

# Invitation to Bid (ITB)

Little Dixie Community Action Agency, Inc.

## (Cleaning Service Bid Solicitation for Raymond Gary 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 Raymond Gary State park (Cabins, Comfort Stations, and Pavilions 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: RGSP 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 Raymond Gary 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,

**Comfort Stations and Cabin Bathrooms**

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:

Raymond Gary State Park Manager: Johnny Pennell, Tel. (580) 873-2307 between 9am and 4pm Monday through Friday. Pre-Site visit accommodations will be attempted to be scheduled for interested bidders up until 4pm December 22, 2017.

Secondary Contact: Larry Wyrick, Park Assistant: (580) 873-2307

**Bid Pricing Offer Sheet  
Raymond Gary 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 \_\_\_\_\_

Location	Base Year One (2018) Unit Price per Cleaning	Cleaning Frequency Required
<b>Raymond Gary State Park:</b>		
Primitive Cabins ( Cabin numbers 1-6)	\$	As Needed
Comfort Station 1	\$	As Needed
Comfort Station 2	\$	As Needed
Pavilion	\$	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: RGSP 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

**Bid Pricing Offer Sheet  
Raymond Gary 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 \_\_\_\_\_

Location	Option Year Two (2019) Unit Price per Cleaning	Cleaning Frequency Required
<b>Raymond Gary State Park:</b>		
Primitive Cabins ( Cabin numbers 1-6)	\$	As Needed
Comfort Station 1	\$	As Needed
Comfort Station 2	\$	As Needed
Pavilion	\$	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: RGSP 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

**Bid Pricing Offer Sheet  
Raymond Gary 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 \_\_\_\_\_

Location	Option Year Three (2020) Unit Price per Cleaning	Cleaning Frequency Required
<b>Raymond Gary State Park:</b>		
Primitive Cabins ( Cabin numbers 1-6)	\$	As Needed
Comfort Station 1	\$	As Needed
Comfort Station 2	\$	As Needed
Pavilion	\$	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: RGSP 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

**Cleaning Requirements:**

**Raymond Gary State Park**

**Hwy 209A**

**Fort Towson, OK**

**Frequency: As needed**

**Cabins 1-6**

- 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
- Report damage and replacement items in writing on Cabins Cleaned Report to Park Management

(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:**

**Raymond Gary 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,  
Johnny Pennell, Larry Wyrick**

**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.**