

# Invitation to Bid (ITB)

Little Dixie Community Action Agency, Inc.

## (Cleaning Service Bid Solicitation for Hugo Lake State Park)

**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 Hugo Lake State park (Cabins, Comfort Stations, Hospitality House) on an As Needed basis). The bid is for a Three (3) Year FIRM FIXED PRICE contract to run from January 15, 2018 until December 31, 2020. Services will be required to meet a varying schedule based on rentals of cabins and on an as needed basis. Cleaning services will be required periodically during weekdays as well as weekends. Frequency of cleanings is dependent upon season and number of rentals.

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

Complete enclosed Bid Sheets (3) and Work Reference Sheet (1) and RETURN SEALED BID by the closing date and time listed above to:

Little Dixie Community Action Agency  
Attn: HLSP Cleaning Bid  
209 N 4<sup>th</sup>, 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 at minimum a Basic Background check.

### **Transportation:**

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

Winning Bidder must possess a valid driver's license and must have own transportation for traveling to and from different cleaning sites. This includes bidder having their own transportation between cabins and the ability to transport necessary kitchen, bath & bed linens, cleaning supplies and cleaning equipment as needed to each facility at Hugo Lake State Park.

**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, Broom, Glass Cleaner, Furniture Polish,

**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.

**Bathroom/Breakroom-Kitchen Supplies**

Paper towels, 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 contact the following person/s:

Hugo Lake State Park Manager: Ron Reese, Tel. (580) 326-0303 between 9am and 4pm Monday through Wednesday. Pre-Site visit accommodations will be attempted to be scheduled for interested bidders up until 4pm December 22, 2017.

Secondary Contact: Lee McHam, Assistant Park Manager: (580) 326-0303

**Bid Pricing Offer Sheet  
Hugo Lake State Park  
Cleaning Services**

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

**Bids must be received at the address listed at the bottom of this Bid Sheet by the Date and time listed above absolutely no bids can be accepted after this time and date.**

*Bid opening will be held December 28, 2017 at 3:15pm at Little Dixie Admin, 209 N 4<sup>th</sup>, Street Hugo, OK 74743  
Contract Award/Start Date is January 15, 2018*

**Name of Bidder** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

<b>Location</b>	<b>Base Year One (2018) Unit Price per Cleaning</b>	<b>Cleaning Frequency Required</b>
<b>Hugo Lake State Park:</b>		
Primitive Cabins ( Cabin numbers 1-10)	\$	As Needed
Lakefront Resort Cabins (Cabin numbers 11-26)	\$	As Needed
Primitive Kitchen	\$	As Needed
Primitive Bathroom Facility	\$	As Needed
Hospitality House	\$	As Needed

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: HLSP Cleaning Bid  
209 N 4<sup>th</sup> Street  
Hugo, OK 74743**

*Bidder should clearly list Bidder's name and return address on outside upper left hand corner of envelope.*  
**Bids may be hand delivered in person, mailed via U.S. Postal Service, sent via UPS, Federal Express, or other commercial carrier. BIDS CANNOT AND WILL NOT BE ACCEPTED BY PHONE, FAX, EMAIL.**

\_\_\_\_\_  
**Signature of Authorized Bidder**

\_\_\_\_\_  
**Date**

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**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

<b>Location</b>	<b>Year Two (2019) Unit Price per Cleaning</b>	<b>Cleaning Frequency Required</b>
<b>Hugo Lake State Park:</b>		
Primitive Cabins ( Cabin numbers 1-10)	\$	As Needed
Lakefront Resort Cabins (Cabin numbers 11-26)	\$	As Needed
Primitive Kitchen	\$	As Needed
Primitive Bathroom Facility	\$	As Needed
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**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

<b>Location</b>	<b>Year Three (2020) Unit Price per Cleaning</b>	<b>Cleaning Frequency Required</b>
<b>Hugo Lake State Park:</b>		
Primitive Cabins ( Cabin numbers 1-10)	\$	As Needed
Lakefront Resort Cabins (Cabin numbers 11-26)	\$	As Needed
Primitive Kitchen	\$	As Needed
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**Signature of Authorized Bidder**

\_\_\_\_\_  
**Date**

**Hugo Lake State Park**  
**209 N. 4<sup>th</sup> Street**  
**Hugo, OK 74743**

**Frequency: As needed**

**Cabins 1-10 and Primitive Kitchen and Bathroom**

- Clean bathrooms, replace shower curtain as needed
- Clean beds
- Clean furniture
- Clean doors, windows, window sills and blinds, spot clean wall surfaces as needed
- Clean fireplace and mantel
- Clean light fixtures and ceiling fans
- Sweep and mop
- Clean screened-in porches
- Empty trash, clean trash cans
- Clean primitive kitchen as needed
- Clean primitive bathroom as needed
- Report damage and replacement items in writing on Cabins Cleaned Report to marina office

**Cabins 11-26**

- Clean Kitchen: Includes refrigerator and stove, cabinets, (refrigerator and stove will need to be moved and cleaned behind and under, cabinets will need to be cleaned inside and out) counter tops, sink, dishwasher and dishes, replace dirty towels, pot holders and dish clothes. Refill or replace dish soap, leave dishwasher detergent if needed. Clean microwave and coffee pot. Check dishes in cabinet to make sure they are clean. Check dishes and silverware to make sure there is service for six.
- Clean living room: Includes fireplace and TV. After each rental check sleeper sofa, make sure no dirty sheets are trash is inside, check under Cushing of arm chair.
- Clean Bathroom: Includes removing all dirty linens and replace with clean linens, clean mirror, toilet, sink, bathtub, shower curtain and vanity inside and out. In closet replace sheets, pillow cases and blankets for sleeper sofa
- Clean Deck: Includes removing spider webs and debris, cleaning patio furniture.
- Vacuum and sweep/mop all floors
- Clean all doors, windows and window sills, (includes blinds and curtains
- Clean and dust all light fixtures, ceiling fans and vents
- Polish all wood furniture
- Empty all trash cans and clean, carry trash to dumpster
- Spot clean all walls as needed
  
- Re-stock linens for sleeper-sofa
- Keep pillows and blankets restocked in closet
- Clean outside entrance doors and mats
- Unfold, clean and plump cushions in Sleeper Sofa and Arm Chair
- Clean inside A/C and Water Heater closet/s
- Clean under all furniture in cabins
- Refill bathrooms with bar soap

***Insure each cabin is rent ready in terms of cleanliness before leaving***

**Note: REPORT TO PARK MANAGEMENT ANY BROKEN OR MISSING ITEMS AFTER EACH CLEANIN**

## HOSPITALITY HOUSE

Kitchen	Bathrooms	Dining Room
Empty refrigerator, clean & wipe down	Clean and disinfect shower, tub and sink	Clean and polish/dust tables
Clean Microwave & Coffee Maker	* Clean showercurtain and liner	Clean and dust chairs
Clean Stove & *Oven	Clean mirrors and fixtures	Vacuum and * spot clean rugs
Empty dishwasher and wipe down	Clean and disinfect toilet	Clean and dust ceiling fans
Wipe fingerprints off any surfaces	Clean and mop floors	Wipe fingerprints off any surfaces
Straighten drawers/cupboards	Check and * replace light bulbs	Check and replace light bulbs
Clean & disinfect sink & counter tops	* Clean cobwebs	* Clean cobwebs
Clean and dust cabinets	Clean windows and windowsills	Clean windows and windowsills
* Clean cobwebs	Clean and dust baseboards	Clean and dust baseboards
Clean windows and windowsills	Clean and mop floors	Clean and mop floors
Clean and dust baseboards	Wipe fingerprints off any surfaces	
Clean and mop floors	* Restock toilet paper	<b>Entrances</b>
Vacuum and *spot clean rugs	Restock towels, handtowels and washcloths	Vacuum and * spot clean rugs
* Restock dishsoap & dishwasher liquid	Restock soaps and shampoo/conditioner	* Clean cobwebs
Restock kitchen towels & washcloths	Clean windows and doors	Check and replace light bulbs
Check and * replace light bulbs	Clean/dust baseboards	Clean and mop tile floors
		Wipe fingerprints off any surfaces
Conference Room	Bedrooms	Stairway & Hallway
Clean and dust bar	Change sheets	Check and replace light bulbs
Clean & put away folding tables	Vacuum floors	Vacuum stairs and landing
Clean and put away folding chairs	Dust and polish furniture	Clean handrails & *cobwebs
Vacuum carpet	Clean electronics and check batteries	Wipe fingerprints off any surfaces
Dust electronics and check batteries	Clean and dust ceiling fans	Dust and clean chairs, tables & fixtures
Check and * replace light bulbs	Check and replace light bulbs	
Wipe fingerprints off any surfaces	*Clean cobwebs	<b>Outside</b>
* Clean cobwebs	Clean windows and windowsills	Sweep and pickup trash
Clean windows and doors	Dust miniblinds	*Clean cobwebs around doors & awnings
Clean and dust baseboards	Clean and dust baseboards	* Clean gas grill inside and out
	Wipe fingerprints off any surfaces	
	* Clean Comforters & Shams	
NOTE: REPORT ANY BROKEN, MISSING OR ITEMS THAT NEED ATTENTION AFTER EACH CLEANING.		

**\* Only as needed**

(Important!)

LIST WORK REFERENCES BELOW AND INCLUDE THIS PAGE WITH YOUR SEALED BID SUBMISSION.

Reference:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Describe duties performed for this reference \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Describe duties performed for this reference \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Describe duties performed for this reference \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# **Notice to All Bidders:**

**Hugo Lake State Park  
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,  
Ron Reese, Lee McHam**

**If you as the business owner 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.**

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

**\*\*\*IMPORTANT NOTICE\*\*\***

**Please note that the Hugo Daily News edition for December 5<sup>th</sup> listed the Contract Begin Date as January 1, 2018. The actual begin date is scheduled to be January 15<sup>th</sup>, 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](http://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.**