

June 17, 2002

**TAC #037D
JANITORIAL SERVICE
PUBLIC WORKS DEPARTMENT
ADDENDUM NO. 1**

This Addendum No. 1, consisting of the following information, shall be made a part of the bid specifications for subject bid.

- 1. Page 17 - Amend square footage for Mohawk – change total to 115,563 from 65,939.**
- 2. Page 18 – Under Weekly Services add Display Room.**
- 3. Page 22 – add to AB Jewell – Maintenance Building**

All other provisions remain the same.

Please include this addendum with your bid submittal.

COMPANY NAME

SIGNATURE

SQUARE FOOTAGE: (REVISED)

Belt Press Building	5,824 square feet
Chemical Building	18,232 square feet
Control Room	3,025 square feet
Street Maintenance	1,560 square feet
Chemical Stair Tower	312 square feet
Filter Stairwell North	252 square feet
Filter Stairwell South	312 square feet
Filter Kiosks (3)	1,200 square feet
High Service Pump	21,150 square feet
Visitor Center	2,519 square feet
Education Center	9,295 square feet
Administration Building	22,360 square feet
Lab Building	2,032 square feet
A.B. Jewell	<u>27,490 square feet</u>
TOTAL	115,563 square feet

DISPLAY ROOM: REVISED

Weekly Services:

Monthly
Time/Compl.

- ◆ Sweep walkways along outside of filter gallery. _____Hr.
- ◆ Sweep, wet mop and buff filter gallery. _____Hr.
- ◆ Sweep and wet mop mechanical room, records rooms, storage room and telephone equipment room. _____Hr.
- ◆ Hose down back docks and stair-tower. _____Hr.
- ◆ Display Room: Sweep and wet mop; Dust all tables, chairs, pictures and window ledges; Sweep cobwebs from ceilings and corners of rooms and windows. _____Hr.

A. B. Jewell (REVISED)
18707 E. 21st Street

Maintenance Building

Monthly
Time/Compl.

Daily Services:

- ◆ Empty and clean waste baskets and ashtrays. _____Hr.
- ◆ Sweep and wet mop halls, offies, electrical shop, electronic shop, work stations, lunchroom, vestibule and locker rooms. _____Hr.
- ◆ Fill dispensers (soap, towel, tissue, etc.). _____Hr.
- ◆ Dust all desks, file cabinets, storage cabinets, tables, chairs, picures, window ledges, computers, wallsand woodwork. _____Hr.
- ◆ Sweep cobwebs from ceilings and corners of rooms, halls, and windows. _____Hr.
- ◆ Clean,polish, and sanitize drinking fountains. _____Hr.
- ◆ In locker rooms,disinfect co0mmodes and lavatories; clean and polish brightwork and mirrors, clean partitions and control odor. _____Hr.
- ◆ Any storage area used by Janitorial Service must be kept clean and orderly. _____Hr.

Monthly Services:

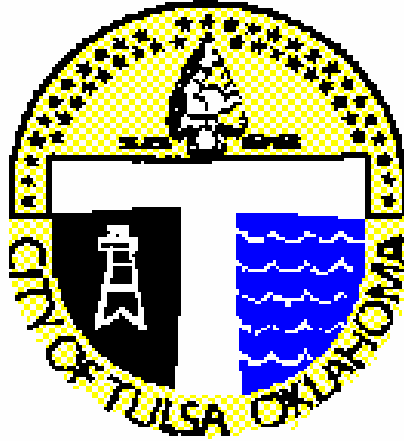
Monthly
Time/Compl.

- ◆ Clean, wax and buff all floors. _____Hr.
- ◆ Clean all dors in Administrative Area. _____Hr.

Three Month Service:

Monthly
Time/Compl.

- ◆ Strip, wax and buff all tile floors. _____Hr.
- ◆ Wash **all** windows, inside and out _____Hr.
- ◆ Clean all walls in Administration Area. _____Hr.



INVITATION FOR SEALED BID

TAC 037D

Description: JANITORIAL SERVICE

Department: PUBLIC WORKS

NIGP Commodity Code(s): 910-39-00-000-0

Total pages including this page is 30

NOTE: FAXED BIDS WILL NOT BE ACCEPTED

Important Instruction – Read Carefully:

If you have obtained these bid specifications from either of:
City of Tulsa's Fax-on-Demand (918-596-1171) or
City of Tulsa's Website : <http://www.cityoftulsapurchasing.org/>

you must notify the buyer Laura Blades of your intent to bid by e-mail lblades@ci.tulsa.ok.us in order to receive addenda. The buyer will always acknowledge your e-mail for your records. All addenda will be posted on fax-on-demand and the website.

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Pay special attention to those pages with a reference to the following notes:

Note #1: Signature of authorized agent required

Note #2: Signature of an authorized agent and notarized required

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Your bid response should follow the same format listed above plus any additional format requested in the body of the bid invitation.

**INVITATION FOR SEALED BIDS
TO
City of Tulsa**

200 CIVIC CENTER, ROOM 109, TULSA, OKLAHOMA 74103

Bid number and date of bid opening must appear on the lower
left outside corner of bid envelopes and all related containers.

DATE OF OPENING: June 20, 2002

BID NUMBER: TAC 037D

BID MUST BE IN THE CITY CLERK'S OFFICE AT THE ABOVE ADDRESS BY 5:00 P.M. THE DAY PRECEDING THE "DATE OF OPENING" SHOWN ABOVE.

BIDS WILL BE OPENED AT 8:30 A.M. IN THE CITY COUNCIL ROOM ON THE DAY SPECIFIED UNDER "DATE OF OPENING."

PUBLISHED IN THE TULSA DAILY COMMERCE AND LEGAL NEWS: June 3, 2002

Bid must be accompanied by bidder's bond, cashier's check or certified check in the amount of: \$100.00

PLEASE READ TERMS AND CONDITIONS ON THE NEXT PAGE BEFORE COMPLETING BID DOCUMENTS

Mandatory Pre-Bid Conference (see page 10)

***** **THE FOLLOWING SECTION MUST BE COMPLETED BY BIDDER** *****

Delivery will be made in not more than _____ days after receipt of order.

Payment terms _____% _____ days.

City of Tulsa may increase quantity of order at the unit price bid for _____ days. (Bidder to Specify Days) I have examined the terms and specifications and the instructions to bidders herein and agree, provided I am awarded a contract, to provide the above described items for the sum shown in accordance with the terms and specifications stated herein. All deviations are in writing and attached hereto.

Enclosed is a BID BOND ; CASHIER'S CHECK; Certified Check in the amount of \$ _____, which I agree the City of Tulsa may retain as liquidated damages in the event of my failure to comply with the terms of this bid.

MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID

FIRM NAME _____ by _____

STREET _____ TITLE _____

CITY STATE _____ ZIP CODE _____ PHONE NUMBER _____ DATE _____

GENERAL TERMS AND CONDITIONS OF SEALED BIDS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID.

NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED.

1. **BIDS MUST BE SUBMITTED ON THIS FORM ONLY INCLUDING A SIGNATURE OF AN AUTHORIZED AGENT.** Each bid shall be placed in a separate envelope. Be sure envelope is completely and properly identified and sealed, showing the bid number and date in the lower left hand corner. Bids must be time stamped in the office of the City Clerk by 5:00 P.M. on the day before date of opening.
2. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. All prices shall be quoted F.O.B. Tulsa, Oklahoma, and delivery to City of Tulsa location shall be without additional charge.
4. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of his contract with the City of Tulsa.
5. The bidder shall show in the proposal both the unit prices and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit prices shall prevail.
6. Any exceptions or deviations from written specifications shall be shown in writing and attached to the bid form.
7. Each bidder agrees to comply with the terms of Title 5, Chapter 1, of Tulsa, Oklahoma Charter and revised ordinances relating to equal employment opportunity.
8. **THE ENCLOSED FORMS REGARDING NON-COLLUSION AND FINANCIAL INTEREST MUST BE SIGNED, NOTARIZED, AND RETURNED WITH THE BID.**
9. The City of Tulsa reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
10. All bids must be accompanied by bidders bond, cash, certified or cashier's check in the amount shown on the face of the bid form. This amount shall be retained by the City of Tulsa as liquidated damages in the event the successful bidder (or bidders) fails to execute a contract, if required. The bidder agrees that said amount is presumed to be the damages sustained by the City due to the impracticability and extreme difficulty in fixing the actual damages. The office of the City Clerk will return the bid deposits to the unsuccessful bidders, after a contract has been awarded or all bids have been rejected.
11. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of invoice, the date of receipt of all material covered by the purchase order, or the date of receipt by the City of Tulsa of the original copy of the purchase order with properly executed Affidavit of Claimant, whichever is the later date.
12. Direct purchase of certain items of equipment or material by the City of Tulsa are exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax. The City of Tulsa will furnish executed exemption certificates upon presentation by the bidder at the time of purchase.
13. Bid must show number of days required for delivery under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promises may cause bid to be disregarded. Contractor must keep Purchasing Department advised at all times of status of order. Default in promised delivery or failure to meet specifications authorizes the Purchasing Agent to purchase supplies elsewhere and charge full increase of cost and handling to defaulting contractor. Consistent failure to meet delivery promises without valid reason may cause removal from bid list.
14. Bidder agrees to defend and save City of Tulsa from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patent relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
15. If the bid requires a written contract, the successful bidder shall execute a written contract with the City of Tulsa and return the required bonds and insurance certificates within ten (10) days after submission of contracts to said bidder by the City.

INTEREST AFFIDAVIT

STATE OF _____ }
 } ss
COUNTY OF _____ }

_____, of lawful age, being first duly sworn, states that s(he) is the agent authorized by the bidder to submit the attached bid. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly, owns a twenty-five percent (25%) interest in the bidder's business or such a percentage which constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa have some direct or indirect interest in the bidder's business:

By _____
(Signature)

(Title)

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

NOTARY PUBLIC SIGNATURE

My Commission Expires:

The Interest Affidavit must be completed, signed by an authorized agent, and notarized.

BIDDER AFFIDAVIT - TITLE 74 O.S. (1974 SUPP.) 85.22-85.25

STATE OF _____ COUNTY OF _____

_____, of lawful age, being first duly sworn on oath says
Authorized Agent

1. (s)he is the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.
2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

SIGNATURE OF AUTHORIZED AGENT

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

Signature of Notary Public

MY COMMISSION EXPIRES

The Bidder Affidavit must be completed, signed by an authorized agent, and notarized.

CONTRACTOR/BIDDER INFORMATION SHEET

To be completed by all Bidders
For Contracts with the City of Tulsa
(Please print or type)

Project No. or Description

Full Name of Bidder

Legal Identity
(Corporation, Partnership,
Individual, etc.)

Address

Telephone No.

FAX No.

Taxpayer Identification Number

Contact Person

Phone No.

Fax No.

E-mail address

Webpage Address

Price Sheet Summary

Vendor Name: _____ Signature: _____ Date: _____

You will be able to obtain a copy of the Bid Summary on the City of Tulsa's Purchase-Net Fax-on-Demand and Website shortly after bid opening.

TAC 037D

<u>ITEM</u>	<u>LOCATION</u>	<u>COST PER MONTH</u>
1.	A. B. Jewell 18707 E. 21 st Street Regular \$ _____ per hour Overtime \$ _____ per hour Current or future construction additions \$ _____ per sq. foot	\$ _____
2.	Mohawk 3600 Mohawk Blvd. Additional Services Regular \$ _____ per hour Overtime \$ _____ per hour Current or future construction additions \$ _____ per sq. foot	\$ _____

TAC 037D
JANITORIAL SERVICE
PW/A.B. JEWELL AND MOHAWK
WATER TREATMENT PLANTS

PURPOSE:

To enter into a contractual relationship with a Janitorial Service firm for the purpose of providing cleaning services for the City of Tulsa's A.B. Jewell and Mohawk Water Treatment Plants.

INTENT:

It is the intent of this bid to set forth the terms, conditions and requirements necessary to secure **Janitorial Service** on a contractual basis and in a competitive manner. It is further intended that the services covered by this bid shall be furnished by the successful bidder subject to all the terms and conditions set forth in this bid.

The City of Tulsa reserves the right to reject any and all bids and to award to the overall low bidder whose bid best services the interest of the City or award by item.

CONTRACT TIME:

The term of the contract shall be for a period of one (1) year beginning from the date of written authorization to proceed. The contract shall be renewable, with the consent of both parties, for two (2) successive one (1) year periods.

SCOPE OF SERVICE:

The work performed as a result of this bid shall be of the highest quality and shall be consistently so throughout the term of the resulting contract. The work shall consist of complete cleaning and janitorial services as described in the **Performance Criteria** section. The work shall be of the type and frequency as shown in **Performance Criteria** section.

SITE EXAMINATIONS (MANDATORY):

All bidders **must** participate in a site examination inspection of each site conducted by City personnel to familiarize themselves with any conditions which affect performance and bid prices. Site examination will take place the day of the mandatory Pre-Bid Conference. The site examination is mandatory and will not be given other than the day of the Pre-Bid Conference. **Failure to attend the Pre-Bid Conference or attend the entire site examination will result in automatic rejection of the bid submitted by the vendor.**

PRE-BID CONFERENCE (MANDATORY):

A Pre-Bid Conference will be conducted, Tuesday, June 11, 2002 at 10:00 a.m., AB Jewell, 18707 E. 21st Street, Tulsa, Oklahoma. The bid terms, conditions will be reviewed, discussed and opened for questions. All bidders must be present.

REQUIRED INFORMATION:

The following information shall be submitted with each bid. **Failure to do so will result in rejection of the bid.**

- Price per month-for each item and regular and overtime rate.
- The price for quarterly work as described in the **Performance Criteria** shall be included in monthly rate. Although the work is only performed once every three (3) months, it may be spread throughout the three (3) month period.
- The total time required for performing each item of work as described in Performance Criteria. A time allocation shall be provided for each “special service” item requested. In determining the lowest bid it will be assumed that each “special service” item will be performed one (1) time per year.
- The number of workers that you feel is required to perform the work specified and the number of workers who will be assigned.
- The number of hours to be worked per day per worker.
- List of accounts and references for whom you have provided janitorial service, including the name and telephone number of the individual of each firm that you respond to.

The Janitorial Service shall provide for each plant the following:

1. Name of janitorial supervisor for the appropriate plant. The name supplied can not be an individual working at the plants. The individual must have the authority to correct any problems that may exist.
2. Telephone number for the supervisor.
3. Pager number for the supervisor.
4. Cellular number if applicable.

The supervisor must be able to be contacted Monday-Friday between the hours of 8:00 a.m. to 5:00 p.m.

The above information must be provided to the City prior to entering into the contact and must be maintained throughout the contract. **If the above information is not provided or is not maintained during the life of the contract, it may result in the automatic rejection of the bid or cancellation of the contract.**

WORK DAYS:

Work days shall be Monday through Friday. Janitorial personnel shall be on site by 8:00 a.m. All respective services under the performance criteria shall be completed prior to the janitorial personnel leaving the facility unless approved by the respective plant superintendents.

If janitorial personnel are going to be late or unable to come to work, the janitorial service, (**not the person scheduled to be on site**), shall contact the appropriate plant superintendent and inform them of the situation. **Under no circumstances will the city assume supervisory responsibilities for the janitorial service or their employees.**

SUPPLIES:

The successful bidder shall furnish trash can liners, paper towels (**white paper towels in operators laboratory**), liquid and powered hand soap for dispensers, and tissue, all cleaning equipment, personnel and material sufficient to provide the service specified expeditiously and efficiently during as many hours per shift as may be required.

BID ITEMS:

Bidders shall provide prices and times for all items. **Failure to provide prices and times in the appropriate categories will result in automatic rejection of the bid by the vendor.**

Any charges or provisions anticipated by the bidder and not shown in the specifications must be called out and included in the bid submittal.

Failure to meet the performance criteria once the City of Tulsa has entered into a contract may result in cancellation of the contract.

A bid deposit in the amount of \$100.00 is required.

CHANGES:

The City of Tulsa may make minor changes within the General Scope of the services to be performed by giving notice to the contractor and subsequently confirming such changes in writing. If such changes affect the cost of, or the time required for performance of the services, an equitable adjustment in the price shall be made. No change by the contractor shall be recognized without written approval of the City.

As current construction is completed on each building, janitorial services will begin upon acceptance by the City of Tulsa.

ADDENDA AND INTERPRETATIONS:

If it becomes necessary to revise any part of this bid, a written addendum will be provided to all the bidders. The City of Tulsa is not bound by any oral representations, clarifications or changes made in the written specifications by City of Tulsa employees, unless such clarification change is provided to bidders in written addendum form from the Purchasing Division.

CONTACTS:

All questions and inquiries relating to and necessary to clarify these bid requirements, terms or conditions shall be directed to the following individual:

Laura Blades
City of Tulsa Purchasing Division
200 Civic Center, Room 802
Tulsa, OK 74103
Phone: (918) 596-7553

SITE EXAMINATION CONTACT:

Joan Arthur
Mohawk Treatment Plant
3600 Mohawk Blvd.
Tulsa, Oklahoma 74115

Phil Demoret
A.B. Jewell Treatment Plant
18707 East 21st Street
Tulsa, Oklahoma 74134
Phone: (918) 669-6470

AWARD OF BID:

The bid shall be awarded to the firm whose bid proposal is responsive to the bid and is the lowest total per month, considering the factors identified in the bid and Section 406E of Title 6, The Purchasing Ordinance set forth below: **(See Section 3.2)**

406E. AWARD OF CONTRACT

1. Authority in the Mayor. The Mayor shall have the authority to award contracts within the purview of this Title.
2. Lowest Secure Bidder. Contracts shall be awarded to the lowest secure bidder. In determining "lowest secure bidder", in addition to price, the following factors shall be considered:
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - b. whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;

- c. the character, integrity, reputation, judgment, experience and efficiency of the bidder;
- d. the quality of performance of previous contracts or services;
- e. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- f. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g. the quality, availability and adaptability of the supplies or contractual services to the particular use required;
- h. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- i. where an earlier delivery date would be of great benefit to the requisitioning agency, the date and terms of delivery may be considered in the bid award;
- j. the number and scope of conditions attached to the bid, and
- k. if a point system has been utilized in the bid specifications, the number of points earned by the bidder.

TERMINATION OF CONTRACT:

The City of Tulsa may by written notice terminate the contract and retain the Performance Bond for Contractors' default, in whole or in part, at any time if contractor refuses or fails to make progress as to provisions of this bid; maintain a consistently high quality of work or so fails to make progress as to endanger performance and does not cure such failure after written notice with specific days of time, or fails to perform the services within the time specified or any written extension thereof. In such event the City of Tulsa may retain the Performance Bond, purchase or otherwise secure services and contractor shall be liable to the City for any cost, in excess of the Performance Bond, occasioned by the City thereof. Termination, if necessary, shall be effective thirty (30) days from notification.

ASSIGNMENT AND SUBLETTING OF CONTRACT:

The Contractor shall give his personal attention to the fulfillment of this contract, and shall not let, assign or transfer it or his right, title or interest in or to the same or any part thereof, by attorney or otherwise, sublet any part of the work to any other person without the previous consent of the City in writing. Should any subcontractor fail to perform in a satisfactory manner the work undertaken by him, his subcontract shall be immediately terminated by the contractor upon notice from the City. The contractor shall be as fully responsible to the City for the acts of omissions of his subcontractor. Nothing contained in these contract documents shall create any contractual relation between any subcontractor and the City.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED:

A. During the performance of this contract, the contractor agrees as follows:

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

B. The contractor will include the provision of the foregoing paragraphs of this section in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

CONTRACTOR'S LIABILITY:

General Liability. The City of Tulsa shall not be liable or responsible for any accident, loss, assault, battery, defamation, false arrest, false imprisonment, invasion of privacy, intentional or negligent infliction of emotional distress, injury (including death), or damages happening or occurring during the term of the performance of the work to persons and/or property, and the Contractor shall fully indemnify and protect the City from and against the same. In addition to the liability imposed by law on the Contractor for damage or injury (including death) to persons or property by reason of negligence of the Contractor or his agents, with liability is not impaired or otherwise affected hereby, the Contractor hereby assumes liability for and agrees to save the City

harmless and indemnify him for every expense, liability or payment by reason of any damage or injury (including death) to persons or property suffered or any of his subcontractors or anyone directly or indirectly employed by premises while in control of the Contractor or any of his subcontractors or anyone directly or indirectly employed by either of them or arising in any way from the work called for in this bid.

Liens. Contractor agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor and materials furnished by the Contractor or his subcontractors under the scope of this bid and from all laborer's materialmen's and mechanics' liens upon the real property upon.

Premiums. Premiums on all insurance policies shall be paid by the contractor and shall be deemed included in his service agreement unless otherwise specified.

BONDS:

Within ten (10) days following the award of the contract, the successful bidder will be required to execute and furnish a performance surety bond in the amount of one thousand dollars (\$1,000.00) guaranteeing the proper and prompt completion of the work in accordance with the provisions, requirements, terms and conditions of the contract.

OTHER APPLICABLE LAWS:

Any provisions required to be included in a contract of this type by any applicable and valid Federal, State or local law, ordinance, rule or regulation shall be deemed to be incorporated herein.

SAFETY:

The contractor will be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act (O.S.H.A.) and other Federal, State or local regulations which affect custodial and housekeeping operations. Material Safety Data Sheets must be supplied on all chemicals utilized under this contract upon its award. All chemicals utilized must be properly identified with manufacturer's labels.

BID BOND OR DEPOSIT:

A Certified or Cashier's Check or Bidder's Surety Bond, in the sum of \$100.00 will be required from each bidder to be retained as liquidated damages in the event the successful bidder fails, neglects or refuses to enter into said contract and furnish the necessary bonds, insurance certificates, etc. as specified, within ten (10) days from and after the date the contract document is received from the City of Tulsa Legal Department.

INSURANCE:

The Contractor, and any subcontractors, shall carry and keep in force during the term of the contract policies of public liability insurance including any contractual liability assumed under the contract in the minimum amounts set forth below and workmen's compensation and employer's liability insurance in the amounts required by law. The contractor shall also furnish an owner's protective policy in the same amounts with the City of Tulsa as the named assured by the same insurance company as the insurer of contractor's liability coverage.

Personal Injury, each person	\$175,000
Personal Injury each occurrence	\$1,000,000
Property Damage, each person	\$25,000
Property Damage, each occurrence	\$1,000,000

The policy shall provide a clause stating that it cannot be canceled by the insurer without the insurer first giving the City ten (10) days written notice of cancellation. The successful bidder shall furnish the City a certificate of insurance showing such coverage within ten (10) days following the acceptance of the bid by the City.

PRICE ADJUSTMENT OPTION:

The price paid for a commodity under this contract shall not change during the term of this contract. However, if the bidder anticipates that it will not be able to maintain firm prices for any renewal period, a change in price may be allowed in a renewal of this contract if the following criteria are met:

- (1) The bidder includes a formula, to be used to calculate a change in price at the time of renewal, **in the bid for the initial contract.** Such formula shall be reasonable, objective and capable of measurement.

(2) The contractor notifies the City, in writing, no later than 30 days prior to the expiration of the initial contract period, or any renewal period, of its intent to exercise the right to escalate or de-escalate prices under the contract. The notice shall include a calculation of the price increase or decrease requested including the formula used.

AMERICANS WITH DISABILITIES ACT:

Bidder shall take the necessary actions to ensure its facilities and employment practices are in compliance with the applicable requirements of the Americans with Disabilities Act. Any costs of such compliance will be the sole responsibility of Bidder.

SQUARE FOOTAGE:

Mohawk Street Maintenance	1560 square feet
Administration Building (two(2) floors)	4028 square feet
Chlorine Building	1839 square feet
#1 Filter Building (old)	4498 square feet
#2 Filter Building (new)	4498 square feet
Sludge Handling (Mohawk)	1500 square feet
Low Lift Building	2508 square feet
Chemical Building	640 square feet
Boiler/Turbine Building	8353 square feet
Round Building (present maintenance)	725 square feet
Electric Pump Station	8300 square feet
A.B. Jewell	<u>27490 square feet</u>
TOTAL	65,939 square feet

BIDDER'S AFFIDAVIT:

Each bidder shall accompany their bid with a fully executed and notarized copy of the attached **Non-Collusion Affidavit** and the **Interest Affidavit**. Failure to do so may be cause for rejection of the bid.

PERFORMANCE CRITERIA AND LABOR BREAKDOWN:

**A. B. Jewell
18707 E. 21st Street**

Administration, Filter Control Building:

1st Floor

Monthly
Time/Compl.

Daily Services:

- ◆ Empty and clean waste baskets and ashtrays. _____Hr.
- ◆ Sweep, wet mop and buff halls, offices, conference room and control room and display room.. _____Hr.
- ◆ Sweep and wet mop restrooms, locker room, operators lab, lunch room, filter gallery, elevator, stairway from 1st to 3rd floor and copy room. _____Hr.
- ◆ Fill all dispensers (soap, towel, tissue, etc.) _____Hr.
- ◆ Dust all desks, file cabinets, tables, chairs, pictures, window ledges, computers and woodwork. _____Hr.
- ◆ Sweep cobwebs from ceilings and corners of rooms and windows. _____Hr.
- ◆ Clean, polish and sanitize drinking fountains. _____Hr.
- ◆ In restrooms and locker rooms, disinfect commodes and lavatories, clean and polish bright metal and mirrors, clean partitions and control odor and dust lockers. _____Hr.
- ◆ In lunch room, wash tables and counter tops _____Hr.
- ◆ Sweep front walks. _____Hr.
- ◆ Any storage area used by janitorial contractors must be kept clean and orderly. _____Hr.

Weekly Services:

Monthly
Time/Compl.

- ◆ Sweep walkways along outside of filter gallery. _____Hr.
- ◆ Sweep, wet mop and buff filter gallery. _____Hr.
- ◆ Sweep and wet mop mechanical room, records rooms, storage room and telephone equipment room. _____Hr.
- ◆ Hose down back docks and stair-tower. _____Hr.

Monthly Services:

- ◆ Clean, wax and buff **all** tile floors.
- ◆ Clean and wax **all** wood doors.
- ◆ Wash all interior windows.
- ◆ Clean tile walls in restrooms and locker rooms.

Monthly
Time/Compl.

_____Hr.
_____Hr.
_____Hr.
_____Hr.

Three Month Service:

- ◆ Strip, wax and buff all tile floors.
- ◆ Wash **all** windows inside and out.
- ◆ Clean all metal doors and window frames.
- ◆ Wash all walls.

Monthly
Time/Compl.

_____Hr.
_____Hr.
_____Hr.
_____Hr.

2nd Floor

Bi-weekly: Tuesdays and Thursday:

- ◆ Empty and clean waste baskets.
- ◆ Sweep and wet mop halls, training room, conference room, library, restrooms and office.
- ◆ Fill all dispensers (soap, towel, tissue, etc.).
- ◆ Dust all desks, file cabinets, tables, chairs, pictures, window ledges and woodwork.
- ◆ Sweep cobwebs from ceilings and corners of rooms, halls and windows.
- ◆ Clean, polish and sanitize drinking fountains and sinks.
- ◆ In restrooms, disinfect commodes and lavatories; clean and polish bright work and mirrors, clean partitions, and control odor.
- ◆ Janitors storage area must be kept clean and orderly.

Monthly
Time/Compl.

_____Hr.
_____Hr.
_____Hr.
_____Hr.
_____Hr.
_____Hr.
_____Hr.
_____Hr.

Monthly Services:

- ◆ Sweep and wet mop mechanical room.
- ◆ Sweep and wet mop storage room.
- ◆ Clean, wax and buff all tile floors.
- ◆ Clean and wax all wood doors.
- ◆ Clean tile walls in restrooms.
- ◆ Sweep outdoors stair-tower.

Monthly
Time/Compl.

_____Hr.
_____Hr.
_____Hr.
_____Hr.
_____Hr.

Three Month Services:

- ◆ Strip, wax and buff all tile floors.
- ◆ Wash **all** windows, inside and out.
- ◆ Clean all metal doors and window frames.
- ◆ Wash walls.

Monthly
Time/Compl.

_____Hr.
_____Hr.
_____Hr.
_____Hr.

3rd. Floor

Monthly
Time/Compl.

Daily:

- ◆ Empty and clean waste baskets. _____ Hr.
- ◆ Fill all dispensers (soap, towel, tissue, etc.). _____ Hr.

Tri-Weekly: Monday, Wednesday, Friday

Monthly
Time/Compl.

- ◆ Sweep and wet mop halls, offices, lab instrument rooms, sample room and restrooms. _____ Hr.
- ◆ Dust all desks, file cabinets, tables, chairs, pictures, window ledges, computers and wood work. _____ Hr.
- ◆ Sweep cobwebs from corners of rooms, halls and windows. _____ Hr.
- ◆ Clean, polish and sanitzie drinking fountains and sinks. _____ Hr.
- ◆ In restrooms, disinfect commodeks and lavatories, clan and polish bright work and mirrors, clan partitions and control odor. _____ Hr.

Monthly Services:

Monthly
Time/Compl.

- ◆ Sweep and wet mop mechanical room. _____ Hr.
- ◆ Sweep and wet mop storage room. _____ Hr.
- ◆ Clean, wax and buff all tile floors. _____ Hr.
- ◆ Clean and wax all wood doors. _____ Hr.
- ◆ Clean tile walls in restrooms. _____ Hr.
- ◆ Sweep outdoors stair-tower. _____ Hr.

Three Month Services:

Monthly
Time/Compl.

- ◆ Strip, wax and buff all tile floors. _____ Hr.
- ◆ Wash all windows, inside and out. _____ Hr.
- ◆ Clean all metal doors and window frames. _____ Hr.
- ◆ Wash walls. _____ Hr.

High Service Pump Station:

Weekly Services:

Monthly
Time/Compl.

- ◆ Empty and clean waste baskets. _____ Hr.
- ◆ Dust all window ledges and walls. _____ Hr.
- ◆ Sweep cobwebs from ceiling and corners of rooms. _____ Hr.
- ◆ Clean, polish and sanitize drinking fountain. _____ Hr.
- ◆ Clean and disinfect commode, clean and polish bright work and mirror. _____ Hr.

Three Month Services:

Monthly
Time/Compl.

- ◆ Wash all windows, inside and out. _____ Hr.
- ◆ Clean all block walls. _____ Hr.

Chemical Feed Building:

Tri-Weekly: Monday, Wednesday, Friday:

Monthly
Time/Compl.

- ◆ Empty and clean waste baskets. _____ Hr.
- ◆ Sweep and wet mop restroom and control room. _____ Hr.
- ◆ Wash down main hallway. _____ Hr.
- ◆ In restrooms, clean and disinfect commodes and lavatories, clean and polish bright work and mirrors, clean partitions, and control odor. _____ Hr.
- ◆ Fill all dispensers (soap, towel, tissue, etc.) _____ Hr.
- ◆ Dust all desks, cabinets, tables, chairs, pictures, window ledges, walls and woodwork. _____ Hr.

Monthly Services:

Monthly
Time/Compl.

- ◆ In control room and restroom, clean, wax and buff floors. _____ Hr.
- ◆ Clean doors and window frames in control room and restroom. _____ Hr.

Three Month Services:

Monthly
Time/Compl.

- ◆ Strip, wax and buff floors in control room and restroom. _____ Hr.
- ◆ Wash windows in control room, inside and out. _____ Hr.
- ◆ Clean walls _____ Hr.
- ◆ Clean walls and woodwork in office and restroom. _____ Hr.

Sludge Handling Facility:

Daily:

Monthly
Time/Compl.

- ◆ Empty and clean wastebaskets and ashtrays. _____ Hr.
- ◆ Sweep and wet mop control room, restrooms, and electrical room. _____ Hr.
- ◆ Fill all dispensers (soap, towels, tissue, etc.) _____ Hr.
- ◆ Dust all desks, cabinets, tables, chairs, pictures, lockers, window ledges, walls and woodwork. _____ Hr.
- ◆ Sweep cobwebs from ceiling and corners of control room, restrooms and electrical room. _____ Hr.
- ◆ Clean, polish and sanitize drinking fountains. _____ Hr.
- ◆ In restrooms, clean and disinfect commodes and lavatories, clean and polish bright metal and mirrors, and control odor. _____ Hr.

Weekly:

Monthly
Time/Compl.

- ◆ Sweep, wet mop and buff floors in control room and restrooms. _____ Hr.

Three Month Services:

Monthly
Time/Compl.

- ◆ Wash **all** windows in control room, inside and out. _____Hr.
- ◆ Clean light fixtures and ceiling vents in control room and restrooms. _____Hr.
- ◆ Clean walls and woodwork in control room and restrooms. _____Hr.

Daily Services:

- ◆ Empty and clean wastebaskets. _____Hr.
- ◆ Sweep and wet mop halls, offices, electrical shop, electronics lab, work stations, lunch room, vestibule and locker rooms. _____Hr.
- ◆ Fill all dispensers (soap, towel, tissue, etc.). _____Hr.
- ◆ Dust all desks, file cabinets, storage cabinets, tables, chairs, pictures, window ledges, compters, walls and woodwork. _____Hr.
- ◆ Sweep cobwebs from ceilings and corners of rooms, halls, and windows. _____Hr.
- ◆ Clean, polish and sanitize drinking fountain. _____Hr.
- ◆ In locker rooms, disinfect commodes and lavatories; clean and polish bright work and mirrors, clean partitions and control odor. _____Hr.
- ◆ Any storage area used by janitorial service must be kept clean and orderly. _____Hr.

Monthly Services:

Monthly
Time/Compl.

- ◆ Clean, wax and buff all tile floors. _____Hr.
- ◆ Clean all doors in Administration Area. _____Hr.

Three Month Services:

Monthly
Time/Compl.

- ◆ Strip, wax and buff all tile floors. _____Hr.
- ◆ Wash **all** windows, inside and out. _____Hr.
- ◆ Clean all walls in Administration Area. _____Hr.

Special Services:

Monthly
Time/Compl.

- ◆ Ice and snow removal from sidewalks, steps, and back areas on call by City. (paid by total man-hours) _____Hr.

Total employees required to perform above responsibilities:

Full Time _____ Part Time _____
(40 hr. employee)

Total hours part-time employee(s) shall work per day: _____

All time shall be reported in quarter hour increments. Ice melt to be provided by successful bidder.

A supervisor(s) from the janitorial service shall be on the premise at least once every two weeks for a walk through with the appropriate plant superintendent or his/her

designate.

**Mohawk
3500 East Mohawk**

Administration, Maintenance and QA/QC Laboratory Building:

Daily Services:

Monthly
Time/Compl.

- ◆ Empty and clean waste baskets and ashtrays. _____ Hr.
- ◆ Sweep and buff tile floors (halls, offices, pilot plant rooms, entry, clerk's office, and all of QA/QC building) _____ Hr.
- ◆ Sweep and wet mop restrooms, locker rooms, lunch rooms, and meeting rooms. _____ Hr.
- ◆ Sweep stairways in laboratory building and administrative maintenance building.
- ◆ Sweep all remaining floors that are epoxy/resin floors. _____ Hr.
- ◆ Fill all dispensers (soap, towel, tissue, etc.) _____ Hr.
- ◆ Dust all desks, file cabinets, tables, chairs, pictures, window ledges, walls and woodwork and light fixtures. _____ Hr.
- ◆ Sweep cobwebs from ceilings and corners of rooms, halls and windows. _____ Hr.
- ◆ Clean, polish and sanitize drinking fountains. _____ Hr.
- ◆ Disinfect commodes, showers and lavatories, clean and polish bright metal and mirrors, clean partitions, control odor in restrooms and locker rooms. _____ Hr.
- ◆ Maintain and clean storage areas used by janitorial contractors. _____ Hr.
- ◆ Dust mop and/or sweep filter gallery daily. _____ Hr.
- ◆ Clean all carpeted areas. _____ Hr.

****In the QA/QC laboratory building, all mopping, sweeping, buffing, cleaning of light fixtures and window washing must be done after 4:30 p.m. so as not to interfere or contaminate laboratory testing.**

Laboratory personnel will be responsible for cleaning laboratory countertop and work surfaces.

Weekly Services (Fridays):

Monthly
Time/Compl.

- ◆ Sweep, wet mop and buff all tile floors and stairways. _____ Hr.
- ◆ Sweep and wet mop all epoxy/resin floors. _____ Hr.
- ◆ Sweep walkways around both buildings. _____ Hr.

Monthly Services:

Monthly
Time/Compl.

- ◆ Clean, wax and buff **all** tile floors in the halls, offices, locker rooms, lunch rooms, meeting rooms and pilot plant rooms and stairways. _____ Hr.
- ◆ Clean and wax **all** doors. _____ Hr.

Three Month Service:

Monthly
Time/Compl.

- ◆ Strip, wax and buff all tiled floors in halls, offices, lunch rooms, locker rooms, meeting rooms and pilot plant rooms. \$_____Hr.
- ◆ Wash **all** windows in both buildings, both inside and out. _____Hr.
- ◆ Clean light fixtures. _____Hr.
- ◆ Clean all walls and woodwork. _____Hr.
- ◆ Clean skylights. _____Hr.
- ◆ Shampoo all carpeted areas. _____Hr.

Distribution Pump Station:

Daily:

Monthly
Time/Compl.

- ◆ Sweep control rooms, halls and mezzanine and stairways. _____Hr.
- ◆ Empty and clean wastebaskets and ashtrays. _____Hr.
- ◆ Dust all window ledges, walls and woodwork. _____Hr.
- ◆ Clean, polish and sanitize drinking fountain. _____Hr.
- ◆ Clean and disinfect commode, clean and polish bright metal and mirror, control odor. _____Hr.
- ◆ Fill all dispensers (soap, towel, tissue, etc.) _____Hr.
- ◆ Sweep and wet mop restroom. _____Hr.

Weekly:

Monthly
Time/Compl.

- ◆ Sweep and wet mop MCC (control) room and stairways. _____Hr.

Monthly:

Monthly
Time/Compl.

- ◆ Clean, wax and buff MCC room and restroom floors. _____Hr.
- ◆ Sweep and mop mezzanine floor. _____Hr.

Three Month Services:

Monthly
Time/Compl.

- ◆ Wash **all** windows in pump station, inside and out. _____Hr.
- ◆ Clean all tile walls, block walls and woodwork. _____Hr.
- ◆ Strip, wax and buff floors in MCC room and restroom. _____Hr.

Chemical Feed Building:

Daily Services:

	Monthly Time/Compl.
◆ Empty and clean wastebaskets.	_____Hr.
◆ Sweep and wet mop restrooms, control room, halls, operator's laboratory, office mezzanine, and stairways inside the building.	_____Hr.
◆ Sweep stairs in stair towers outside the building.	_____Hr.
◆ In restrooms, clean and disinfect commode and lavatory, clean and polish bright work and mirrors and control odor.	_____Hr.
◆ Fill all dispensers (soap, towel, tissue, etc.).	_____Hr.
◆ Sweep cobwebs from ceilings and corners of rooms, and restrooms.	_____Hr.
◆ Clean, polish and sanitize drinking fountains.	_____Hr.
◆ Sweep floors in all three filter kiosks.	_____Hr.
◆ Sweep floor on mezzanine..	_____Hr.

Weekly:

	Monthly Time/Compl.
◆ Sweep and wet mop stairs in stair towers.	_____Hr.
◆ Dust tables, chairs, file cabinets, bookcases and window ledges.	_____Hr.
◆ Sweep and wet mop floors in all three filter kiosks.	_____Hr.
◆ Sweep and wet mop floor on Mezzanine.	_____Hr.

Monthly:

	Monthly Time/Compl.
◆ Clean, wax and buff all tile floors.	_____Hr.
◆ Clean and wax all doors	_____Hr.

Three Month Services:

	Monthly Time/Compl.
◆ Strip, wax and buff all tile floors in office, halls, control room, laboratory.	_____Hr.
◆ Clean light fixtures and ceiling vents in control room, office, laboratory and restrooms.	_____Hr.
◆ Wash all windowks in building and stair towers, inside and out.	_____Hr.

VISITOR'S CENTER

Monday, Wednesday, Friday

Monthly
Time/Compl.

Friday

- ◆ Sweep all floors, stairs, dust furniture, woodwork, windowsills, sweep cobwebs from corners and ceilings.
- ◆ Sweep and mop restrooms, clean and disinfect commodes and lavatories, clean and polish bright metal and mirrors and control odor, and clean woodwork.
- ◆ Fill all dispensers (soap, towels, tissue, etc.)
- ◆ Clean, polish and sanitize drinking fountains.

_____Hr.
 _____Hr.
 _____Hr.
 _____Hr.

Sweep mop and buff all tile floors

MONTHLY

- ◆ Strip, wax and buff all tile floors.

_____Hr.

THREE MONTH SERVICES

- ◆ Wash all windows inside and out.

_____Hr.

EDUCATION CENTER:

Monday, Wednesday, Friday

Friday

- ◆ Sweep all floors.
- ◆ Dust windowsills, woodwork, tables
- ◆ Sweep and wet mop all restrooms, disinfect commodes and lavatories, clean and polish bright metal and mirrors, control odors, clean woodwork.
- ◆ Fill all dispensers (soap, towels,tissue, etc.)
- ◆ Clean, polish and sanitzie all drinking fountains.
- ◆ Clean cobwebs from corners and ceilings.

_____Hr.
 _____Hr.
 _____Hr.
 _____Hr.
 _____Hr.

Sweep, mop and buff all tile floors.

MONTHLY

- ◆ Strip, mop, wax and buff all tile floors.

_____Hr.

THREE MONTHS SERVICES

- ◆ Wash all windows inside and outside.

_____Hr.

****Sludge handling facility is the same except that it will be operated all year round and not on an intermittent basis.**

Note: Drawings available at pre-bid.

**Sludge Handling Facility:
(When sludge facility is in operation.)
Estimated full time)**

Daily:

Monthly
Time/Compl.

- ◆ Empty and clean wastebaskets and ashtrays. _____Hr.
- ◆ Sweep and damp mop control room, restrooms and electrical room. _____Hr.
- ◆ Fill all dispensers (soap, towel, tissue, etc.). _____Hr.
- ◆ Dust all desks, cabinets, tables, chairs, pictures, lockers, window ledges, walls, and woodwork. _____Hr.
- ◆ Sweep cobwebs from ceilings and corners of control room, restrooms and electrical room. _____Hr.
- ◆ Clean, polish and sanitize drinking fountains. _____Hr.
- ◆ In restrooms, clean and disinfect commodes and lavatories, clean and polish bright metal and mirrors, and control odor. _____Hr.

Weekly:

Monthly
Time/Compl.

- ◆ Sweep, wet mop and scrub floors in control room and restrooms. _____Hr.

Three Month Services:

Monthly
Time/Compl.

- ◆ Wash all windows in control room, inside and out. _____Hr.
- ◆ Clean light fixtures and ceiling vents in control room and restrooms. _____Hr.
- ◆ Clean walls and woodwork in control room and restrooms. _____Hr.

Special Services:

Monthly
Time/Compl.

- ◆ Ice and snow removal from sidewalks, steps, and back areas on call by City. (paid by total man-hours) _____Hr.

Total employees required to perform above responsibilities:

Full Time _____ Part Time _____
(40 hr. employee)

Total hours part-time employee(s) shall work per day: _____

Mohawk Street Maintenance

Monthly
Time/Compl.

_____Hr.

All time shall be reported in quarter hour increments. Ice melt to be provided by successful bidder.

A supervisor(s) from the janitorial service shall be on the premise at least once every two weeks for a walk through with the appropriate plant superintendent or his/her designate.

CERTIFICATIONS:

Bidder certifies that he has read, understands and will fully and faithfully comply with this invitation for bid, its attachments and any referenced documents. Bidder also certifies that the prices offered were independently developed without consultation with any of the other bidders or potential bidders.

COMPANY'S LEGAL NAME_____

ADDRESS_____

CITY, STATE AND ZIP CODE_____

TELEPHONE NUMBER_____

AUTHORIZED SIGNATURE_____

PRINTED NAME AND TITLE_____

MAILING ADDRESS

Purchase Order:

Name_____

Address_____

City, State and Zip code_____

Invoice Remittance: (If different from above)

Name_____

Address_____

City, State and Zip Code_____

Bidder certifies it is a Priprietorship_____Partnership_____Corp._____

Oklahoma Sales Tax Permit No:_____

Oklahoma Use Tax No.:_____

Federal Tax ID No.:_____

BIDDER'S NOTE: THIS COMPLETED PAGE MUST ACCOMPANY YOUR BID SUBMITTAL.

3.4 CUSTOMER REFERENCE LISTING:

The Contractor shall furnish the names, addresses, telephone numbers, length of contract, and size of property of a minimum of three (3) firms or government organizations for which the Contractor is currently providing service or has in the past furnished service.

Company Name_____

Address_____

Reference_____

Telephone Number_____

Length of Contract_____

Company Name_____

Address_____

Reference_____

Telephone Number_____

Length of Contract_____

Company Name_____

Address_____

Reference_____

Telephone Number_____

Length of Contract_____

BIDDER'S NOTE: This completed page must accompany your bid submittal.

COMPANY PROFILE: (Please provide the following information)

1. Length of time your firm has been engaged in the business of providing cleaning or janitorial services_____
2. Number of accounts your firm has serviced in the past 36 months. _____
3. Number of accounts your firm presently services._____
4. Any additional information that you feel is required to perform the work specified in this bid and the number of workers that will be assigned to this job. (Attach separate sheet if needed)

5. Any additional information that you consider pertinent to our evaluation of your firm. (Attach separate sheet if needed)

BIDDER'S NOTE: This completed page must accompany your bid submittal.