

Invitation to Bid (ITB)

Little Dixie Community Action Agency, Inc. (LDCAA) (Cleaning Service bid solicitation for LDCAA Admin Building/Hugo Post Office/Transit/Head Start and Healthy Start Buildings)

Bid Closing Date: December 28, 2017

Time: 3:00 PM Central Time

Brief Description of Requirement:

This solicitation is seeking bids from qualified experienced companies and/or individuals for cleaning services for the LDCAA Administration Building & Hugo Post Office, (2) Transit Facilities, Healthy Start Program Facility, Hugo Homeownership Center, (2) Head Start Facilities in Hugo and 1 in Swink. The bid is for a (3) year FIRM FIXED PRICE CONTRACT to run from January 15, 2018 until December 31, 2020.

Description of cleaning services and requirements is provided within separate attachments included with this ITB.

Complete enclosed the 3 enclosed Bid Sheets and Work Reference Sheet and RETURN SEALED BID by the bid closing date and time listed above to:

Little Dixie Community Action Agency
Attn: Admin/PO/Other
209 N 4th, Street
Hugo, OK 74743

Worker's Compensation Insurance Coverage:

Winning bidder is required to provide Little Dixie a "Certificate of Insurance" showing proof of compliance with the Oklahoma Workers' Compensation Act.

Background Check Requirement:

Winning bidder and any employees of winning bidder providing services on Little Dixie property or managed properties will be required to undergo and satisfactorily pass a background check that meet the requirements of the individual programs.

Transportation:

Winning Bidder must possess a valid driver's license and must have own transportation for traveling to different cleaning sites.

Cleaning Supplies:

The winning bidder must provide all cleaning chemicals and supplies used in the regular cleaning of facilities i.e window cleaner, furniture polish, equipment/tools i.e. Vacuum Cleaners, Mop & Mop Bucket, Brooms, etc.

Standard supplies for Restrooms/Breakrooms/Kitchen areas

Paper towels for dispensers, toilet tissue, hand soap, trash bags and other standard inventory supplies will be provided by LDCAA.

Pre-Bid Site Visit: (All bidders must make a pre-bid site visit in order to submit a bid).

To arrange a pre-bid site visit to review actual properties in bid request or for any additional questions please see the Pre-Bid Site Visit document included with this packet. Pre-Bid Site visit accommodations will be attempted to be made for interested bidders up until 4pm December 22, 2017.

If you have difficulty in arranging a site visit you may contact the person listed below for additional assistance:

LDCAA Associate Director, Johnny Moffitt (580) 326-3351 between 9am and 4pm Monday through Friday.

Bid Pricing Offer Sheet
LDCAA Admin, Hugo Post Office, Transit, Head Start, Healthy Start
Cleaning Services

Bid Closing Date: December 28, 2017 at 3:00pm

Absolutely no bids can be accepted beyond this date and time

Bid opening will be held December 28, 2017 at 3:45pm at Little Dixie Admin, 209 N 4th, St. Hugo, OK 74743

Name of Bidder _____

Address _____

City _____ **State** _____ **Zip** _____ **Telephone** _____

Contact Person _____

Location	Unit Price per Cleaning Year One - 2018	Cleaning Frequency
LDCAA Admin Bldg 209 N 4 th , Hugo, OK	\$	Once Weekly Mon-Fri between 8:00a.m.- 4:00p.m.
Hugo Post Office	\$	Once Daily Mon-Fri Between 9:00a.m.- 2:00p.m.
Head Start-Horace Mann Bldg-Hugo	\$	Once Monthly
Head Start-Admin Bldg Hugo	\$	Once Weekly
Head Start-Swink	\$	Once Weekly
Transit 511 W. Main-Hugo	\$	Twice Monthly
Transit 601 W. Main-Hugo	\$	Twice Monthly
Homeownership Center - Hugo	\$	Twice Monthly

Important: This bid sheet must be completed in full, **SEALED** in an envelope and clearly addressed and delivered within the timeframe as noted at the top of this bid sheet to:

Little Dixie Community Action Agency

Attn: Admin/PO/HOC/Other

209 N 4th Street

Hugo, OK 74743

Bidder should clearly list bidder's name and return address on outside upper left corner of envelope.

Bids may be hand delivered in person, mailed via U.S. Postal Service, sent via UPS, Federal Express, or other commercial courier. **BIDS CANNOT AND WILL NOT BE ACCEPTED BY PHONE, FAX, EMAIL.**

Signature of Authorized Bidder

Date

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Name of Bidder _____

Address _____

City _____ **State** _____ **Zip** _____ **Telephone** _____

Contact Person _____

Location	Unit Price per Cleaning Year Two-2019	Cleaning Frequency
LDCAA Admin Bldg 209 N 4 th , Hugo, OK	\$	Once Weekly Mon-Fri between 8:00a.m.-4:00p.m.
Hugo Post Office	\$	Once Daily Mon-Fri Between 9:00a.m.-2:00p.m.
Head Start-Horace Mann Bldg-Hugo	\$	Once Monthly
Head Start-Admin Bldg Hugo	\$	Once Weekly
Head Start-Swink	\$	Once Weekly
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Name of Bidder _____

Address _____

City _____ **State** _____ **Zip** _____ **Telephone** _____

Contact Person _____

Location	Unit Price per Cleaning Year Three-2020	Cleaning Frequency
LDCAA Admin Bldg 209 N 4 th , Hugo, OK	\$	Once Weekly Mon-Fri between 8:00a.m.- 4:00p.m.
Hugo Post Office	\$	Once Daily Mon-Fri Between 9:00a.m.- 2:00p.m.
Head Start-Horace Mann Bldg-Hugo	\$	Once Monthly
Head Start-Admin Bldg Hugo	\$	Once Weekly
Head Start-Swink	\$	Once Weekly
Transit 511 W. Main-Hugo	\$	Twice Monthly
Transit 601 W. Main-Hugo	\$	Twice Monthly
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Signature of Authorized Bidder

Date

LOCATIONS AND DESCRIPTION OF WORK TO BE PERFORMED:

Little Dale Administrative Building:

209 North 4th (Post Office Building)

Hugo, OK 74743

Frequency: Once weekly

1st Floor

- Dust all offices
- Vacuum
- Clean kitchen
- Put paper towels in holder
- Clean conference room, polish table and chairs
- Clean bathrooms (2)
- Clean lobby
- Empty all trash cans and clean
- Take trash to dumpster
- Clean Elevator
- Clean Windows, window sills and blinds

2nd Floor

- Dust all offices
- Vacuum all areas
- Clean kitchen
- Put paper towels in holder
- Clean conference room, polish table and clean chairs
- Clean bathrooms (3)
- Empty all trash cans and clean
- Take trash to dumpster
- Clean windows, window sills and blinds
- Clean stair well (inside building and outside building)

Post Office Area of Building (209 North 4th Hugo)

- Clean Lobby: floor, tables, all doors and windows, window sills, blinds and lights
- Sweep dock and back porch
- Clean bathrooms
- Clean break room
- Clean work area: sweep and mop, dust top of stations, clean counter tops, dust and clean computer desk, light fixtures, windows, window sills, and blinds
- Vacuum and clean area rugs
- Empty trash and clean trash cans
- Take trash to dumpster
- Pick up daily any litter around outside perimeter of building, sweep parking lot area as needed.

Daily;

Empty trash receptacles and clean ashtrays; sweep entrances, lobbies and corridors. sweep floors and vacuum carpets. Clean drinking fountains. Sweep and damp mop or scrub toilet rooms. Clean all toilet fixtures and replenish toilet supplies. Dispose of all trash and garbage generated in or about the building. Dust horizontal surfaces that are readily available and visibly require dusting. Spray buff resilient floors in main corridors, entrances and lobbies, remove carpet stains. Police sidewalks, parking areas and driveways. Sweep loading dock areas and platforms.

Three times per week;

Sweep or vacuum stairs.

Weekly;

Damp mop and spray buff all resilient floors in toilets. Sweep sidewalks, parking areas and driveways (weather permitting).

Monthly;

Thoroughly dust office furniture. Completely sweep and/or vacuum carpets. Sweep storage space. Spot clean all wall surfaces within 70 inches of the floor.

Every two months;

Damp wipe toilet wastepaper receptacles, stall partitions, doors, window sills and frames. Shampoo entrance carpets.

Three times per year;

Dust wall surfaces within 70 inches of the floor, vertical surfaces and under surfaces.

Twice a year;

Wash all interior and exterior windows and other glass surfaces. Strip and apply four coats of finish to resilient floors in toilets. Strip and refinish corridors and other heavy traffic areas.

Annually;

Wash all Venetian blinds and dust 6 months from washing. Vacuum or dust all surfaces in the building of 70 inches from the floor, including light fixtures. Strip and refinish floors in offices and secondary lobbies and corridors. Shampoo carpets in corridors and lobbies. Clean balconies, ledges, courts, areas and flat roofs.

HomeOwnership Center

500 East Rosewood

Hugo, OK 74743

Frequency: Twice monthly (2nd and 4th Mondays of each month)

- Clean bathrooms (3)
 - Clean offices (20)
 - Clean Kitchen (sweep and mop)
 - Clean Large meeting room
 - Clean Small meeting room (2)
 - Clean furniture and dust in hallway
 - Clean doors, windows, window sills and blinds, spot clean wall surfaces as needed
 - Sweep, mop and vacuum all floors
 - Empty trash, clean trash cans as needed
-

Transit Facility:
511 W. Jackson
Hugo, OK

Frequency: Twice Monthly

- Vacuum and/or mop all office and break room areas as needed
- Empty all wastebaskets
- Clean wastebaskets
- Sweep and Mop Entry and Hallways
- Clean Sinks and Toilets
- Clean and Mop Bathroom Areas
- Dust

Transit Facility:
601 W. Jackson
Hugo, OK

Frequency: Twice Monthly

- Vacuum and/or mop all office and Driver break room/paperwork areas as needed
- Empty all wastebaskets
- Clean wastebaskets
- Sweep and Mop Entry and Hallways
- Clean Sinks and Toilets
- Clean and Mop Bathroom Areas
- Dust

Head Start-Administration Building
104 N. E. Street
Hugo, OK

Frequency: Once Weekly (Fridays Preferred)

- Vacuum and/or mop all rooms including Breakroom-Kitchen Area
- Empty all wastebaskets
- Clean wastebaskets
- Sweep and Mop Entry and Hallways
- Clean Sinks and Toilets
- Clean and Mop Bathroom Areas
- Dust

Head Start-Horace Mann Building
400 South K Street
Hugo, OK

Frequency: Once Monthly (Every 3rd Monday Preferred)

- Vacuum and/or mop all office and break room areas as needed
- Empty all wastebaskets
- Clean wastebaskets
- Sweep and Mop Entry and Hallways
- Clean Sinks and Toilets
- Clean and Mop Bathroom Areas

Head Start-Swink

Swink, OK

Frequency: Once Weekly (Thursday Preferred)

- Vacuum and/or mop rooms as needed
- Empty all wastebaskets
- Clean wastebaskets
- Hallways
- Clean Sinks and Toilets
- Mop Bathroom Areas
- Dust

Healthy Start Facility:

502 W. Duke Street

Hugo, OK

Frequency: Once Monthly

- Vacuum and/or mop all office and break room areas as needed
- Empty all wastebaskets
- Clean wastebaskets
- Sweep and Mop Entry and Hallways
- Clean Sinks and Toilets
- Clean and Mop Bathroom Areas
- Dust

Notice to All Bidders:

Little Dixie C.A.A., Inc. (LDCAA) Conflict of Interest Policy

The following LDCAA Management personnel are involved in either the design, development, administration, location, procurement and/or award of these services through LDCAA's Procurement Process and Policies.

Becky Reynolds, Johnny Moffitt, Dawn McDaniel, Ron Walker,
Pam Waugh

If you as a bidder have an "Immediate Family Member" relationship status as defined in the box below to any of the above named personnel of LDCAA regarding this bid for services you will be ruled ineligible to bid on or be awarded a contract due to the agency's Conflict of Interest policy.

Spouse	Son	Son-in-law	Daughter	Daughter-in-law
Mother	Mother-in-law	Father	Father-in-law	Brother
Brother-in-law	Sister	Sister-in-Law	Aunt	Uncle
Niece	Nephew	Step-parent	Stepchild	Grandparents or Grandchild

Cleaning Contract Work References: Date _____

Name of Bidder _____

Reference (1):

Name _____

Address _____

Phone _____

Describe duties performed for this reference _____

Reference: (2)

Name _____

Address _____

Phone _____

Describe duties performed for this reference _____

Reference: (3)

Name _____

Address _____

Phone _____

Describe duties performed for this reference _____

*****NOTICE TO BIDDERS*****

BID SELECTION WILL NOT BE BASED SOLELY ON LOWEST BID PRICE BUT RATHER A MULTIPLE OF COMPONENTS INCLUDING PRICE, BIDDER EXPERIENCE, WORK REFERENCES, BID RESPONSIVENESS TO BID REQUIREMENTS AND RESPONSIBILITY OF BIDDER. THIS MEANS THAT BID SELECTION WILL BE MADE BY DETERMINING THE “BEST VALUE” TO LITTLE DIXIE CAA (LDCAA) AND BY LDCAA THROUGH A COMPARISON OF BID PRICING, RESPONSIVENESS TO THE JOB REQUIREMENTS AS LISTED IN THE BID PACKET, AND THE ABILITY OF THE BIDDER TO PERFORM THE SAID DUTIES AS REQUIRED. PAST PERFORMANCE AND/OR WORK EXPERIENCE WILL BE CONSIDERED IN THE BID SELECTION PROCESS.

*****IMPORTANT NOTICE*****

Please note that the Hugo Daily News edition for December 5th listed the Contract Begin Date as January 1, 2018. The actual begin date is scheduled to be January 15th, 2018

*****NOTICE*****

It is the Bidders responsibility to ensure they are aware of any updates or changes or corrections that may be made to the bid packet so that they may respond to those actions. Bidders are advise to periodically check Little Dixie's website at www.littledixie.org under the Project Bids section to check for any updates posted to the bid package/requirements.

If a bidder submits a bid prior to any change or update they will be allowed to pull their bid and make necessary changes for resubmission prior to bid closing date.

Pre-Bid Site Visit

All bidders are required to make a pre-bid site visit prior to submitting bids. We will attempt to accommodate site visits up until 4pm December 22, 2017.

Please contact the following persons to arrange a Pre-Bid site visit for the properties listed.

Property	Contact Person	Telephone
Homeownership Center	Ron Walker	580-326-5165
Hugo Lake State Park	Ron Reese or Lee McHam	580-326-0303
Healthy Start	Pam Waugh	580-326-6441
Raymond Gary State Park	Johnny Pennell or Larry Wyrick	580-873-2307
Hugo Post Office/LDCAA Admin Building	Johnny Moffitt	580-326-3351
Head Start Properties	Dawn McDaniel	580-326-3351