



REQUEST FOR BIDS

JANITORIAL CLEANING SERVICES



P.O. Box 880 | 995 Mile 46 Road, Hooker, OK 73945 | info@tcec.coop | 580.652.2418

Overview

Tri-County Electric Cooperative (TCEC) is soliciting bids for a one (1) year contract for janitorial services to clean its buildings located at 995 Mile 46 Road in Hooker, Oklahoma. Management of the contract is under the Facilities Manager in the Human Resources department at TCEC. A walkthrough can be scheduled by appointment to view the buildings before submitting your proposal. For more information or to schedule an appointment, please call 580-652-3836.

Bidders are required to submit written proposals that present the Bidder's qualifications and understanding of the work to be performed. The Bidder's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications herein. Emphasis should be placed on completeness of services offered and clarity of content.

All sealed bids must be sealed and clearly marked on the outside with "Sealed Bids for Janitorial Services." Bids must be received by mail or in person, electronic bids will not be accepted, by 5 p.m. on January 2, 2019, addressed to:

TCEC
Attn: Human Resources
995 Mile 46 Road
PO Box 880
Hooker, OK 73945

TCEC reserves the right to reject any and all bids.

Instructions for Bids

❖ Bids must contain the following:

➤ Cost

- A total monthly cost of janitorial services for the TCEC headquarters buildings.

➤ Bidder's:

- Printed Name and Title
- Organization Name (if applicable)
- Mailing Address
- Contact Phone
- Contact Fax
- Contact Email

➤ Worker's Compensation Certification, with a statement that reads similar to:

- I hereby certify that effective the date of my contract with TCEC and at all times in the performance of such contract that I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the laws of the State of Oklahoma with the following insurance company:
 - (Provide insurance company name, Agent's name, address and telephone number, policy number and effective date).
 - I understand that this statement is made as a material part of the contract, which I have contemporaneously made with TCEC.
- OR it can state:
 - I will perform said contract myself and do not have and will not have any employee or employees assisting me with the performance of the contract and am not required by the laws of Oklahoma to obtain and maintain a policy of Workers Compensation Insurance in the performance of this contract. I understand that this statement is made as a material part of the contract, which I have contemporaneously made with TCEC.

➤ General Liability Coverage, certification of proof for general liability insurance of \$1,000,000.

➤ References

- Please list two references. TCEC reserves the right to contact references other than, and/or in addition to, those furnished. Include the following for each reference:
 - Name
 - Address
 - Phone Number

❖ Bid Period

- Proposal prices are to be firm for ninety (90) days.

❖ Bid Award

- It is the intent of TCEC to accept the lowest responsible bid, provided it has been submitted in accordance with the bid documents. TCEC reserves the right to accept or reject any or all bids and to waive irregularities therein.

❖ Contract Term and Renewal

- The term of the Contract shall be from February 1, 2019, to January 31, 2020, unless earlier terminated. The Contract may be terminated by either party with a ninety (90) day written notice. The Contract may be terminated by either party with or without cause in

less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract.

❖ **Basis of Payment**

- Payment will be made to the contractor within 30 days upon receiving the contractor's monthly invoice and after approval. The invoice shall state the date the service was performed and amount. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Overview of Duties

Areas covered by the bid include approximately 41,086 square feet consisting of:

- Entry way
- Foyer
- Offices and conference rooms (includes main building, warehouse area and mechanics building)
- Breakroom
- Hallways
- Restrooms (includes main building, warehouse area and mechanics building)
- Boardroom
- Training Room
- Dispatch and War Room
- Locker rooms

Areas that are not part of the bid:

- IT Server rooms
- Communication closets
- Electrical rooms/closets
- Mechanical rooms/closets
- Fire riser rooms
- Storage closets

The following items are to be performed as indicated:

Daily

- Vacuum all carpets, spot-clean as needed
- Sweep all floors
- Empty all trash and place in dumpster
- Empty sanitary napkin receptacles and clean if needed
- Wash glass doors in entry way and foyer, lobby conference rooms' glass (both sides) and glass located at the receptionist counter
- Clean toilets, sinks, mirrors, counters, sweep and mop floors in all restrooms
- Clean and disinfect water fountains
- Clean and disinfect front counter
- Stock lavatories with toilet paper, paper towels and soap as needed
- Other cleaning, as may be required (i.e. kitchenettes, white boards)

- Clean kitchen
- Restock cups, lids, paper towels
- Sweep and mop floors
- Clean countertops, cabinet doors, outside of refrigerator and walk-in refrigerator
- Clean drip plates on coffee, tea and cappuccino machines
- Clean and wipe out sink (to prevent spotting)
- Pour out leftover coffee and tea and rinse out pots
- Stock drink cooler

Weekly

- Dust desks, windowsills, file cabinets, computer monitors (fronts and backs), and presentation screens in conference rooms - The exception to this is in Dispatch, do not dust the fronts of monitors or screens mounted on walls, all else can be dusted. IT will be responsible for this.
- Dust white boards in offices and conference rooms if nothing on them
- Dust inside of display cabinet
- Mop IT rubber floors
- Move light furniture & clean underneath

Monthly

- Dust high surfaces, light fixtures, blinds, etc.
- Hand vacuum window coveting
- Hard to reach areas between wall and furniture (floors)

Notes and Terms

- ❖ Contractor is required to conduct its services in a safe and efficient manner and will be responsible for the actions of its employees and for any damages incurred.
- ❖ Contractor shall be responsible for any damage to TCEC property through accident or negligence. Any incidences need to be reported immediately to Facilities Manager.
- ❖ Contractor agrees that cleaning will be limited to the hours between 5:30 p.m. and 9:00 p.m. Monday through Thursday and 5:00 p.m. and 9:30 p.m. on Friday.
- ❖ Notice of two (2) business days must be given to change time of work schedule.
- ❖ TCEC reserves the right to restrict access due to meetings or other priority uses of the building.
- ❖ Periodic inspections will be conducted by the Facilities Manger to ensure that all services are properly performed. Any problems that may arise Facilities Manager will contact Contactor to get the issues resolved.
- ❖ TCEC will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking/ordering of cleaning equipment, supplies and chemicals will be coordinated with Facilities Manager.

Public Notice

TCEC is seeking bids from qualified individuals to secure a one-year contract for janitorial services to clean the TCEC buildings located at 995 Mile 46 Road, Hooker, Oklahoma.

Copies of the bidding instructions are available at TCEC's business office, 995 Mile 46 Road, Hooker, Oklahoma from 8-5, M-F; via email to hr@tcec.coop or via the TCEC website at www.tcec.coop/bid-requests.

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