signs
Precaución - Piso Mojado



Disinfect
Desinfecte



Restroom
Restroom



Mop & Bucket
Mop y Cubo



Cleaning Chemical
Producto químico De la Limpieza

Procedure / Procedimiento

1. Post wet floor signs and prevent access to area until floor is dry.
2. Sweep floor.
3. Properly dilute 256 Century Q into mop bucket.
- 4a. Make sure mop head is clean and in good condition before starting.
- 4b. Soak mop in mop bucket and wring mop until water is not dripping from mop. Mop floor, starting from rear of restroom to exit doorway.
- 4c. Change mop water when it becomes visibly dirty.
5. Allow floor to air dry before removing wet floor signs.



1. Coloque carteles de pisos húmedos e impida el acceso al área hasta que el piso esté seco.
2. Barra el piso.
3. Diluya bien el 256 Century Q en el balde.
- 4a. Asegúrese que el trapeador esté limpio y en buenas condiciones antes de empezar.
- 4b. Sumerja el trapeador en el balde y escúrralo hasta que no chorree agua. Pase el trapeador al piso, empezando por la parte de atrás y hacia la puerta de salida.
- 4c. Cambie el agua del balde cuando esté visiblemente sucia.
5. Deje secar el piso antes de sacar las partes que quedaron húmedas.

Product Guide / Guía Del Producto

Name/Nombre
256 Century Q

Function/Función
Disinfectant cleaner (Limpiador del Tazon)

Dilution/Dilusión
1:256

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Carpet Spotting Guide

General Spotting Techniques

1. Use only enough spotter to wet, do not soak stained area.
2. Use brush to work chemical into stain and agitate the stained carpet.
Do not use carpet brush to brush across carpet - damage to fibers may occur.
3. After a stain has been loosened with **101 Carpet Spotter**, **103 Take-Out** or **102 Beverage Stain Remover**, it should be rinsed from the carpet by extraction. Clear water should be used in the extractor. If an extractor is not available, clear water can be sprayed on the carpet and vacuumed out with a wet/dry vacuum. If a wet/dry vacuum is not available, a white terry-cloth towel can be used to blot the liquid out.

101 Carpet Spotter

General purpose spotter for removing greases, oils, traffic spots and other assorted spots. Contains a mildly alkaline blend of surfactants.
Pint 910671

102 Beverage Stain Remover

Formulated to remove coffee, tea, cola, beer, fruit juice, mustard, jam, jelly, urine, and other similar stains. Formulated with mild citric acid.
Pint 902171



600 Cardigan Road,
Shoreview Minnesota 55126
Phone 651-481-1900
web www.multi-clean.com

103 Take-Out

High performance carpet spotter formulated to remove food stains. Also used for blood, vomit, urine and other similar stains.
Pint 902191

104 Bio-Power

Biological odor neutralizer. Use to neutralize putrid odors from stale urine, rotting garbage and other similar sources.
Pint 902251

105 Non-Volatile Dry Spotter

Solvent blend formulated to remove paint, oil, grease and ink stains. Contains no chlorinated solvents.
Pint 902111

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Guide Sheet**High Speed Burnishing
Floor Care Training Series****Procedure Description / Descripción Del Procedimiento**

High speed burnishing uses a special machine and pad that rotates at high speeds to repair and restore shine to the floor.

El pulido de alta velocidad utiliza una máquina y almohadilla especial que gira a alta velocidad para reparar y restaurar el brillo al piso.

Equipment and Supplies / Equipo y Fuentes

Gloves
Guantes



Safety Glasses
Gafas de seguridad



Wet Floor Signs
Precaución - Piso Mojado



Burnish
Brufido



Finish Mop
Mop Del Final



Burnishing Pad
Pulimento Del Cojin

Procedure / Procedimiento

1. Post wet floor signs and prevent access to area until floor is dry.
2. Clean the floor as described in the daily cleaning procedure.
3. Apply restorer.
4. Begin burnishing floor. You should always be moving, do not run the pad when the machine is not moving.
5. Move in a straight line. With electric machines, a back and forth motion can also be used. Immediately after burnishing, dust mop if the burnisher is not equipped with a dust control mechanism.



1. Coloque señales de piso húmedo e impida el acceso a la zona hasta que los pisos estén secos.
2. Limpie el piso como se describe en el procedimiento de limpieza diaria.
3. Aplicar restaurador.
4. Empiece a pulir el piso. Debe estar siempre en movimiento, no opere la almohadilla si la máquina no está moviéndose.
5. Muévela en línea recta. Con máquinas eléctricas también puede usarse un movimiento hacia atrás y adelante. Inmediatamente después del pulido, pase un plumero para quitar el polvo si la pulidora no viene equipada con un mecanismo de control de polvo.

Product Guide / Guía Del Producto

Name/Nombre	Function/Función	Dilution/Dilución
RSB	Restorer (Acabado)	1:8
Energize Plus	Restorer (Acabado)	RTU

Multi-Clean[®]

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Guide Sheet**Scrub & Recoat
Floor Care Training Series****Procedure Description / Descripción Del Procedimiento**

The scrub and recoat process properly prepares a floor for additional coats of floor finish by removing ground-in dirt and contaminants. A properly prepared floor should have little or no shine.

El proceso de fregado y recubrimiento prepara adecuadamente el piso para aplicar las capas adicionales de acabado de pisos quitando la suciedad y contaminaciones acumuladas. Un piso correctamente preparado debe tener poco o ningún brillo.

Equipment and Supplies / Equipo y FuentesGloves
GuantesSafety Glasses
Gafas de
seguridadWet Floor Signs
Precaución - Piso
MojadoAuto Scrubber
Depurador AutoFloor Pad - Blue
Cojín Del Piso -
AzulDust Mop
Mop del PolvoFinish Mop
Mop Del FinalMop & Bucket
Mop y Cubo**Procedure / Procedimiento**

1. Post wet floor signs and prevent access to the area until floors are dry. Wear protective equipment listed above while performing the following tasks.
2. Dust mop entire floor.
3. Scrub the floor with properly diluted 6 Blue Blazes using a blue pad.
4. Rinse floor with mop/bucket using Century Maintenance. Allow to dry.
5. Apply a thin coat of finish using a mop and bucket or a flat mop system.
6. Allow to dry for 30 minutes or more.
7. Apply a second coat, allow to dry before reopening the area.



1. Coloque señales de piso húmedo e impida el acceso a la zona hasta que los pisos estén secos. Use el equipo protector enumerado arriba mientras que realiza estas tareas.
2. Desempolva todo el piso con un plumero.
3. Friegue el piso con 6 Blue Blazes bien diluido utilizando una almohadilla azul.
4. Enjuague el piso con mopa/balde usando Century.
5. Aplique una capa delgada de acabado utilizando mopa y balde o un sistema de mopa plano.
6. Deje secar durante 30 minutos o más.
7. Aplique una segunda capa, deje secar antes de reabrir la zona.

Product Guide / Guía Del Producto

Name/Nombre	Function/Función	Dilution/Dilusión
Century Maintenance	Neutral Cleaner (Limpiador)	1:128 to 1:64 (1-2 oz/Gallon)
Blue Blazes	AP Cleaner (Limpiador)	1:64 (2 oz/Gallon)
Decade 100	Finish(Acabado)	RTU

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Guide Sheet**Stripping Finish
Floor Care Training Series****Procedure Description / Descripción Del Procedimiento**

The stripping process removes all deteriorated, existing finish down to the bare tile. A properly stripped and rinsed floor is important to ensure new coats of finish can be successfully applied.

El proceso removedor quita todo el acabado deteriorado que tiene el piso, hasta dejar la baldosa desnuda. Un piso bien rasqueteado y enjuagado es importante para asegurar la aplicación exitosa de las nuevas capas de acabado.

Equipment and Supplies / Equipo y Fuentes

Gloves
Guantes



Safety Glasses
Gafas de
seguridad



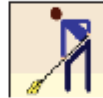
Wet Floor Signs
Precaución - Piso
Mojado



Auto Scrubber
Depurador Auto



Floor Pad - Blue
Cojín Del Piso -
Azul



Dust Mop
Mop del Polvo



Finish Mop
Mop Del Final



Mop & Bucket
Mop y Cubo

Procedure / Procedimiento

1. Post wet floor signs and prevent access to area until floor is dry. Secure area with caution tape. Wear protective equipment listed above while performing the following tasks.
2. Add COLD water to mop bucket. Measure and add Ultra stripper. Apply Ultra Stripper generously to the floor area. WAIT 5 minutes. Then begin scrubbing edges by hand with brush or pad.
3. Begin agitating Ultra Stripper with floor machine and black pad. Do not allow areas to dry out.
4. Pick up solution with a wet dry vacuum. If any finish remains, these areas must be stripped again.
5. Flood rinse by applying a solution of diluted Century Maintenance or Back to 7. Pick up solution with a wet dry vacuum. Optional: Scrub Rinse area thoroughly by scrubbing with an automatic scrubber using diluted Century Maintenance. Final rinse: Use a clean mop and bucket and a fresh solution of diluted Century Maintenance. Allow floor to dry. Apply finish.



1. Coloque señales de piso húmedo e impida el acceso a la zona hasta que los pisos estén secos. Aísle la zona con cinta de precaución. Use el equipo protector enumerado arriba mientras que realiza estas tareas.
2. Añada agua FRÍA al balde de la mopa. Mida y añada producto Ultra Stripper. Aplique Ultra Stripper generosamente en la zona del piso. Espere 5 minutos, luego empiece a refregar los bordes manualmente con cepillo o almohadilla.
3. Empiece agitando Ultra Stripper con la máquina para pisos o la almohadilla negra. Evite que las zonas se sequen.
4. Levante la solución con una aspiradora con ciclo húmedo seco. Si quedaran restos de acabado, a estas zonas debe aplicárseles de nuevo el removedor Stripper.
5. Enjuague el piso aplicando una solución recién preparada de Century diluida. Levante la solución con una aspiradora con ciclo húmedo seco. Opcional: Enjuague la zona completamente pasándole la fregadora automática con Century en dilución. Enjuague final: Utilice un mopa limpia y balde con una solución recién preparada de Century en dilución. Deje secar el piso. Aplicación de acabado.

Product Guide / Guía Del Producto

Name/Nombre	Function/Función	Dilution/Dilución
Century Maintenance	Neutral Cleaner (Limpiador)	1:128 - 1:64 (1-2 oz/Gallon)
Ultra Stripper	Stripper (Removedor)	1:16 to 1:4 (8-32 oz/Gallon)
Back to 7	Neutral Cleaner (Limpiador)	1:128 (1oz/Gallon)

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Guide Sheet**Tile and Grout Restoration
Restroom Training Series****Procedure Description / Descripción Del Procedimiento**

This process will clean and restore grout and tile floors back to new again. This is designed for floors that have been neglected and routine cleaning is not enough to get the floors clean.

Este proceso limpiará y restaurará el brillo a las juntas y pisos de baldosas. Esto es indicado para pisos que han sido descuidados y en los que la limpieza de rutina no alcanza para que los pisos queden limpios.

Equipment and Supplies / Equipo y FuentesGloves
GuantesSafety Glasses
Gafas de
seguridadProtective
Footwear
Calzado ProtectorWet Floor Signs
Precaución - Piso
MojadoRestroom
RestroomMop & Bucket
Mop y CuboWet/Dry Vac
VAC mojado y
seco**Procedure / Procedimiento**

1. Post wet floor signs and prevent access to area until floor is dry.
2. Apply solution of Ultra Stripper to floor.
3. Scrub tile and grout with rotary brush floor machine with a nylon brush.
4. Pick up spent solution with a wet/dry vac.
5. Apply Phos-Clean to grout lines. Let sit on floor for 5-10 minutes. Repeat Step 3 & 4.
6. Rinse floor thoroughly with water. Allow to dry.

See Guide Sheet: "Sealing Tile Grout" for sealing and protecting grout.



1. Coloque carteles de pisos húmedos e impida el acceso al área hasta que el piso esté seco.
2. Aplique una solución de Ultra Stripper al piso.
3. Frote las baldosas y juntas con un cepillo giratorio como máquinas lavapisos con cepillos de nylon.
4. Levante la solución pasada con un aspirador húmedo/seco.
5. Aplique Phos-Clean a las líneas de las juntas. Deje actuar en el piso de 5 a 10 minutos. Repita los pasos 3 y 4.
6. Enjuague el piso completamente con agua. Espere a que el piso se seque.

Consulte la hoja guía: "Sellado de juntas de baldosas" para sellar y proteger las juntas.

Product Guide / Guía Del Producto

Name/Nombre	Function/Función	Dilution/Dilusión
Ultra Stripper	Stripper (Limpiador, Desengrasador)	1:8 (16 ounces per gallon)
Phos-Clean	Bowl & Tile Cleaner (Limpiador)	RTU
Foamy MAC	Restroom Cleaner (Limpiador)	RTU

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Guide Sheet**Sinks Counters Partitions
Restroom Training Series****Procedure Description / Descripción Del Procedimiento**

This process will properly clean restroom surfaces including sinks, fixtures, countertops, and partitions.

Este proceso limpiará adecuadamente las superficies de los baños incluyendo lavabos, artefactos, encimeras y tabiques.

Equipment and Supplies / Equipo y FuentesGloves
GuantesSafety Glasses
Gafas de seguridadWet Floor Signs
Precaución - Piso MojadoRestroom
RestroomDisinfect
DesinfecteWash
Limpiar**Procedure / Procedimiento**

1. Remove any paper towels or other debris as needed.
2. Spray sinks, faucets, counter tops, partition surfaces and any other hard surface with 4 Foamy MAC using a coarse spray or use sponge or wet rag and wipe all surfaces.
3. Wait 10 minutes and wipe with dry cloth, or let surfaces air dry.
4. Spray surfaces that have rust, mineral deposits or soap scum with 4 Foamy MAC and agitate with brush, cloth or sponge as needed.
5. Rinse thoroughly with water. Wipe dry with cloth.



1. Retire las toallas de papel y otros restos según sea necesario.
2. Rocíe los lavabos, llaves, encimeras, superficies de tabiques y toda otra superficie dura con un 4 Foamy MAC con rocío grueso, o utilice una esponja/trapo húmedo y limpie todas las superficies.
3. Espere 10 minutos y pase un trapo seco o deje que las superficies se sequen al aire.
4. Rocíe las superficies que tienen herrumbre, depósitos minerales o suciedad jabonosa con un 4 Foamy MAC y agite con cepillo, paño o esponja según sea necesario.
5. Enjuague completamente con agua. Seque con un paño.

Product Guide / Guía Del Producto

Name/Nombre
4 Foamy Mac

Function/Función
Restroom Cleaner (Limpiador del Tazon)

Dilution/Dilusión
1:16(8 oz per gallon)

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Guide Sheet**Toilets & Urinals
Restroom Training Series****Procedure Description / Descripción Del Procedimiento**

This process will properly clean, disinfect and deodorize toilets and urinals.

Este proceso limpiará, desinfectará y desodorizará correctamente los inodoros y urinarios.

Equipment and Supplies / Equipo y Fuentes

Gloves
Guantes



Safety Glasses
Gafas de seguridad



Wet Floor Signs
Precaución - Piso Mojado



Disinfect
Desinfecte



Toilet
Commode



Restroom
Restroom



Mop & Bucket
Mop y Cubo

Procedure / Procedimiento

1. Lift Toilet Seat. Evacuate water from bowl by forcing it past the trap using a bowl swab.
- 2a. Set aside urinal cake or screen.
- 2b. Apply 1-2 oz of 256 Century Q to the swab. Use the swab to cover the entire inside surface of the toilets and urinals and under the rim.
3. Do not flush toilets or urinals for at least 10 minutes allowing disinfectant contact time.
4. Clean and disinfect exterior surfaces of toilet using 256 Century Q applied to a clean cloth. Leave surfaces visibly moist. Allow to air dry. Repeat process for urinals.
5. Flush toilets and urinals as the last step before mopping the floors.



1. Levante el asiento del inodoro. Desagote el agua del inodoro forzándola a salir con un cepillo para inodoros.
- 2a. Retire la rejilla del urinario.
- 2b. Aplique 1 a 2 onzas de 256 Century Q de inodoros en el cepillo fregador. Use el cepillo fregador para cubrir toda la superficie interna de inodoros y urinarios, especialmente debajo o del borde.
3. No descargue agua en inodoros y urinarios durante al menos 10 minutos para que el desinfectante tenga tiempo suficiente de actuar. Limpie y desinfecte las superficies exteriores de inodoros aplicando 256 Century Q con un paño limpio. Deje las superficies visiblemente húmedas. Espere a que el piso se seque. Repita el proceso con los urinarios.
5. Descargue agua en inodoros y urinarios como último paso antes de pasar el trapeador a los pisos.

Product Guide / Guía Del Producto

Name/Nombre
256 Century Q

Function/Función
Disinfectant cleaner (Limpiador del Tazon)

Dilution/Dilusión
1:256

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Guide Sheet**Top to Bottom Cleaning
Restroom Training Series****Procedure Description / Descripción Del Procedimiento**

A systematic process of cleaning a restroom to maximize cleanliness and efficiency. Always dry dust first, then wet cleaning. Always work from ceiling to floor, and towards the doorway.

Proceso sistemático de limpieza de baños que maximiza el aseo y la eficacia. Siempre pase primero el plumero seco, luego realice la limpieza húmeda. Trabaje siempre desde el techo al piso y hacia la entrada.

Equipment and Supplies / Equipo y FuentesGloves
GuantesSafety Glasses
Gafas de
seguridadWet Floor Signs
Precaución - Piso
MojadoSink
FregaderoToilet
CommodeMop & Bucket
Mop y CuboDisinfect
DesinfecteCleaning Chemical
Producto químico
De la LimpiezaWash
Limpio**Procedure / Procedimiento**

1. Evacuate toilet bowls. Apply bowl cleaner to interior and under rim of toilet bowls and urinals. Move to step 2 (do not flush).
2. Empty trash and wipe out receptacles as needed.
3. Sweep Floor.
4. Restock supplies: toilet paper, towel dispenser, soap dispensers, sanitary napkins etc.
5. Clean the exterior of all dispensers, hand dryers, fixtures, and baby changing stations, etc. Lightly spray surface with germicide, then with a clean cloth.
6. Clean sinks, porcelain surfaces and chrome with germicidal cleaner.
7. Clean walls and partitions especially near stools and urinals.
8. Clean mirrors with glass cleaner and a lint free cloth. Return to toilets, urinals and spray exterior porcelain surface and fixtures with germicidal cleaner and wipe.
9. Swab interior surfaces with bowl mop, then flush.
10. Damp mop floor with germicidal cleaner from bucket starting at rear of restroom and working toward the exit.



1. Evacuar los inodoros. Aplique el limpiador tazón de interior y debajo del borde de los intestinos inodoros y urinarios. Mover al paso 2 (no lo tire).
2. Vaciar papelera y acabar con los recipientes, según sea necesario.
3. Barrer Piso.
4. Restock supplies: toilet paper, towel dispenser, soap dispensers, sanitary napkins etc.
5. Limpie el exterior de todos los dispensadores, secadores de mano, accesorios, y estaciones para cambiar pañales, etc. Ligeramente superficie rociar con germicida, a continuación, con un paño limpio.
6. Sumideros limpias, superficies de porcelana y cromo con un limpiador germicida.
7. Muros y tabiques limpias especialmente cerca de taburetes y urinarios. Limpie los espejos con limpiacristales y un paño libre de pelusa. Regreso a inodoros, urinarios y rociar la superficie exterior de porcelana y accesorios con un limpiador germicida y limpie.
8. Swab superficies interiores con un trapeador tazón, luego enjuague.
9. Piso trapeador húmedo con un limpiador germicida de la cubeta de comenzar en la parte trasera de los baños y trabajando hacia la salida.

Product Guide / Guía Del Producto

Name/Nombre	Function/Función	Dilution/Dilución
4 Foamy Mac	Bowl Cleaner (Limpiador del Tazon)	1:16 (8oz per gallon)
2 Multi-Shine	Glass Cleaner (Limpiador)	1:40 (3oz per gallon)
256 Century Q	Disinfectant cleaner (Limpiador/disinfectante)	1:256 (1/2oz per gallon)

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Chapter 14: Cleaning

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TABLE

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Chapter 14: Cleaning

How to Do It

1. **Include cleaning in plans for the work.** Include written step-by-step procedures for precleaning, cleaning during the job, and daily and final cleanings in the project design or specifications, using information contained in this chapter. Assign responsibilities to specific workers for cleaning and for maintaining cleaning equipment. Have sufficient cleaning equipment and supplies *before* beginning work, including:

- ◆ Detergent
- ◆ Waterproof gloves
- ◆ Disposable rags
- ◆ Mops
- ◆ Buckets
- ◆ Vacuum (preferably HEPA-equipped) with attachments (crevice tools, beater bar for cleaning rugs, etc.)
- ◆ Plastic bags for disposal of debris and heavy duty protective sheeting (of sufficient thickness to prevent puncture)
- ◆ Debris containers (heavy duty plastic bags are adequate for most jobs)
- ◆ Containers for dirty wash water
- ◆ Shovels
- ◆ Rakes
- ◆ Water-misting sprayers
- ◆ Heavy duty polyethylene sheeting (or equivalent) of sufficient thickness to prevent puncture (e.g., 6 mil).

2. **Restrict access to work area.** Do not allow residents to enter the work area until cleaning is completed and clearance is established.
3. **Clean before starting work.** If contamination is extensive, conduct precleaning of the dwelling unit and furnishings, if needed, before beginning paint-disturbing work. Move and/or cover all furniture and other objects.
4. **Conduct ongoing cleaning during the work.** Conduct ongoing, continual cleaning during high-dust jobs, including regular removal of large and small debris and dust. Decontamination of all tools, equipment, and worker protection gear is required before such items are removed from containment areas. Electrical equipment should be wiped and vacuumed, not wetted down, to minimize electrocution hazards.

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5. **Clean at the end of each work day.** For high-dust jobs, schedule sufficient time (usually 30 minutes to one hour) for a complete daily cleaning, starting at the same time near the end of each work day after paint-disturbing activity has ceased.
6. **Wait one hour before final cleaning.** For final cleaning, wait at least 1 hour after active paint-disturbing activity and other dust-generating work has ceased to let dust particles settle.
7. Clean and remove protective sheeting used for dust containment.
8. **Use both vacuuming and wet cleaning.** Clean all surfaces, using the two basic cleaning methods, vacuuming and/or wet cleaning. Cleaning procedures may vary, depending on the amount of dust generated by the job and the smoothness of the surfaces to be cleaned. A three-phase, vacuum-wet cleaning-vacuum cycle is recommended for high-dust jobs with some rough or porous surfaces. For low-dust jobs with all smooth surfaces, wet cleaning may be adequate to pass clearance. Surfaces that are badly soiled often require extra manual effort, involving hand wiping until no more visible dirt comes up. Other cleaning methods are acceptable, as long as clearance criteria are met and workers are not overexposed.
9. A HEPA vacuum is required if a vacuum is used.
10. **Follow the cleaning sequence, “ceiling to floor and out the door.”** For high-dust jobs, vacuum all surfaces in the room (ceilings, walls, trim, interior window sills, window troughs, hard surface floors, and other horizontal surfaces). Start with the ceiling and work down, moving toward the entry door (“ceiling to floor and out the door”). Completely clean each room before moving on. For low-dust jobs, it is not necessary to clean ceilings and walls, except that they should be cleaned if they were the surfaces on which the work was done. See Chapter 8 for a description of low-dust and high-dust jobs.
11. **Use a common detergent, not TSP (Trisodium Phosphate).** Use a standard household detergent, not a high-phosphate detergent, to dislodge any ground-in contamination. Use either the three-bucket system described in this chapter, or a use-once-and-toss system, as also described below. If buckets are used.
12. **Inspect visually.** After final cleaning, the supervisor should perform a visual inspection to ensure that all visible dust and debris has been removed. Reclean if necessary.
13. **Paint and/or seal, if necessary.** Paint or otherwise seal treated surfaces and interior floors, if necessary.
14. **Final wet cleaning.** After painting that has followed high-dust jobs, conduct a final wet cleaning of horizontal surfaces.
15. **Clearance.** Workers should stay out of cleaned rooms until after the clearance examination. Conduct a clearance examination (see Chapter 15). (Clearance, while recommended by HUD, is not required by regulations in certain circumstances, such as for *de minimis* projects under HUD’s Lead Safe Housing Rule or under the EPA’s Renovation, Repair, and Painting Rule., which requires cleaning verification for most projects; see Chapter 11.)
16. **Repeat cleaning and clearance (or cleaning verification), if necessary. Continue clearance testing (or cleaning verification) until the dwelling unit or work area passes.** If the unit fails, repeat cleaning of all of the surfaces that failed, and all other surfaces represented by the surfaces that failed.
 - ♦ As an incentive to conduct ongoing cleaning and a thorough final cleaning, the cost of repeated cleaning after failing to pass clearance or cleaning verification should be borne by the contractor, not the owner, as a matter of the job specification.

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I. Introduction

This chapter describes cleaning procedures to be employed before, during and following lead-based paint abatement, interim controls and other renovation or maintenance work that may create lead-contaminated dust. Dust removal as an interim control measure is covered in Chapter 11.

All lead hazard control activities and many other paint-disturbing jobs can produce dangerous quantities of lead-contaminated dust. Unless this dust is properly removed, a dwelling unit may be more hazardous after the work is completed than it was originally. Whenever possible, ongoing, and daily cleaning of settled dust during lead hazard control and renovation projects is recommended. Ongoing and daily cleaning are also necessary to minimize worker exposure by removing excess dust from the work area.

Cleaning is the process of removing visible dust and debris *and* dust particles too small to be seen by the naked eye. Removal of lead-based paint hazards in a dwelling unit will not make the unit safe unless excessive levels of lead-dust are also removed. This is true regardless of whether the dust was present before the work or generated by the work itself. Improper cleaning can increase the cost of a project considerably because additional cleaning and clearance sampling will be necessary. However, cleaning and clearance can be achieved routinely if care and diligence are exercised.

The cleaning methods and procedures described in this chapter are for hard surfaces. Workers should not attempt to clean carpets or rugs following lead hazard control or other paint disturbing work unless they know that the carpets are new and therefore are not likely to contain lead-contaminated dust embedded in the fibers and backing, or unless the workers are prepared to spend hours vacuuming the carpeting repeatedly until the deeply embedded dust is removed. Vacuuming an old carpet may bring some of the embedded dust to the surface of the carpet, increasing the dust-lead loading levels on the surface and thus increasing the likelihood that children will be exposed to lead in the dust and that the carpet will *not* pass clearance (Ewers, 1994). Therefore, it is better to clean and carefully remove the protective sheeting that is over the carpet (as described later in this chapter), and then have clearance dust-wipe sampling performed on the carpet. If lead levels on the surface of the carpet are found to exceed the clearance standard (which is the same as the hazard standard in EPA regulations), it will be necessary to either thoroughly clean the carpet or dispose of it. See Section V.B.2 of Chapter 11 for guidance on dust removal from carpets.

A. Performance Standard

The cleaning methods described in this chapter are designed to achieve clearance. (The clearance examination, which includes a visual assessment and dust sampling, is described in Chapter 15.) Although these cleaning methods are feasible and have been shown to be effective in meeting clearance standards, other methods may also be used if they are safe and effective. This performance-oriented approach should stimulate innovation, reduce cost, and ensure safe conditions for both residents and workers.

According to EPA (40 CFR 745.227(d)(8)(viii)) and the HUD regulations (24 CFR 35.1320(b)(2)(i)) that follow the EPA regulations, the permissible amount of lead in dust remaining on each of the following surfaces following lead hazard control work – the clearance standards – must be less than the following levels:

- ◆ 40 µg/ft² on floors (both hard-surfaced and carpeted),
- ◆ 250 µg/ft² on interior window sills (stools), and

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- ◆ 400 µg/ft² on window troughs (the area where the sash sits when closed, plus the area of the exterior sill between the sash and the frame for the screen and/or storm window, if present).

These levels are based on wipe sampling. They apply to single-surface wipe samples and to composite wipe samples with only two subsamples. To evaluate the results of a composite sample with more than two subsamples, the standards listed above must be divided by one-half the number of subsamples. (Note that these *Guidelines* do not recommend the use of composite wipe sampling; see Chapter 15.)

If state, local or tribal standards are more stringent, they apply. Note that EPA and HUD require clearance of window troughs for abatement and for other lead hazard control work covered by HUD's Lead Safe Housing Rule above *de minimis* amounts. A clearance examination includes wipe sampling of window troughs as well as interior window sills and floors.

Clearance is not easily attained. Over 20 percent of the dwellings enrolled in the evaluation of the HUD Lead Hazard Control Grant Program failed to pass clearance on the first try, and the clearance levels applicable at the time of the study were at least twice as high as those listed above and thus less difficult to achieve (NCHH, 2004).

B. Small Dust Particles

Dust particles that are invisible to the naked eye remain on surfaces after ordinary cleaning procedures. A visibly clean surface may contain unacceptably high levels of lead in dust particles and require special cleaning procedures.

C. Difficulties in Cleaning

Although cleaning is an integral and essential component of any lead hazard control activity, it is also the part of the activity that when conducted improperly is most likely to cause clearance failure. Common causes for this failure include worker inexperience, high dust-producing methods, rough surfaces, and tight deadlines.

1. Worker Inexperience

To understand the level of cleanliness required to meet the established clearance standards, workers often require a significant reorientation to cleaning. Many construction and maintenance workers are used to cleaning only dust that they can see, not the invisible dust particles that are also important to remove.

Any worker performing cleaning for either clearance or cleaning verification needs training and hands-on practice in the stringent levels of cleaning required to pass clearance or cleaning verification.

Many of the cleaning methods described in this chapter are not standard, traditional procedures for general home improvement contractors and maintenance crews. Therefore, owners and managers must ensure that contractors and crews follow the specialized cleaning procedures recommended herein or specially designed alternative procedures, even though some steps may appear to be redundant or unnecessary. These methods have been shown to be feasible and effective in many situations, and skipping steps in the cleaning procedures may increase the possibility of failing clearance and harming children.

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2. High Dust-Producing Methods and/or Inadequate Containment

High dust-generating methods during the hazard control or renovation work, inadequate dust containment, and poor work practices can all make achievement of clearance particularly difficult. Dust generated by the work should be contained, to the extent possible, to the inside of work areas. Floors and any furnishings left in the work area should be carefully covered with impermeable protective sheeting. Inadequately constructed or maintained containment or poor work practices will result in additional cleaning efforts, due to dust that has blown out or been tracked out of the work area. Work practices necessary to prevent spreading of dust throughout a dwelling (e.g., by tracking dust out of work areas) are essential. See Chapter 8 for guidance on worksite preparation and other work practices.

3. Rough Surfaces

It is often difficult to dislodge dust in the crevices of rough, pitted or cracked surfaces, yet small amounts of dust in such locations can be picked up in clearance wipe samples and cause clearance failure. Making surfaces smooth and cleanable increases the likelihood of achieving clearance.

4. Rushing to Meet Tight Deadlines

Daily and final cleanings have sometimes been compromised due to project deadlines, since cleaning comes at the end of the job. Hurried efforts often result in clearance failure. Delayed and over-budget projects are often the result of repeated, unplanned recleanings that are necessitated by inadequate containment and careless work practices, including rushed clean-ups.

II. Coordination of Cleaning Activities

A. Checklist

The owner or contractor may use the following cleaning checklist before any lead hazard control or renovation activity.

- ◆ Is the critical importance of cleaning understood by the project supervisor / certified renovator / abatement supervisor, and all workers on the job?
- ◆ Have all workers been trained for hazard control work or lead-safe work practices?
- ◆ Have all workers carefully studied the step-by-step procedures for precleaning before the work begins (if needed), in-progress cleaning, and daily and final cleanings?
- ◆ Have the before-work, daily, and final cleanings been scheduled properly and coordinated with the other participants in the project?
- ◆ Have cleaning equipment, materials and supplies been obtained?
- ◆ Do the workers know how to operate and maintain special cleaning equipment, do they have directions for the proper use of all cleaning materials, and are they receiving adequate supervision of their cleaning activities?

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- ◆ Are all workers properly protected during the cleaning processes (see Chapter 9)?
- ◆ Have provisions been made to properly handle and dispose of waste (see Chapter 10)?
- ◆ Have visual inspections and clearance testing (or cleaning verification) been arranged (see Chapter 15)?
- ◆ Are the clearance (or cleaning verification) criteria to be met fully understood?
- ◆ Have all appropriate surfaces been properly painted or otherwise sealed?

B. Equipment Needed for Cleaning

The following equipment is needed to conduct cleaning: a high-efficiency particulate air (HEPA) filter vacuum cleaner, and attachments (crevice tools, beater bar or agitator head for cleaning carpets and rugs, etc.) (see Figure 14.1); detergent; water-proof gloves; rags, mops, and buckets; heavy-duty plastic bags (preferably 6-mil) for debris; waste water containers; shovels (and rakes, if needed) for debris removal; water-misting sprayers; and disposable, impermeable protective sheeting, such as polyethylene plastic sheeting of a thickness to prevent puncture (e.g., 6-mil).

C. Waste Handling and Disposal

Generally, dirty water used in cleaning should be disposed of down a toilet. Do not pour dirty water onto the ground or down a storm sewer. Vacuum and/or wet clean protective sheeting. Vacuum contaminated disposable clothing. Wrap or bag (with heavy-duty plastic) disposable clothing and protective sheeting, architectural debris, paint strippings, paint chips and dust, vacuumed debris and vacuum filters, rags, and other material. Seal the packages with tape and store them temporarily in a secure location (such as a locked large metal bin for refuse, e.g., a Dumpster®). Dispose of the waste in an appropriate State-permitted solid waste facility, unless the waste is exempt from that requirement. See the next paragraph and Chapter 10 for further information on waste disposal.

EPA has stated that waste generated by lead-based paint activities in housing falls under the household waste exemption in the Resource Conservation and Recovery Act (RCRA) (EPA, 2000b). The household waste exemption applies to waste generated by contractors as well as to waste generated by residents, and it applies to all lead-based paint activities, including abatement, interim control, and renovation and remodeling of housing. Types of housing included in the household waste exemption are single-family homes, apartment buildings, public housing, and military barracks. HUD and EPA both recommend that the lead-safe practices described above and in Chapter 10 be followed to reduce the likelihood that household waste will contaminate the environment.



States and local governments may institute hazardous waste requirements applicable to lead activities in housing. Owners and contractors should determine what, if any, state or local regulations apply, and should comply with them.

III. Cleaning Methods

Two basic cleaning methods have proven effective, especially when used concurrently: (1) vacuuming, using a high-quality vacuum cleaner equipped with a HEPA exhaust filter, and (2) wet cleaning with a household detergent and rinsing. Trisodium phosphate (TSP) is not recommended, as explained below in Section III.D. A proven cleaning procedure is a three-pass system, in which the surface is first vacuumed to remove as much dust and small debris as possible, then wet-cleaned to dislodge fine dust, and finally vacuumed again to remove any remaining particles. However, it may not be necessary to use all three steps on all surfaces. As explained in Section V below, research indicates that the way these methods should be used depends on whether the work was a high-dust or low-dust job and whether the surfaces being cleaned are smooth or rough (Dixon, 2004; California Dept. of Health Services, 2004).

A. Vacuums: HEPA vs. non-HEPA

If a vacuum cleaner is used during lead hazard control projects, renovation projects, or other work covered by OSHA regulations, the vacuums must be a HEPA vacuum. This section provides technical information on the various types of vacuum cleaners.

HEPA vacuums differ from conventional vacuums in that they contain high-efficiency filters that are capable of trapping extremely small, micron-sized particles. These filters can remove particles of 0.3 microns or greater from air at 99.97 percent efficiency or greater. (A micron is 1 millionth of a meter, or about 0.00004 inches.) Some vacuums are equipped with an ultra-low penetration air (ULPA) filter that is capable of filtering out particles of 0.13 microns or greater at 99.9995 percent efficiency. However, these ULPA filters are slightly more expensive, and may be less available than HEPA filters. (Note that, when HEPA vacuums are specified by regulations or specifications, ULPA filter vacuums may be used because of their greater dust collection efficiency.)

Experts have recommended using HEPA vacuums to cleanup leaded-dust because conventional vacuums, without the high efficiency filter, may send very fine lead-dust particles out the exhaust and back into the indoor environment. One study in 1992 supported this view (CMHC, 1992). More recent studies, however, have found that the difference in collection efficiency between HEPA and non-HEPA vacuums is not significant (California Department of Health Services, 2004; Rich, 2002; and Yiin, 2002).

There is more to a vacuum than the filter. Other important factors that determine the effectiveness of a vacuum are particle lifting velocity (which is a function of the motor, the design of the suction tool, and the extent to which the rest of the system does not release air before it is supposed to), quality of construction (which may determine the durability of the machine and whether there are air pressure leaks before the filtration), and whether the vacuum has special tools, such as a crevice tool (see Figure 14.1). These *Guidelines* recommend that a high-quality HEPA vacuum be used if possible; however, a high-quality household or commercial vacuum should be used if a HEPA vacuum is not available. The California study cited in the previous paragraph found that a HEPA vacuum was actually less effective in removing dust-lead from vinyl floors than non-HEPA vacuums, probably because the suction tool was not well designed for the job. Also, filters are available that, while not HEPA, are better than those that formerly were standard on household and commercial vacuums. One additional benefit of a HEPA filter is that it may catch other contaminants in the residential environment, such as allergens, in addition to very fine lead particles.

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B. HEPA Vacuums

This section provides background information on HEPA vacuums.

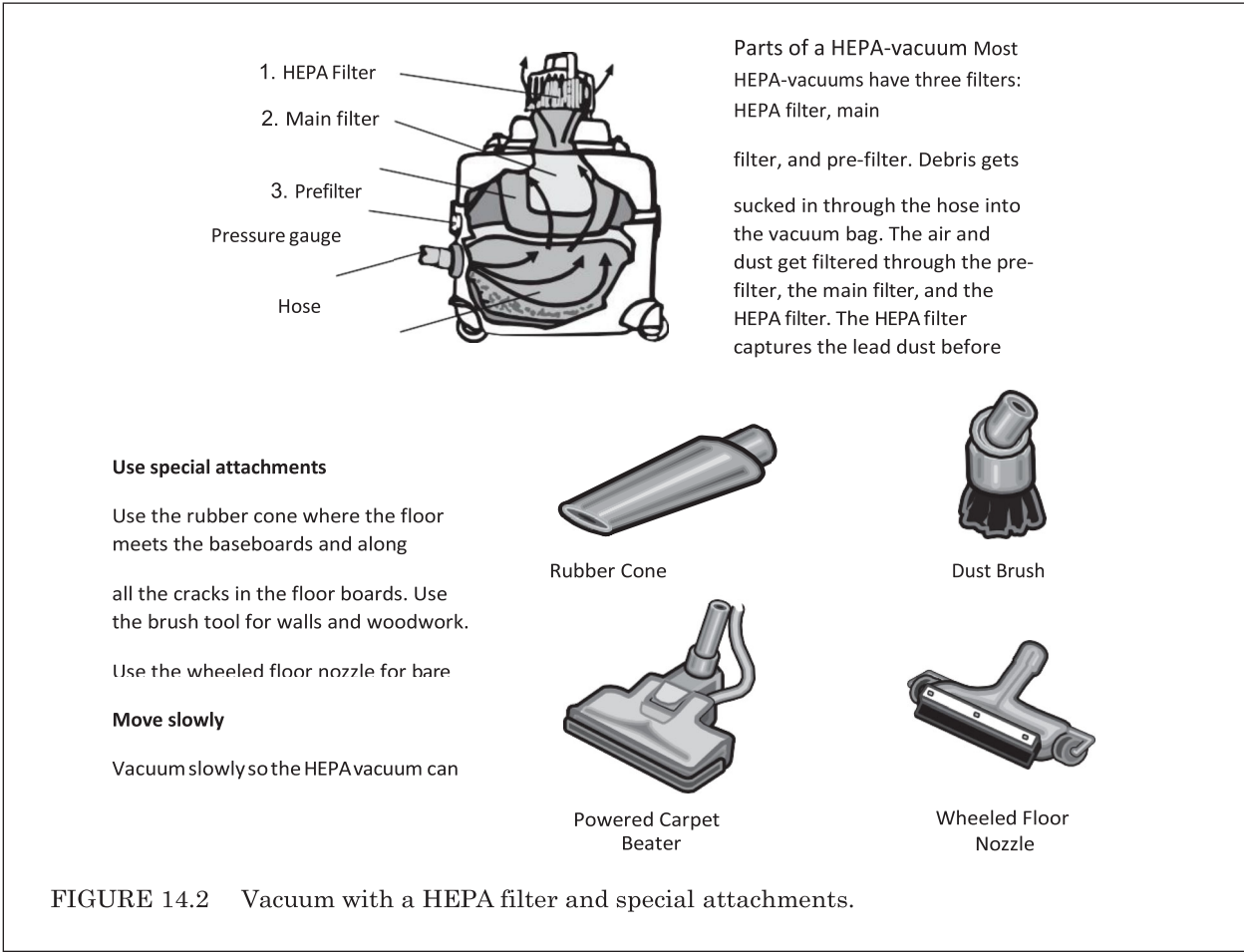
Operating Instructions

There are numerous manufacturers of HEPA vacuums. Although all HEPA vacuums operate on the same general principle, they may vary considerably with respect to specific procedures, such as how to change the filters. To ensure the proper use of equipment, the manufacturer's operating instructions should be carefully followed and if possible, training sessions arranged with the manufacturer's representative.

Although HEPA vacuums have the same "suction" capacity as ordinary vacuums that are comparably sized, their filters are more efficient. Improper cleaning or changing of HEPA filters may reduce the vacuum's suction capability.

Special Attachments

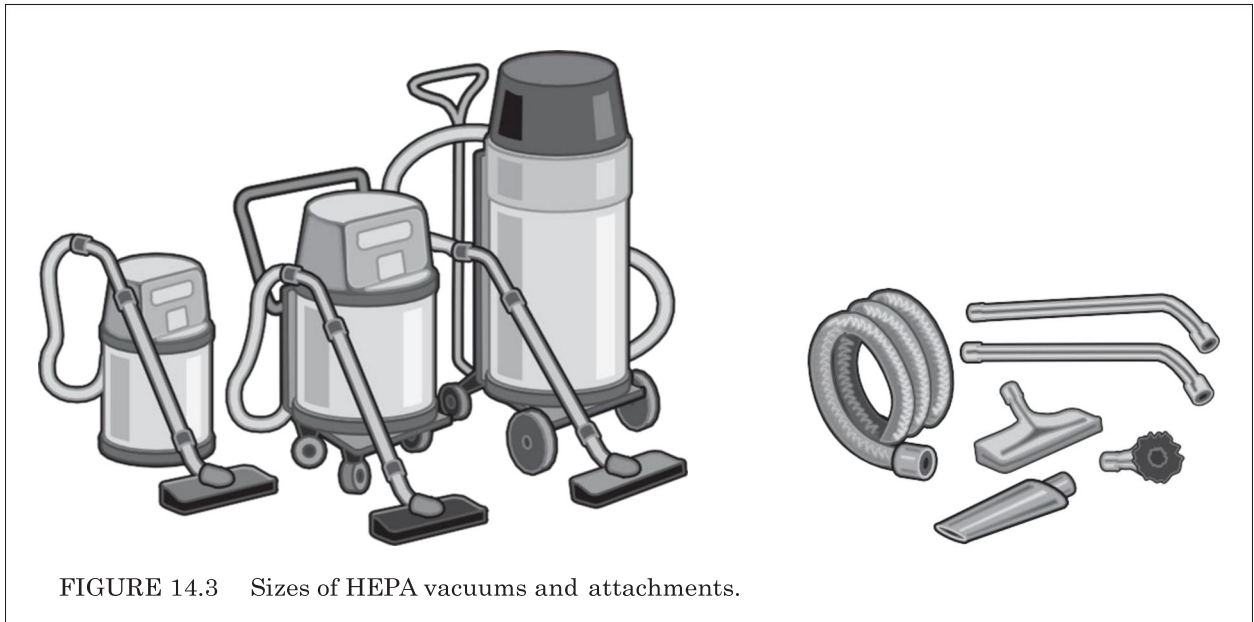
Because the HEPA vacuum will be used to vacuum surfaces other than floors, operators should buy attachments and appropriate tool kits for use on different surfaces (such as brushes of various sizes, crevice tools, angular tools, etc.), as is true with conventional vacuums (see Figure 14.2).



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Selecting Appropriate Size(s)

HEPA vacuums are available in numerous sizes, ranging from a small lunch bucket-sized unit, which may be carried like a backpack, up to truck-mounted systems. Two criteria for size selection are the size of the job and the type of electrical power available. Manufacturer recommendations should be followed (see Figure 14.3).



Prefilters

HEPA filters are usually used in conjunction with a prefilter or series of prefilters that trap the bulk of the dust in the exhaust air stream, particularly the larger particles. The HEPA filter traps most of the remaining small particles that have passed through the prefilter(s). All filters must be maintained and replaced or cleaned as specified in the manufacturer's instructions. Failure to do so may cause a reduction in suction power (thus reducing the vacuum's efficiency and effectiveness). Failure to change prefilters may damage the vacuum motor and will also shorten the service life of the HEPA filter, which is far more expensive than the prefilters.

Wet-Dry HEPA Vacuums

Wet-dry HEPA vacuums are equipped with a special shut-off float switch to protect the electrical motor and the HEPA filter from water contact. Some hazard control contractors have found these vacuums to be particularly effective in meeting clearance standards and in avoiding damage to vacuum equipment.

C. Emptying the Vacuum

Used filters and vacuumed debris should be handled and disposed of in accordance with guidance provided in Chapter 10. Emptying should be done in the containment area or in a secure

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and controlled space off-site (such as at the contractor's facility). The vacuum should be placed on a large sheet of plastic to contain dust and debris released during the opening, emptying and replacement steps. Vacuum users should use extreme caution when opening the vacuum for filter replacement or debris removal to avoid accidental release of accumulated dust into the environment. This may occur, for example, if the vacuum's seal has been broken and the vacuum's bag is disturbed. Operators should wear protective clothing and appropriate respiratory protection when performing this maintenance function

D. Wet Cleaning

It is recommended that a general all-purpose household cleaner be used for wet cleaning. Cleaners made specifically for lead may also be useful, although one study found that lead specific cleaners performed no better than all-purpose household cleaners, and that no published studies have shown lead-specific cleaners to be more effective than all-purpose cleaners (Lewis, 2006). Cleaning with water alone can also be effective, but detergents and lead-specific cleaners are recommended because they probably keep dust and soil in suspension better than plain water (EPA, 1997a; EPA, 1998). HUD does not recommend trisodium phosphate (TSP). Not only has TSP been banned in some areas because of negative effects on the ecology of aquatic systems, but research indicates that phosphate content is not associated with effectiveness in removing lead-contaminated dust from residential surfaces (EPA, 1997a; EPA, 1998, Lewis, 2006).

Research also indicates that the effort put into the cleaning, i.e., the amount of pressure applied to the surface and the thoroughness of the cleaning, may be more important than the choice of cleaning agent (EPA, 1997a). Note that whenever a wet cleaner is used, a small area of the surface should be tested to make sure that it does not damage the surface or its coloring. If so, another wet cleaner should be used.

Proper procedures for using detergents include the following steps:

Manufacturer's Dilution Instructions

Users of cleaning agents for leaded dust removal should follow manufacturer's instructions for the proper use of a product, especially the recommended dilution ratio.

Appropriate Cleaning Equipment

Because a detergent may be used to clean leaded dust from a variety of surfaces, several types of application equipment are needed, including cleaning solution spray bottles, wringer buckets, mops (including several clean mop heads), brushes, and rags. Follow manufacturer's instructions for the equipment used. Using the proper equipment on each surface is essential to the quality of the wet wash process.

Wet Cleaning Procedures

Some wallpaper surfaces may be damaged by wet washing with detergents. Test a small area first. If it appears that damage will occur, try another detergent, use plain water, or as a last resort clean by repeated vacuuming only.

Use of string mops is recommended for floors. Sponge mops may only push the lead around on the floor, not pick it up. A three-bucket system is recommended with mops (see Figure 14.4). The first bucket contains the cleaning solution, the second includes a mop squeezer, and the third

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contains rinse water. Use a clean mop head for rinsing. Three-bucket system is also discussed below under Section V.E, Final Cleaning.

Some experienced contractors have used, instead of the three-bucket mopping system, a “wet, wipe and toss” procedure. This method requires a large quantity of clean rags, which are put into a bucket of detergent and water solution to *wet* them. The worker pulls a rag from the bucket, wrings it out over the bucket, *wipes* clean an area of about 16 sq. ft., *tosses* the used rag away, pulls another rag, and so on. If the detergent requires rinsing, repeat with clean water. For sills, troughs, counters, shelves, walls and tight floor spaces like behind toilets, the wet wipe and toss method is the best alternative to the mop. Some contractors prefer the method even for large floor areas. A major advantage is that it avoids the potential problem of recontaminating the area by cleaning with dirty water. This method may also use less water than a mop, which can be an advantage for some household areas. The rags are commercially available, disposable cloth scraps or paper products. Cloth rags usually are not cleaned and reused because of the risk of contaminating other laundry (White, 2003). Alternatively, some people use wet-dry HEPA vacuums (see Figure 14.5).

Changing the Cleaning Mixture

Many manufacturers of cleaners will indicate the surface area that their cleaning mixture will cover. To avoid recontaminating an area by cleaning it with dirty water, users should follow manufacturer-specified surface area limits. (Note that this issue is largely avoided if the “wet, wipe and toss” method is used, because each rag is used only once.) However, regard-

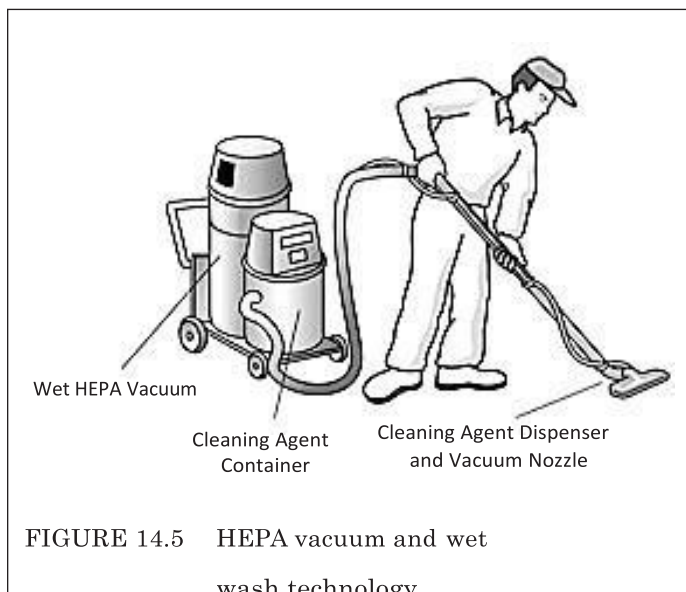


FIGURE 14.5 HEPA vacuum and wet wash technology.

less of manufacturers' recommendations, the cleaning mixture should be changed after its use for each room. As a rule of thumb, 5 gallons should be used to clean no more than 1000 square feet. Dirty cleaning mixture should be handled and disposed of in accordance with guidance provided in Chapter 10. Wash water should never be poured onto the ground. It is sometimes filtered, and usually poured down a toilet.

IV. Cleaning Procedures Before and During the Work

The special cleaning procedures to be followed *before and during* a hazard control or renovation project are discussed in chronological order below. Skipping steps in the process may result in failure to meet clearance standards.

A. Cleaning Before Work Begins

Precleaning (i.e., cleaning conducted before lead hazard control or other paint-disturbing work is begun) is necessary only in dwelling units or common areas that are heavily contaminated with lead in dust and paint chips. Precleaning involves the removal of debris and paint chips, followed by vacuuming (see Figure 14.4). These steps may be followed by removal of occupant personal possessions, furniture, or carpeting, depending on the worksite preparation being used (see Chapter 8). If the furniture will not be cleaned, it should be removed from the area and/or covered with protective sheeting prior to beginning the precleaning procedure. Carpeting (including rugs) should always be misted before removal to control the generation of hazardous dust.

It is usually the resident's responsibility to remove most of his or her personal possessions. However, if necessary, owners or project management should be prepared, with necessary boxes, packing materials, and staff, to complete this activity before lead hazard control work begins. As a last resort, the contractor or the maintenance staff may pack any remaining belongings and carefully seal and move the boxes from the work area.

Once the residents' possessions that can be removed from the work area have been removed, the contractor shall ensure that the residents leave the work area and do not return until after clearance (or cleaning verification) has been passed.

Clearance should be conducted after final cleaning but *before* resident's items are moved back in. (See Chapter 15.) Following cleaning and clearance, the contractor should return all resident-owned items to their appropriate places. Leaving these tasks to the contractor or the management may be expensive and inefficient, since the contractor will need to be insured against the possibility that the occupant's belongings may be damaged.

B. Ongoing Cleaning During the Job

On all jobs, it is good practice to regularly clean the work area and the travel pathways used by workers, by removing debris and vacuuming dust during the work shift, in order to keep the areas free of excessive accumulations of dust and/or debris.

For high-dust jobs, when a large amount of paint chips or dust is being generated, continual debris removal and vacuuming of dust during the work day may be necessary to minimize worker exposure and tracking of dust and paint chips from one area to another. Extra attention should be paid to ongoing cleaning so that daily clean-up goes quickly.

Research conducted shortly before the publication of this edition of these *Guidelines* on whether if differences exist between two new and two older methods for removal of lead-contaminated dust from three wood surfaces of varying roughness or texture found that the reduction in lead dust achieved by vacuuming and wet wiping, the traditional method, was somewhat greater and more consistent than the electrostatic dry cloth and wet Swiffer-brand mop, a newer method. (Lewis, 2012) As noted in that paper, the wipe product industry continues to develop products; future cloths may have higher dust reduction efficiencies.

C. Daily Cleaning

Cleaning activity should be scheduled at the end of each work day when all active work has ceased, whether or not this is a regulatory requirement for the particular job. Sufficient time should be allowed for a thorough and complete cleaning, usually about 30 minutes to an hour, less if cleaning has been done throughout the work shift. (If work is being done in multiple shifts, it is recommended

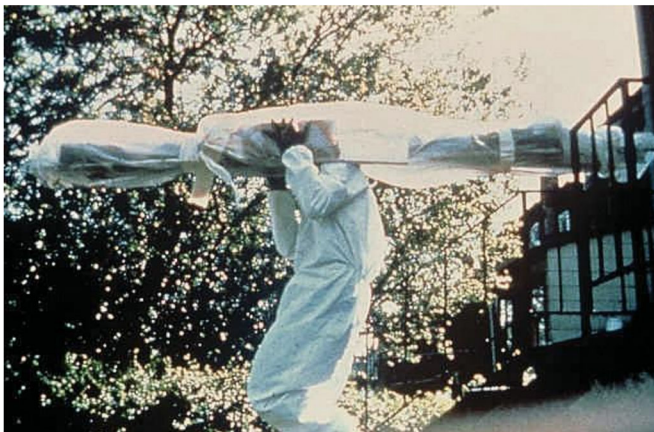
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that there be a cleanup at the end of each shift.) Daily cleaning helps achieve clearance dust-lead levels by minimizing problems that may otherwise occur during final cleaning, and it limits worker exposures. Daily cleaning can be skipped within vacant buildings. Daily cleaning is essential when occupants will return in the evening to occupy spaces outside the containment area. Under no circumstances should dust or debris from the project, or protective sheeting be left outside overnight, even if the dwelling is vacant. (Storing bagged dust and debris from the project, and protective sheeting in secure containers outside is permissible.) Daily cleaning should consist of:

- ◆ Wrapping or bagging dust and debris from the project, and storing it in a secure area
- ◆ Vacuuming protective sheeting on floors and furnishings
- ◆ Vacuuming other horizontal surfaces
- ◆ Vacuuming and wet cleaning floors of hallways and rooms used as pathways by workers to travel outside the work area, if such spaces are accessible to residents during non-work hours
- ◆ Cleanup of exterior debris and paint chips, and removal of exterior protective sheeting
- ◆ Patching and repairing protective sheeting
- ◆ Putting any protective sheeting that is removed in a secure place

1. Large Debris

Large demolition-type debris (e.g., doors, windows, trim) should be wrapped in heavy duty (6-mil plastic or similar sheeting that will resist puncture), sealed with tape, and moved to a secure area on the property designated for waste storage. All sharp corners, edges, and nails should be hammered down to prevent injury and minimize the tearing of plastic. It is not necessary to wrap each individual piece of debris in plastic if the entire load can be wrapped. A secure area either outside or inside the property should be designated as a temporary waste-storage area. Covered, secured, and labeled dumpsters placed on or near the property may be used. (See Chapter 10.)



2. Dust and Small Debris

Dust and small debris should be vacuumed and wet wiped or mopped, or, alternatively, after being misted with water, it should be swept up, collected, and disposed of properly. The swept debris should be placed in heavy duty (double 4-mil or single 6-mil polyethylene plastic bags or equivalent), properly sealed, and moved to the designated trash storage area. Trash bags should not be overloaded, as overloaded bags may rupture or puncture during handling and transport.

3. Exterior Cleaning

Exterior and interior areas potentially affected by exterior lead hazard control or other paint-disturbing work should

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be protected with a containment system (see Chapter 8). Because weather can adversely affect the efficacy of exterior containment, the protective sheeting on the ground should be removed at the end of each work day. On a daily basis, as well as during final cleaning, the immediate exterior area should be examined visually to ensure that no debris has escaped containment. Any such debris should be raked or vacuumed and placed in single 6-mil or double 4-mil plastic bags, which should then be sealed and stored along with other contaminated debris (see Figure 14.7). Vacuuming is appropriate for hard exterior surfaces, but not for soil.

4. Worker Protection Measures

Worker protection measures are discussed in Chapter 9. Studies indicate that during daily cleaning activities, especially while sweeping, lead hazard control workers may be exposed to high levels of airborne dust. When appropriate, workers should wear protective clothing and equipment respiratory protection.

5. Maintaining Containment

The integrity of the protective sheeting used in a lead hazard control project should be maintained. During their daily cleaning activities, workers should monitor the sheeting and immediately repair any holes or rips with durable sheeting (e.g., 6-mil polyethylene) and duct tape.



V. Final Cleaning Procedures

Before treated surfaces can be painted or sealed, final cleaning should be completed. Because airborne dust requires time to settle, the final cleaning process should start no sooner than 1 hour after active lead hazard control or other paint-disturbing work has ceased in the room.

A. Decontamination of Workers, Supplies and Equipment

Decontamination is necessary to ensure that worker's families, other workers, and subsequent properties do not become contaminated. Specific procedures for proper decontamination of equipment, tools and materials prior to their removal from containment areas should be implemented, as described below and in Chapter 9.

Work clothing, work shoes, and tools should not be placed in a worker's automobile unless they have been laundered, cleaned, or placed in sealed bags. All vacuums and tools that were used should be wiped using rags wetted with detergent solution. In addition, workers should dispose of the rags.

Consumable/disposable supplies, such as mop heads and rags, should be replaced after each dwelling is completed. Using a contaminated mop head can be a major impediment to achieving clearance. Soiled items should be handled and disposed of in accordance with guidance provided in Chapter 10.

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Durable equipment, such as power and hand tools, generators, and vehicles, should be cleaned prior to their removal from the site. The cleaning should consist of a thorough vacuuming followed by wet wiping.

B. Cleaning and Removal of Protective Sheeting

Protective sheeting should be cleaned before being removed. This minimizes the generation of airborne dust and/or spillage of dust and debris while the sheeting is being folded up and bagged. Remove large debris as described above in Section IV.C.1. Clean dust and small debris by vacuuming and wet wiping or mopping (see Figure 14.8). Remove upper-level sheeting, such as that on cabinets and counters, first, after it has been cleaned. When removing sheeting, it should be carefully rolled or folded up so that the more-contaminated side is inward. Next, remove sheeting from the floor. All protective sheeting should be folded carefully from the corners/ends to the middle to trap any remaining dust.

Protective sheeting used to isolate work areas from other spaces should remain in place until after the cleaning and removal of other sheeting. These should then be vacuumed, wet-wiped, and removed last.

Removed sheeting should be placed into double 4-mil or single 6-mil plastic bags, or plastic bags with equivalent (or better) performance characteristics, which are sealed and removed from the premises. As with daily cleanings, this removal process usually requires workers to use protective clothing and respiratory protection, especially for high-dust jobs.

C. Vacuuming and Wet Cleaning

After the protective sheeting has been removed, the entire area should be cleaned, using the combination of vacuuming and wet cleaning recommended below. The area to be cleaned is the area that will be subject to the clearance examination, including all rooms, hallways, stairways, elevators, etc. used by workers as passageways to and from the work area, plus areas used to store tools and bagged or packaged debris from the work. (See Section IV.A of Chapter 15 regarding the determination of the clearance area.) Porches, sidewalks, driveways, and other hard exterior surfaces should be vacuumed if exterior hazard control or other paint-disturbing work was conducted, or if debris was stored or dropped on such surfaces.

Interior cleaning for high-dust jobs should begin on the ceilings and end on the floors (following the catch phrase “ceiling to floor and out the door”) For low-dust jobs, it is not necessary to clean ceilings and walls unless paint-disturbing work has been conducted on those surfaces. (See Chapter 8 for a description of low-dust and high-dust jobs.) Cleaning should be sequenced to avoid passing through rooms already cleaned, with the dwellings’ entryway cleaned last.

Surfaces frequently cleaned include ceilings, walls, floors, window panes and mullions, interior window sills, window troughs, exterior window sills, doors, heating, ventilation, and air conditioning (HVAC) equipment (heating diffusers, radiators, pipes, vents), fixtures of any kind (light, bathroom, kitchen), built-in cabinets, and appliances.

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Surfaces such as porous concrete, old uncoated, worn and porous hardwood floors, and areas such as corners of rooms and window troughs pose especially difficult cleaning challenges. Porous concrete and corners of rooms normally require additional vacuuming to achieve an acceptable level of cleanliness.

After a high-dust job, the recommended first cleaning step is vacuuming to pick up large amounts of dust and small debris. All surfaces should be vacuumed: ceilings, walls, windows, doors, shelves, floors, etc. Research indicates that walls and ceilings retain leaded-dust after lead hazard control projects (Dixon, 2004). Vacuuming is especially important if some of the surfaces are rough. The second step is a wet cleaning, using the wipe or mopping method, as described above in Section III.D. Wet cleaning is probably the most effective method of picking up small particles of lead-dust (California Dept. of Health Services, 2004). (Be sure to vacuum and wet-wipe window troughs, because they are tested for dust-lead by the clearance examiner.) Vacuuming and wet-cleaning once should be sufficient if the surfaces are smooth, but it is recommended that rough surfaces be vacuumed a second time, after the wet-cleaned surface has dried, to increase the likelihood of achieving clearance. As an alternative to the second vacuum pass, some contractors have found that better clearance results on rough surfaces are achieved by thoroughly wiping by hand the wet-cleaned surface until it is dry, using disposable towels (Rupp, 2003). The amount of wiping needed to clean a surface may depend on how soiled it is, as well as its smoothness or roughness.

After low-dust jobs, the first pass with the vacuum is usually not necessary, especially if the surface is smooth. It is often effective to begin with a wet cleaning. But if there is a substantial amount of dust or small debris on the surfaces to be cleaned, begin with the vacuum and then go to the wet cleaning. This will make the wet cleaning more efficient. Vacuuming following the wet cleaning is recommended for rough surfaces but may not be necessary for smooth surfaces. It is generally not necessary to clean ceilings and walls after low-dust jobs, unless paint disturbing work has been conducted on those surfaces. Remember to clean the window troughs. These recommendations are summarized in Table 14.1.

Table 14.1 Summary Guidance on Cleaning Methods by Dustiness of Work and Condition of the Surface.

Conditions	Cleaning Procedure	Surfaces
High-dust job, with some rough surfaces	Vacuum, wet clean, vacuum (after surface is dry)	All surfaces, including ceilings, walls, and window troughs.
High-dust job, with all smooth surfaces	Vacuum, wet clean	
Low-dust job, with some rough surfaces	Vacuum (optional, depends on amount of dust), wet clean, vacuum (after surface is dry)	All surfaces except ceilings and walls, unless those surfaces have been treated.
Low-dust job, with all smooth surfaces	Vacuum (optional, depends on amount of dust), wet clean	



D. Supervisor's Preliminary Visual Inspection

After the cleaning is completed, the supervisor should visually evaluate the entire area subject to clearance (including work areas, worker passageways and storage areas) to ensure that all work has been completed and all visible dust and debris has been removed (see Figure 14.9). The supervisor's preliminary inspection does not replace the independent visual assessment and dust testing conducted by the clearance examiner. If the clearance examiner's visual assessment results are unsatisfactory, dust testing is postponed until identified surfaces are recleaned and/or retreated. This process makes it cost effective to have the supervisor perform a preliminary visual inspection.

E Surface Painting or Sealing of Non-Floor Surfaces

The next step of preparing for clearance (or cleaning verification) is painting or otherwise sealing all treated surfaces except floors. Surfaces, including walls, ceilings, and woodwork, should be coated with an appropriate primer and repainted. Surfaces enclosed with vinyl, aluminum coil stock, and other materials traditionally not painted are exempt from the painting provision.

Painters should use the following lead-safe work practices:

- ◆ Using "drop cloths," which should be disposable, impermeable sheeting – not cloth,
- ◆ Cleaning their work tools before bringing them into the clearance area, and
- ◆ Ensuring no dust is tracked in from outside the clearance area.

F Sealing Floors

The next step before clearance is to seal all hard-surface floors that do not already have an intact, nonporous coating. Sealed surfaces are easier for residents to clean and maintain over time than those that are not sealed. Wooden floors should be sealed with clear polyurethane or painted with deck enamel or durable paint. Vinyl tile, linoleum, and other similar floors should be sealed with an appropriate floor wax (or equivalent product). Concrete floors should be sealed with a concrete sealer or other type of concrete deck enamel. However, if these floors are already covered by an effective coat of sealant, it may be possible to skip this step.

As an alternative to sealing, floors may be covered with new vinyl tile, sheet vinyl, linoleum flooring, or the equivalent to create a more permanent cleanable surface. New surfaces should be cleaned with a cleaning solution that is appropriate for that type of surface.

Workers applying floor sealants or coverings should take care to wipe clean tools brought into the work area and to avoid tracking in dust from outside the clearance area.

G Final Wet Cleaning, EPA Cleaning Verification, and Possible Pre-Clearance Dust Testing

Even if painters and floor covering workers use lead-safe work practices, lead-contaminated dust may still migrate into previously cleaned areas. Therefore, it is recommended that the final step before the clearance examination is to wet clean all horizontal surfaces one more time (see Figures 14.10 through 14.13).

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HEPA vacuum all surfaces Start at the end farthest from the main entrance/exit. As you vacuum, move towards the main exit and finish there.



Begin at the top of each room and work down. For example, start with the top shelves, the top of the wood work, and so on, and work down to the floor. Do every inch of the window, especially the window trough.



Courtesy: Alice Hamilton
Occupational Health Center

Wash *all surfaces* in the work area with suitable detergents, including areas that had been covered with plastic. Some wallpaper should only be HEPA vacuumed, since it may be damaged by the detergent.



Wipe All Surfaces



Wet Mop Floor



Don't Dry Sweep

FIGURE 14.11 Wet Cycle Requires

Washing All Surfaces with

Use the 3-Bucket System

To wash: Use string mops and mop buckets with wringers. (Some experts say NEVER use a sponge mop on the floor. Sponge mops may only push the lead around on the floor, not remove it.)

Dip the string mophead in the detergent wash in bucket #1. Mop the floor.



Squeeze out the mophead in empty bucket #2. Return to bucket #1 for more detergent solutions and continue mopping. Repeat.



Use the third bucket for rinsing the floor.



HEPA vacuum all surfaces a final time

Under EPA's Renovation, Repair and Painting rule, after the renovation has been completed, the firm must clean the work area until no dust, debris or residue remains (see Appendix 6). The post-renovation cleaning verification requirements must be performed by a certified renovator. If the certified renovator directs the other workers to perform the work practices, the certified renovator must be at the work site during cleaning of the work site. For more information on EPA's RRP rule and the cleaning it requires, see www.epa.gov/lead/pubs/renovation.htm.

At this point in the process, supervisors of work for which achievement of clearance is known to be difficult may wish to consider preliminary dust testing before requesting the clearance examination. Factors that tend to be associated with clearance failure are (1) high levels of lead in dust and paint before the work began, (2) hard floor and window surfaces that are not smooth and cleanable, and (3) high-dust work in rooms from which furniture has not been removed (NCHH, 2004).

Methods exist for reliably screening wipe samples on-site instead of in a fixed laboratory. These include portable X-ray fluorescence (XRF) analysis and anodic stripping voltammetry (ASV) (Ashley 2001; EPA, 2002b; Clark, 2002) or potentiometric stripping analysis (PSA). These methods may provide testing results much more quickly than fixed laboratory analysis, because transportation of samples is not necessary and handling time is reduced. Note that analysis of samples taken from target housing of pre-1978 child-occupied facilities must be conducted by a laboratory, whether fixed-site or mobile, recognized by the Environmental Protection Agency (EPA) under its National Lead Laboratory Accreditation Program (NLLAP) (<http://www.epa.gov/lead/pubs/nllap.htm>).

Any person who is trained and otherwise qualified to operate the XRF instrument or use the ASV method may use these methods to conduct *preliminary* dust testing to determine whether the clearance area is clean and ready for the clearance examination. A person conducting a preliminary screen does not have to be a technician working for an NLLAP-recognized laboratory; the sample may be collected by the contractor or the owner, and given to the laboratory for analysis. Owners and contractors may wish to use such screening tests to minimize the likelihood of clearance failure. Federal and State regulations on the use of devices with radioactive elements (i.e., some XRF analyzers) must be observed (see Chapter 7, section VII.A).

H Clearance

The clearance examination should take place more than 1 hour after the final cleaning. This ensures that any airborne lead particles stirred up by the cleaning have settled. Clearance is usually performed after the sealant is applied to the floor. See Chapter 15 for information on clearance examination procedures. For cleaning verification, a waiting period is not required for the initial wipe, nor after the first failed wipe, but a 1-hour waiting period is required after the second failed wipe before the work area is released from the project.

I Recleaning After Clearance Failure

If the area fails the clearance examiner's visual assessment or clearance dust sampling tests, all surfaces represented by the failing clearance dust wipe samples must be recleaned. Failure is an indication that the cleaning has not been successful. If the surfaces are smooth, a wet wash should be used. If the surfaces are rough, a vacuum, wet-cleaning, vacuum cycle is recommended. If the failing surfaces include carpeting, the decision must be made whether to try to clean the carpet or to dispose of it. See Section V.B.2 of Chapter 11 for guidance. Care should be exercised during the recleaning of "failed" surfaces or components to avoid recontaminating "cleared" surfaces or components.

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References

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Proposed Equipment (partial list)

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Additional Tools to Be used:

Clean Smarts Software

This software solution is current practice at SourceOne, it provides us a platform that handles tasks that once were done by hand or by old more cumbersome platforms.

Clean Smart manages time tracking for employees using a multitude of ways to clock in and out and geofence those clock-in and out areas. This allows for up-to-date area specific notices of late of missing employees and notifies a predetermined list of contacts so there are no surprises. Shift tracking, clock-ins and specific jobs or tasks are tracked and viewable in real time on a dashboard that both SourceOne managers and OKC staff will have access to. This allows for seamless communications between SourceOne and OKC.

Clean Smarts tracks issues from start to finish and report them via the dashboard to all concerned parties. But we really need to dig into this because this is a key element to the customer service component that will make this project successful. Anyone can report and issue inside the facilities, airport staff, SourceOne staff and more importantly the traveling public. From a OKC point a view users of the system can snap a photo and create a issue ticket directly from the app type a short note and that note and image is delivered to both onsite staff and the management team, OKC staff will be then notified upon correction of the issue, time from issue being discovered to completion is displayed on a dashboard real time.

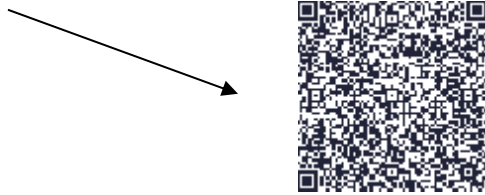
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Proposed
Equipment (partial list)

Let look closer at the app and how it applies to the public, through the use of QR Codes at potential trouble spots (bathrooms, offices, public areas) anyone with a smartphone can scan a code and report an issue this step does not require an app and just a smart phone and a few seconds, a QR Code pull up a customizable one-page form and is geolocated to the location of the issue. This form allows for a comment to be made (good or bad) to report an issue, from no paper in the men's room across from the front entrance to wow this bathroom sparkles!

Please try it!



SourceOne Management Services Inc./
Operations Manager
/ David Rechter/
Keystone Powerhouse

The customizable page visible to the public will appear like:

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Proposed
Equipment (partial list)



Please complete the form below
to submit feedback to our
cleaning team.

Location

First Floor / Bathroom Women

Comments

Requires immediate attention?

☐

How would you rate the cleanliness of the
room?



Submit

**** Note: We have taken various measures to reduce incidents of SPAM submissions from the public feedback form. First, we have enabled an invisible reCAPTCHA challenge that evaluates the likelihood that a user is a bot, and only form submissions with a high likelihood of being from a human are accepted. Second, surveys cannot be submitted more than once every five minutes for a particular sublocation. This is intended to prevent accidental or intentional spamming of multiple submissions for the same issue, at the risk of potentially excluding some legitimate submissions. Lastly, we run all submissions through a filter that will replace all obscene words with an asterisk ("*").***

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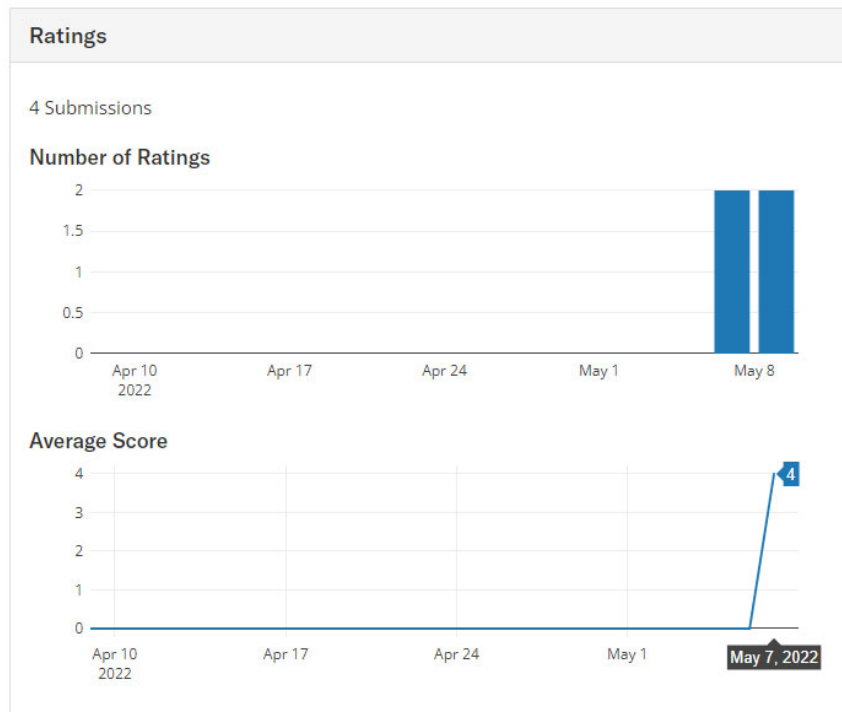
Proposed
Equipment (partial list)

[View Rating Data](#)

You can see individual feedback information from the Issues > View Ratings report. This report allows you to select all feedback responses received for a given period of time and location. At this time, feedback cannot be removed except with a support request. The ability to see ratings is enabled by giving a user the Issues (Company) or Issues (Customer) modules.

Ratings Trends

You can see the number of ratings submitted and the average daily score trend in the Trends dashboard (Dashboards >Trends). The first chart shows the number of ratings submitted over time. The second chart shows the average daily score trend from zero to five.



How the Public Submits Feedback

When a member of the public opens their mobile phone's camera and points it at the QR code on the label, most modern phones will recognize the QR code and take the user to a browser page hosted on cleansmarts.com. There, the person will be able to enter text into a comment field. They can also check a box to mark the feedback as requiring immediate attention. Lastly, there is a place to receive a rating from zero to five stars for the cleanliness of the location. The user must click



Proposed Equipment (partial list)

on a star to be counted in the cleanliness rating. In other words, if the user leaves the stars empty, it will not count against the sublocation's cleanliness rating and will be ignored

When the user checks the "Requires immediate attention" checkbox, their submission will automatically create a Clean Smarts issue that can be tracked and closed by your cleaning team with the comments as the issue description.

Once the QR Code is scanned and the form submitted it automatically generates a issue report and notifies the concerned parties, loads the issue into the dash board and starts the clock on the time till completion, each step of the way the updates on the issue are real time and can be checked on from any phone of computer. We believe this is a powerful tool to improve response times between the public and the staff and gives everyone a real time trackable data matrix. From the client point of view users can select how they are notified concerning issue either via the app, via SMS text messages or via email.

Clean Smarts includes a built-in database of consumable supplies that tracks both inventory levels, par levels and can trigger orders for supplies with a click of button. SourceOne is committed to using the highest quality environmentally friendly chemicals and supplies those benefits everyone.

Inside the Clean Smarts application shift scheduling, labor hours and reporting, inspection check lists are all updated real time to allow for maximum efficient use of labor resources. Lastly, but maybe most importantly Clean Smarts has a built-in messaging system that allows for communication between crews and supervisors, supervisors and managers and managers and OKC staff, these messages reside inside the app staff member phones are never visible to anyone so that there is never a privacy issue. One might ask what if I don't speak the same language as a cleaner when discussing an issue? Well, this is handled seamlessly inside Clean Smarts message written in English for example are translated into the native language of the recipient (based on their profile setting) and translated back into English upon the return message. Communication to SourceOne staff members will not be an issue while using the app.

We are suggesting with OKC approval small QR codes are located across the facilities in know areas of concern, and we will have outfitted every Day Porter cart with their own QR codes so that any interaction with a staff and the public can be logged categorized and tracked, analyzed, and completed quickly. Every step of the way with the mindfulness that the OKC image of a safe and clean facilities is at the forefront of everything SourceOne does.

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Proposed
Equipment (partial list)

We also suggested that the QR Codes for this be integrated into any onsite marketing posters, table tents, signage or any place else deemed important by the OKC staff. We believe the more places the public can interact with SourceOne and OKC the faster an issue or praise can be captured, collected, analyzed, and used for any purpose.

TAILOS Automatic Robotic Vacuums (AKA Rosie)



Neobot Automatic Robot Scrubbers



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Proposed
Equipment (partial list) Cont.



Tennant T500 Walk Behind Floor Scrubber



Tennant E5 Carpet Extractor



Tennant EH5 Heated Extractor



High speed Buffers

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Floor Machines



Kaivac Cleaning System



Clarke 20" Ride On Scrubber



Wet Dry Vacuums

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ProTeam Backpack Vacuums



ProTeam Commercial Upright Vacuums



Trash Carts



Maid Carts



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Source One Management Services,

Item: **Attachments:Attachments:Cleaning Process**

Attachments

BID22612 Cleaning process.pdf

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OVERVIEW

SOURCEONE is a full-service, facility maintenance company serving the needs of commercial and institutional clients throughout a multi-state area.

SOURCEONE offers an array of partnering concepts to our clients, including janitorial and porter services, lawns and grounds upkeep, hard surface floor maintenance, carpet cleaning and extraction, systems maintenance (HVAC, plumbing, electrical, & lighting), and a variety of other peripheral facility services.

SOURCEONE recognizes serious problems exist with conventional facility cleaning and building maintenance services. These problems stem from a lack of adequate supervision, communication, and training, and often times little concern about a job well done. For **SOURCEONE** it stands to reason any job will be performed only as well as the individual workers are trained and supervised.

Each **SOURCEONE** employee has successfully completed an extensive written training curriculum and OJT program. Our team members possess the knowledge, equipment, and support necessary to become a valuable and beneficial aspect of your maintenance program. We ensure our employees are fully dedicated to giving you the best service possible – and your facilities the best appearance possible – by conducting ongoing training in conjunction with individual service accountability.

SOURCEONE utilizes multiple tools to facilitate quality assurance. A supervisor with each facility maintenance crew, operations personnel overseeing the quality of work performed for each client, written client/contractor communications forms, and scheduled and unscheduled QC site inspections are just a few of the elements of our continuous improvement service process.

We look forward to the opportunity to provide a comprehensive and cost-effective estimate of **SOURCEONE** services for your firm.

SOURCEONE Management Services, Inc.
10400 E. 21st Street
Tulsa, OK 74129
(918) 551-6302 fax



Tulsa
(918) 551-6300
OKC
(405) 753-4144

Source One Management Services,

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

Attachments

25617 labor.pdf

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Anticipated Labor Requirements
BID #25617

Building 420 – 10 cleaners, 1 Day Porter

Building 200 – 2 Cleaners, 1 Day Porter

Building 100 – 2 cleaners 1 Day Porter (shared from 420)

CMF Bldgs. – 3 cleaners 1 Day Porter (shared from 420)

Pioneer Library – 4 cleaners (7 days a week cleaning)

Supervisors - 3

Inspectors - 1

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Tulsa
(918) 551-6300

SOURCEONE Management Services, Inc.
5424 South 99th East Ave
Tulsa, OK 74146
(918) 551-6302 fax

OKC
(405) 753-4144

Supplier: **Source One Management Services,**

**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: 52 Subcontractors or franchise participants shall not be used or counted toward the full- time employees.		
9. Provide average retention of employees: 50		
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: TULSA TECHNOLOGY COLLEGE

Name & location of building cleaned: 3 CAMPUS AND DSC IN TULSA, BA, JENKS

Size of building cleaned: 1,434,521 sq. ft.

How long have you cleaned this building? 9 YEARS

How often is it cleaned? 5 X WEEK

Does your company clean the carpet at this location? YES

Contact person with the company: STEVE WILKINS

Contact email STEVE.WILKINS@TULSATECH.EDU

Telephone number for the person listed above: 9188285190

2. Company Name: MID-DEL TECHNOLOGY CENTER

Name & location of building cleaned: MAIN CAPMUS AND WORKFORCE

Size of building cleaned: 102000 sq. ft.

How long have you cleaned this building? 2 YEARS 3 MONTHS

How often is it cleaned? 5 X A WEEK

Does your company clean the carpet at this location? YES

Contact person with the company: BLAKE MCCRABB

Contact email BMCCRABB@MID-DEL.NET

Telephone number for the person listed above: 405-739-1712

3. Company Name: CLARY SAGE COLLOEGE

Name & location of building cleaned: CLARY SGAE TULSA OK

Size of building cleaned: 42000 sq. ft.

How long have you cleaned this building? 11 YEARS

How often is it cleaned? 5 X WEEK

Does your company clean the carpet at this location? YES

Contact person with the company: POLLY Agarwal

Contact email pagarwal@communitycarecollege.edu

Telephone number for the person listed above: 918.895.7539

4. Company Name: CACI

Name & location of building cleaned: MAIN OFFICES LAWTON OK

Size of building cleaned: 29000 sq. ft.

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How long have you cleaned this building? **12 YEARS**

How often is it cleaned? **5 X A WEEK**

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

Contact person with the company: **AL GRAINGER**

Contact email **allen.granger@cgifederal.com**

Telephone number for the person listed above: **580-678-2668**

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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 **25617**
Bid Title **Custodial Services for Various City Buildings**
Expected Expenditure **\$400,000.00** (This price is expected - not guaranteed)

Bid Start Date **Dec 18, 2024 7:37:21 AM CST**
Bid End Date **Jan 15, 2025 10:00:00 AM CST**
Question & Answer
End Date **Jan 9, 2025 12:00:00 PM CST**

Bid Contact **Monica Hardesty**
monica.hardesty@okc.gov

Bid Contact **City Clerk**
cityclerk@okc.gov

Bid Contact **Tammi Frederick**
tammi.frederick@okc.gov

Contract Duration **1 year**
Contract Renewal **2 annual renewals**
Prices Good for **Not Applicable**
Pre-Bid Conference **Jan 7, 2025 9:00:00 AM CST**
Attendance is mandatory
Location: 3738 S.W. 15th Street, Building 19, Oklahoma City, Oklahoma 73108

Standard Disclaimer **This site and system is hosted by Oklahoma City through BIDSYNC for use of The City of Oklahoma City and its trusts.**
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.

Bid Comments **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.**

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.

Please do not zip files.

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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

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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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

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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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 25617-07-05 - 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: CleanC
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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\(s\)](#)
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 **25617-10-01 - 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\(s\)](#)
N/A

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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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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
Qty 1

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Description

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

Item	25617-13-01 - Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A: Clean floors 5 times per week
Lot Description	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A
Quantity	1 month
Unit Price	<input type="text"/>
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	25617-13-02 - Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A: Clean office areas, break rooms and entrance areas-5 times per week
Lot Description	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A
Quantity	1 month
Unit Price	<input type="text"/>
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	25617-13-03 - Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A: Daily Restroom Services-5 times per week
Lot Description	Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option A
Quantity	1 month
Unit Price	<input type="text"/>
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	25617-14-01 - Central Maintenance Facility-Radio Repair -(3,125 sq. ft.)-Option B: Clean floors 3 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 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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>

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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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\(s\)](#)
N/A

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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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>

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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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
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Lot Description	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Alternate
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Quantity	1 square foot
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Unit Price	<input type="text"/>
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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 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
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Lot Description	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Alternate
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Quantity	1 job
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Unit Price	<input type="text"/>
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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	25617-30-04 - Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows
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Lot Description	Central Maintenance Facility-Street Maintenance Shop-(1,150 sq. ft.)-Alternate
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Quantity	1 job
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Unit Price	<input type="text"/>
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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	25617-31-01 - 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.

Item	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
Lot Description	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option B
Quantity	1 month
Unit Price	<input type="text"/>
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	25617-32-03 - Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option B: Daily Restroom Services-5 times per week
Lot Description	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Option B
Quantity	1 month
Unit Price	<input type="text"/>
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	25617-33-01 - Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate: Floor Reconditioning when requested
Lot Description	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate
Quantity	1 square foot
Unit Price	<input type="text"/>
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	25617-33-02 - Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate: Carpet Cleaning when requested
Lot Description	Central Maintenance Facility-Street Maintenance Warehouse-(537 sq. ft.)-Alternate
Quantity	1 square foot

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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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>

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Delivery Location

City of Oklahoma City and its TrustsSee 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 TrustsSee 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 TrustsSee 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 TrustsSee 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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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\(s\)](#)
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	25617-39-04 - 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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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\(s\)](#)
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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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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

Oklahoma City OK 73102

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\(s\)](#)

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	25617-44-01 - 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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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
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 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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	<input type="text"/>
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	25617-47-01 - SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate: Window cleaning when requested-Inside Windows
Lot Description	SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate
Quantity	1 job
Unit Price	<input type="text"/>
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	25617-47-02 - SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Ground Floor
Lot Description	SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate
Quantity	1 job
Unit Price	<input type="text"/>
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	25617-47-03 - SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate: Window cleaning when requested-Outside Windows, Above Ground Floor
Lot Description	SW OKC Pioneer Library-(22,000 sq. ft.)-Alternate
Quantity	1 job
Unit Price	<input type="text"/>
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	25617-48-01 - Additional Services when required: Site Supervisor for Additional Services when required
Lot Description	Additional Services when required
Quantity	1 hour
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 ProcessC
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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.

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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 *)
<input type="text"/>) SSS
County of *)
<input type="text"/>	

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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)
After Hours Emergency Number(s)
After Hours Emergency Number(s)
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 7th, 2025, at 9:00 am at the General Services Department Building at 3738 S.W. 15th 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**

**ELECTRONIC BID PACKET
Custodial Services for Various City Buildings
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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:**

- (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 7th, 2025, at 9:00 am at the General Services Department Building at 3738 S.W. 15th 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

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. 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

- 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-

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.

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

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.

- 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

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, 2nd Floor
Oklahoma City, OK 73102
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 7th, 2024, at 9:00 am at the General Services Department Building at 3738 S.W. 15th 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 15th 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

- 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**

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 12th 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

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,

- 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

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 15th 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.

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:

Square footage that still needs to be cleaned and is not vacant or being renovated

- ☐ Square footage included in contract as awarded
- x 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.

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 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:		

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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

ADDRESS 1

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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 Rippey 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&10

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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