

I. SUMMARY

The City of Blanchard (hereafter referred to as the City), a governmental entity, is requesting proposals for janitorial maintenance services at the following locations:

1. City Hall – 2008 N Council Ave;
2. Fire Station One (limited Services) – 106 S Monroe Ave;
3. Fire Station two (limited Services) – 785 NE 55th St;
4. Police Department – 122 N Main;
5. Senior Center – 101 S Main St;
6. Old City Hall – 114 W Broadway
7. Municipal Court House (Council Chambers) – 300 N Main St; and
8. Authority's Public Works Building (referred to as the Ranch House) – 1236 SE 7th St.

Notwithstanding any other provisions of the Request for Proposals (RFP), the City and Authority reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its taxpayers. It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City shall not be liable for any losses incurred by the proposer throughout this process. The cost of preparing a response to this RFP is not reimbursable in part or in whole to the proposer. Any proposal received will become the property of the City and become a matter of public record so any proprietary material or information should be marked as such and submitted as a supplement to the proposal allowing the City to protect such information as warranted.

II. OBJECTIVE

The City and Authority intends to secure the janitorial maintenance services from a company capable of demonstrating a track record of satisfied clients for work completed similar in nature to those items being requested by way of this RFP. Quality customer reviews for similar prior services is desired.

III. SCOPE OF SERVICES

The vendor shall provide a proposal that includes the cost of all goods, services and labor to provide the requested janitorial maintenance services to Blanchard City Hall by 10:00 a.m. Monday, April 21, 2025. Any companies wishing to propose for this project are encouraged to schedule an on-site pre-bid walk-thru by contacting Audra Scott at 405-485-9325 within the first two weeks of the bid advertisement period (April 1st thru April 14th). We will still accept bids between April 15th to 9:59 AM on April 21st. The vendor's Proposal shall be good for a period of 60 days from the date of opening.

IV. SPECIFICATIONS / PROJECT CONTENT

The City is taking proposal for janitorial services at the following locations:

1. City Hall – 2008 N Council Ave;
2. Fire Station One (limited Services) – 106 S Monroe Ave;

3. Fire Station two (limited Services) – 785 NE 55th St;
 4. Police Department – 122 N Main
 5. Senior Center – 101 S Main St;
 6. Old City Hall – 114 W Broadway
 7. Municipal Court House (Council Chambers) – 300 N Main St; and
 8. Authority's Public Works Building (referred to as the Ranch House) – 1236 SE 7th St.
- A. The vendor shall inspect the various features associated with City facilities to verify material types and quantities as indicated in the proposal. Quantities listed in the proposal are for reference only; vendor is responsible for verifying actual quantities.
 - B. Any cleaning solutions supplied by the vendor (including any future substitutions to be considered as an "approved equal") require Material Safety Data sheets and a statement from the vendor that the item meets or exceeds the specified item.
 - C. The successful vendor shall coordinate with the CITY prior to ordering of cleaning materials to assure that the proposed products do not present any application concerns.
 - D. The vendor is required to submit a complete bid package of specified services as it is not the intention of the City to award portions of the proposal to multiple vendors.
 - E. The vendor will provide their prices for each component on the sheet provided in this RFP to assure uniform comparison of proposals
 - F. The City reserves the right to add or delete from the total number of any particular service in order to meet the scope of the cleaning program or to maintain budget limits.
 - G. The vendor is responsible for the preparation and submittal of the proposal documents for a review/recommendation of the results to the City Council by appropriate City staff. Proposals must be delivered to the City Clerk's Office no later than 10:00 a.m. on Monday, April 21, 2025 and will be opened and read. A recommendation will be made to the City Council at their Tuesday, May 13, 2025 regular meeting.
 - H. The vendor will be paid monthly upon delivery and receipt of invoice for all services provided.

V. PROCESS FOR SUBMITTING PROPOSALS

A. Preparation of Proposal

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation.

B. Packaging of Proposal

The proposal must be enclosed in a sealed envelope or box, plainly marked as "Proposal for Janitorial Maintenance Services"

C. Number of Proposal Copies

Please submit one (1) original and seven (7) copies of proposal to the attention of Audra Scott, City Clerk

D. Content of Proposal

The proposal should contain a cover letter and introduction, including:

- Vendor Name
- Vendor Address
- Vendor Contact Name(s)
- Vendor Telephone & Fax Numbers
- Vendor E-mail Address

The contact name must be the person or persons authorized to represent the Vendor regarding all matters related to the proposal.

The letter must be signed by the person authorized to represent the Vendor.

E. Submission of Proposal

Inquiries

Please submit proposals to:
The City of Blanchard
2008 N Council Avenue
Blanchard, OK 73010

Please submit inquiries to
Audra Scott
City Clerk
cityclerk@cityofblanchard.us

All proposals must be delivered to the City Clerk's office no later than **10:00 a.m. Central Standard Time on Monday, April 21, 2025**. Proposals received after the above date and time may not be considered. Faxed proposals will not be accepted. Proposals will be opened at **City Hall** following the deadline.

F. Non-Collusion Statement

We have read the City's Request for Proposals (RFP) to provide janitorial maintenance services and we certify that we have adequate personnel, equipment, facilities and stock to provide the required parameters. We understand that our ability to meet the criteria and provide the required services shall be judged by the City. In addition, we certify that:

- Our proposal is not made in the interest or on behalf of any person not named therein;
- We have not directly or indirectly induced or solicited any person to submit a false or misleading proposal or to refrain from proposing;
- We have not in any manner sought by collusion to secure an advantage over any other Vendor;
- We have thoroughly examined the RFP requirements, and our proposed prices cover all the services that we have indicated we can provide; and
- We acknowledge and accept all the terms/conditions included in the RFP.

VII. MINIMUM QUALIFICATIONS

- Experience of the vendor with similar facilities
- Financial stability and ability of the vendor to provide services
- Ability to meet the conditions of the contract for services
- Ability to provide proof of worker's compensation and general liability insurance.
- Vendor shall provide proof satisfactory to the City that it has in effect at least the following insurance coverage. The City does not represent that these amounts are sufficient and vendor should exercise judgment about the adequacy of insurance coverage

WORKERS COMPENSATION INSURANCE: Vendor shall provide statutory workers compensation insurance coverage for its employees who will not be considered employees of the CITY in any way.

GENERAL LIABILITY INSURANCE: Minimum limit of \$1,000,000 per occurrence. This shall be broad form coverage.

VIII. EVALUATION OF CRITERIA

The factors to be used by The City in evaluating the proposals will include, but are not limited to, the following listed in no particular order:

- Knowledge of proposed services to be delivered
- References and any experience the City may have with the vendor
- City's knowledge about past services supplied by the vendor
- Proposed cost of the services provided

IX. VENDOR CERTIFICATION

Upon selection of a Vendor that Vendor will be required to submit to the City a federal W-9 Form (request for taxpayer information). Firms already established with the City as a Vendor may have this requirement waived.

Summary of all Buildings

CITY HALL SUMMARY OF BUILDING

City Hall located at 2008 N Council Ave is a two-story building with offices, restroom facilities, and kitchens on both stories.

First Story is a total of **4,713 square feet**.

It has one (1) kitchen/breakroom, Copier room (with no door), nine (9) offices, a front receptionist desk area, and a conference room. It also has four restroom facilities.

Second Story is a total of **2,851 square feet**.

It has one (1) kitchen, seven (7) offices, and a conference room. It also has two (2) restroom facilities.

OLD CITY HALL SUMMARY OF BUILDING

Old City Hall located at 114 W Broadway is a single-story historic building with meeting rooms, a storeroom, restroom facilities, and a kitchenette.

The building is **2,253 square feet**.

There are 2 restroom facilities, a large meeting area, a small kitchenette, a storeroom, and an entrance hallway.

MUNICIPAL COURT HOUSE/COUNCIL CHAMBERS SUMMARY OF BUILDING

Municipal Court House/Council Chambers is located at 300 N Main Street is a two-story historic church building with a foyer, meeting rooms, a storeroom, restroom facilities, and a kitchen.

The first story of the building is **3,030 square feet**.

There are 2 restroom facilities, a large meeting area, a second meeting room in the back, a kitchen, an office, which does not need to be clean, and a foyer.

The second story WILL NOT be cleaned and therefore not part of this bid.

SENIOR CENTER SUMMARY OF BUILDING

The Senior Center is located at 101 S Maim St is a single-story building with a commercial kitchen and dining room, a large activity space, and 2 restrooms.

The building is **1,050 square feet**.

POLICE DEPARTMENT SUMMARY OF BUILDING

The Police Department is located at 122 N Main Street is a one-story building with a foyer, offices, conference rooms, officer rooms, 9-1-1 dispatch center, restrooms, and storage/server rooms.

The building is **3,456 square feet**.

There are 2 restroom facilities, a large foyer, one (1) 9-1-1 room with three (3) cubicles, a supervisor room, one (1) conference room, one (1) officer room with a separate supervisor office, a server room, and four (4) offices in the back room.

FIRE STATION ONE SUMMARY OF BUILDING

Fire Station One is located in downtown at 106 S Monroe Ave is a one-story building with a garage, storage rooms, living space with kitchen, offices, restrooms.

The building is **6,000 square feet**. The floor area to be waxed is 1200 sq ft.

FIRE STATION TWO SUMMARY OF BUILDING

Fire Station Two is located north of town at 785 NE 55th St is a two-story building with a garage, storage rooms, living space with kitchen, offices, restrooms.

The first story of the building is **4,080 square feet**. The floor area to be waxed is 1600 square feet.

RANCH HOUSE SUMMARY OF BUILDING

The ranch house is located east of downtown at 1236 SE 7th St, behind the Sewer Lagoons. It is a residential style building converted into offices with a kitchen, two restroom facilities, a living area, and storage rooms.

The structure is **2,600 square feet**.

Services Required at all Buildings

CITY HALL

WEEKLY GENERAL CLEANING & RESPONSIBILITIES

- Empty interior wastepaper baskets and trash receptacles - Replace bags as needed
 - Empty recycling totes (as needed)
 - Take collected wastes and deposit them into designated on-site dumpsters
- Sweep and/or dust followed by a damp mopping of all hard-surfaced flooring
- Vacuum all carpet runners supplied through outside vendor as needed
- Spot clean walls, doors, and switch plates as necessary
- Clean, polish & disinfect drinking fountains with non-toxic cleaners
- Keep janitor's closet in a clean, neat and orderly condition
- Turn off lights in areas as cleaning services are completed (unless security lights)
- Assure that all exterior (3 locations) and interior doors are locked each evening
 - Exceptions for scheduled meeting times
 - Lock interior doors within each Department Area as work is completed
- Clean kitchen/break-room including sink, countertop, table & microwave
 - Includes coffee station located in the Public Works office area
 - Contractor is not responsible for the cleaning of any dishes and the refrigerators etc.
- Clean interior/exterior glass of all entry way doors
 - Includes interior doors at each entry way
 - Interior/exterior entry way "side" glass to be cleaned weekly or as needed
- All other routine cleaning as needed
- Vacuum all carpeted areas including the moving of light furniture as needed
 - Spot clean any areas impacted by spills or mud/debris being "tracked" in
- Clean all interior "sight" glass on office doors and etc.
- Brush, vacuum and/or clean all chairs & furniture in all Department office areas
- Disinfect conference room tables

WEEKLY RESTROOM CLEANING

- Empty & clean all paper towel & sanitary disposal receptacles
 - Replace bags as necessary
 - Take collected wastes & deposit into designated on-site dumpsters
- Wash all receptacles with a germicide solution
 - Wash & polish all mirrors & shelves; spot clean walls, doors & dispensers
 - Includes all bright metal and stainless-steel fixtures & handles
- Wash all basins, bowls & urinals using a germicidal solution
 - Includes both sides of toilet seats
- Damp mop hard surfaces with a germicidal solution
- Fill all toilet tissue holders, soap & towel dispensers as necessary

SEMI-ANNUAL CLEANING & RESPONSIBILITIES

- Clean air diffusers and return air grills
- Strip/wax vinyl tile floors in hallways
- Wash all exterior windows and doorways
 - Includes “high-bay” windows at main entrance (interior & exterior)
- Clean/shampoo all carpets
- Apply Murphy’s oil soap or other authorized rejuvenating product to all natural wood surfaces including wainscot, trim and doors
- Dust/clean light diffuser assemblies

ITEMS TO BE SUPPLIED and PAID for by the VENDOR

- Insurance as required
- Cleaning supplies and equipment
- Bonded employee list and contact information
- Ladders and step stools
- Cleaning carts and tools

Note: A janitor’s closet for storing vendor’s equipment & supplies is available

OLD CITY HALL

WEEKLY GENERAL CLEANING & RESPONSIBILITIES

- Empty interior wastepaper baskets and trash receptacles - Replace bags as needed
 - Empty recycling totes (as needed)
 - Take collected wastes and deposit them into designated on-site dumpsters
- Sweep and/or dust followed by a damp mopping of all hard-surfaced flooring
- Vacuum all carpet runners supplied through outside vendor as needed
- Spot clean walls, doors, and switch plates as necessary
- Clean, polish & disinfect drinking fountains with non-toxic cleaners
- Keep janitor’s closet in a clean, neat and orderly condition
- Turn off lights in areas as cleaning services are completed (unless security lights)
- Assure that all exterior (3 locations) and interior doors are locked each evening
 - Exceptions for scheduled meeting times
 - Lock interior doors within each Department Area as work is completed
- Clean kitchen/break-room including sink, countertop, table & microwave
 - Includes coffee station located in the Public Works office area
 - Contractor is not responsible for the cleaning of any dishes and the refrigerators etc.
- Clean interior/exterior glass of all entry way doors
 - Includes interior doors at each entry way
 - Interior/exterior entry way “side” glass to be cleaned weekly or as needed
- All other routine cleaning as needed
- Vacuum all carpeted areas including the moving of light furniture as needed
 - Spot clean any areas impacted by spills or mud/debris being “tracked” in
- Clean all interior “sight” glass on office doors and etc.

- Brush, vacuum and/or clean all chairs & furniture in all Department office areas
- Disinfect conference room tables

WEEKLY RESTROOM CLEANING

- Empty & clean all paper towel & sanitary disposal receptacles
 - Replace bags as necessary
 - Take collected wastes & deposit into designated on-site dumpsters
- Wash all receptacles with a germicide solution
 - Wash & polish all mirrors & shelves; spot clean walls, doors & dispensers
 - Includes all bright metal and stainless-steel fixtures & handles
- Wash all basins, bowls & urinals using a germicidal solution
 - Includes both sides of toilet seats
- Damp mop hard surfaces with a germicidal solution
- Fill all toilet tissue holders, soap & towel dispensers as necessary

MONTHLY GENERAL CLEANING & RESPONSIBILITIES

- Brush, vacuum and/or clean all chairs & furniture in Council Chambers and conference rooms
 - Dust all horizontal surfaces & fixtures located over 6' in height
 - Dust/clean all baseboard trim & dust window blinds
- Flush/fill all floor drains to assure trap remains effective (includes janitor's room)
- Thoroughly clean/wash exterior trash receptacles with a germicidal solution

SEMI-ANNUAL CLEANING & RESPONSIBILITIES

- Clean air diffusers and return air grills
- Strip/wax vinyl tile floors in hallways
- Wash all exterior windows and doorways
 - Includes "high-bay" windows at main entrance (interior & exterior)
- Clean/shampoo all carpets
- Apply Murphy's oil soap or other authorized rejuvenating product to all natural wood surfaces including wainscot, trim and doors
- Dust/clean light diffuser assemblies

ITEMS TO BE SUPPLIED and PAID for by the VENDOR

- Insurance as required
- Cleaning supplies and equipment
- Bonded employee list and contact information
- Ladders and step stools
- Cleaning carts and tools

Note: A janitor's closet for storing vendor's equipment & supplies is available

Municipal Courthouse/Council Chambers

WEEKLY GENERAL CLEANING & RESPONSIBILITIES

- Empty interior wastepaper baskets and trash receptacles - Replace bags as needed
 - Empty recycling totes (as needed)
 - Take collected wastes and deposit them into designated on-site dumpsters
- Sweep and/or dust followed by a damp mopping of all hard-surfaced flooring
- Vacuum all carpet runners supplied through outside vendor as needed
- Spot clean walls, doors, and switch plates as necessary
- Clean, polish & disinfect drinking fountains with non-toxic cleaners
- Keep janitor's closet in a clean, neat and orderly condition
- Turn off lights in areas as cleaning services are completed (unless security lights)
- Assure that all exterior (3 locations) and interior doors are locked each evening
 - Exceptions for scheduled meeting times
 - Lock interior doors within each Department Area as work is completed
- Clean kitchen/break-room including sink, countertop, table & microwave
 - Includes coffee station located in the Public Works office area
 - Contractor is not responsible for the cleaning of any dishes and the refrigerators etc.
- Clean interior/exterior glass of all entry way doors
 - Includes interior doors at each entry way
 - Interior/exterior entry way "side" glass to be cleaned weekly or as needed
- All other routine cleaning as needed
- Vacuum all carpeted areas including the moving of light furniture as needed
 - Spot clean any areas impacted by spills or mud/debris being "tracked" in
- Clean all interior "sight" glass on office doors and etc.
- Brush, vacuum and/or clean all chairs & furniture in all Department office areas
- Disinfect conference room tables

WEEKLY RESTROOM CLEANING

- Empty & clean all paper towel & sanitary disposal receptacles
 - Replace bags as necessary
 - Take collected wastes & deposit into designated on-site dumpsters
- Wash all receptacles with a germicide solution
 - Wash & polish all mirrors & shelves; spot clean walls, doors & dispensers
 - Includes all bright metal and stainless-steel fixtures & handles
- Wash all basins, bowls & urinals using a germicidal solution
 - Includes both sides of toilet seats
- Damp mop hard surfaces with a germicidal solution
- Fill all toilet tissue holders, soap & towel dispensers as necessary
- Brush, vacuum and/or clean all chairs & furniture in all Department office areas
- Disinfect conference room tables

MONTHLY GENERAL CLEANING & RESPONSIBILITIES

- Brush, vacuum and/or clean all chairs & furniture in Council Chambers and conference rooms
 - Dust all horizontal surfaces & fixtures located over 6' in height
 - Dust/clean all baseboard trim & dust window blinds
- Flush/fill all floor drains to assure trap remains effective (includes janitor's room)
- Thoroughly clean/wash exterior trash receptacles with a germicidal solution

SEMI-ANNUAL CLEANING & RESPONSIBILITIES

- Clean air diffusers and return air grills
- Strip/wax vinyl tile floors in hallways
- Wash all exterior windows and doorways
 - Includes "high-bay" windows at main entrance (interior & exterior)
- Clean/shampoo all carpets
- Apply Murphy's oil soap or other authorized rejuvenating product to all natural wood surfaces including wainscot, trim and doors
- Dust/clean light diffuser assemblies

ITEMS TO BE SUPPLIED and PAID for by the VENDOR

- Insurance as required
- Cleaning supplies and equipment
- Bonded employee list and contact information
- Ladders and step stools
- Cleaning carts and tools

Note: A janitor's closet for storing vendor's equipment & supplies is available

Senior Center

WEEKLY GENERAL CLEANING & RESPONSIBILITIES (DINING HALL)

- Empty interior wastepaper baskets and trash receptacles - Replace bags as needed
 - Empty recycling totes (as needed)
 - Take collected wastes and deposit them into designated on-site dumpsters
- Sweep and/or dust followed by a damp mopping of all hard-surfaced flooring
- Vacuum all carpet runners supplied through outside vendor as needed
- Spot clean walls, doors, and switch plates as necessary
- Clean tables weekly
- Turn off lights in areas as cleaning services are completed (unless security lights)
- Wipe down chairs in dining hall weekly
- Clean interior/exterior glass of all entry way doors
 - Includes interior doors at each entry way
 - Interior/exterior entry way "side" glass to be cleaned weekly or as needed
- Clean Outside of Cabinets Weekly

WEEKLY RESTROOM CLEANING

- Empty & clean all paper towel & sanitary disposal receptacles
 - Replace bags as necessary
 - Take collected wastes & deposit into designated on-site dumpsters
- Wash all receptacles with a germicide solution
 - Wash & polish all mirrors & shelves; spot clean walls, doors & dispensers
 - Includes all bright metal and stainless-steel fixtures & handles
- Wash all basins, bowls & urinals using a germicidal solution
 - Includes both sides of toilet seats
- Damp mop hard surfaces with a germicidal solution
- Fill all toilet tissue holders, soap & towel dispensers as necessary
- Thoroughly clean bathroom walls, stalls & frames using a germicidal solution
Clean baseboards weekly

WEEKLY GENERAL CLEANING & RESPONSIBILITIES (KITCHEN)

- Sweep and mop floors weekly
- Clean backsplash weekly
 - ° Spot clean any areas impacted by spills or mud/debris being “tracked” in
- Clean outside of Cabinets Weekly
- Clean outside of all stainless steel weekly
- Clean all sinks weekly
- Clean trash cans weekly

MONTHLY GENERAL CLEANING & RESPONSIBILITIES

- Brush, vacuum and/or clean all chairs & furniture in Council Chambers and conference rooms
 - ° Dust all horizontal surfaces & fixtures located over 6’ in height
 - ° Dust/clean all baseboard trim & dust window blinds
- Flush/fill all floor drains to assure trap remains effective (includes janitor’s room)
- Thoroughly clean/wash exterior trash receptacles with a germicidal solution

Clean windows monthly

SEMI-ANNUAL CLEANING & RESPONSIBILITIES

- Clean air diffusers and return air grills
- Strip/wax vinyl tile floors in hallways
- Wash all exterior windows and doorways
 - ° Includes “high-bay” windows at main entrance (interior & exterior)
- Clean/shampoo all carpets
- Apply Murphy’s oil soap or other authorized rejuvenating product to all natural wood surfaces including wainscot, trim and doors
- Dust/clean light diffuser assemblies

ITEMS TO BE SUPPLIED and PAID for by the VENDOR

- Insurance as required
- Cleaning supplies and equipment
- Bonded employee list and contact information
- Ladders and step stools
- Cleaning carts and tools

Note: A janitor's closet for storing vendor's equipment & supplies is available

SENIOR CENTER ACTIVITY HALL

- DUST/SWEEP AND MOP FLOORS TWICE WEEKLY
- WET MOP FLOORS ONCE A MONTH
- DUST FURNITURE ONCE A MONTH
- CLEAN BASEBOARDS ONCE A MONTH
- CLEAN DOOR AND WINDOWS ONCE A MONTH

Police Station

WEEKLY GENERAL CLEANING & RESPONSIBILITIES

- Empty interior wastepaper baskets and trash receptacles - Replace bags as needed
 - Empty recycling totes (as needed)
 - Take collected wastes and deposit them into designated on-site dumpsters
- Sweep and/or dust followed by a damp mopping of all hard-surfaced flooring
- Vacuum all carpet runners supplied through outside vendor as needed
- Spot clean walls, doors, and switch plates as necessary
- Clean, polish & disinfect drinking fountains with non-toxic cleaners
- Keep janitor's closet in a clean, neat and orderly condition
- Turn off lights in areas as cleaning services are completed (unless security lights)
- Assure that all exterior and interior doors are locked each evening
 - Clean training/break-room including sink, countertop, microwave & tables
 - Includes exterior of refrigerator o Contractor is not responsible for the cleaning of any dishes and etc.
- Clean interior/exterior glass of all entry way doors
- All other routine cleaning as needed
- Vacuum all carpeted areas including the moving of light furniture as needed
 - Spot clean any areas impacted by spills or mud/debris being "tracked" in
- Clean all interior "sight" glass on office doors and etc.
- Brush, vacuum and/or clean all chairs & furniture in all Department office areas
 - Disinfect conference room tables

WEEKLY RESTROOM CLEANING

- Empty & clean all paper towel & sanitary disposal receptacles

- Replace bags as necessary
- Take collected wastes & deposit into designated on-site dumpsters
- Wash all receptacles with a germicide solution
 - Wash & polish all mirrors & shelves; spot clean walls, doors & dispensers
 - Includes all bright metal and stainless steel fixtures & handles
- Thoroughly clean bathroom walls, stalls & frames using a germicidal solution
- Wash all basins, bowls & urinals using a germicidal solution
 - Includes both sides of toilet seats
- Damp mop hard surfaces with a germicidal solution
- Fill all toilet tissue holders, soap & towel dispensers as necessary

MONTHLY GENERAL CLEANING & RESPONSIBILITIES

- Dust all horizontal surfaces including desks, book cases, countertops, chairs, window sills, baseboard heaters, cabinets, pictures computer screens & keyboards o Desktop areas with papers upon them do not need to be completed
- Brush, vacuum and/or clean all chairs & furniture in all Department office areas

QUARTERLY GENERAL CLEANING & RESPONSIBILITIES

- Clean air diffusers and return air grills
- Dust all horizontal surfaces & fixtures located over 6' in height
 - Dust/clean all baseboard trim & dust window blinds
- Flush/fill all floor drains to assure trap remains effective
- Deep clean floors in breakroom, hallways, offices and bathrooms

SEMI-ANNUAL CLEANING & RESPONSIBILITIES

- Wash all exterior windows and doorways
- Dust/clean light diffuser assemblies
- Clean ceilings and walls

ITEMS TO BE SUPPLIED by the VENDOR and PAID for by the CITY

- Garbage Bags/Trash Can Liners
- Paper Towels
- Toilet Tissue
- Feminine hygiene supplies
- Soap w/Dispensers
- Kleenex
- Deodorizing supplies

ITEMS TO BE SUPPLIED and PAID for by the VENDOR

- Insurance as required
- Cleaning supplies and equipment
- Bonded employee list and contact information
- Ladders and step stools

- Cleaning carts and tools

Note: A janitor's closet/storage area for vendor's equipment & supplies is available

Fire Station 1 and 2

SEMI-ANNUAL CLEANING & RESPONSIBILITIES

- Strip/wax vinyl tile floors in hallways
- Clean/shampoo all carpets
- Apply Murphy's oil soap or other authorized rejuvenating product to all natural wood surfaces including wainscot, trim and doors

ITEMS TO BE SUPPLIED and PAID for by the VENDOR

- Insurance as required
- Cleaning supplies and equipment
- Bonded employee list and contact information
- Ladders and step stools
- Cleaning carts and tools

Note: A janitor's closet for storing vendor's equipment & supplies is available

Ranch House

WEEKLY GENERAL CLEANING & RESPONSIBILITIES

- Empty interior wastepaper baskets and trash receptacles - Replace bags as needed
 - Empty recycling totes (as needed)
 - Take collected wastes and deposit them into designated on-site dumpsters
- Sweep and/or dust followed by a damp mopping of all hard-surfaced flooring
- Vacuum all carpet runners supplied through outside vendor as needed
- Spot clean walls, doors, and switch plates as necessary
- Clean, polish & disinfect drinking fountains with non-toxic cleaners
- Keep janitor's closet in a clean, neat and orderly condition
- Turn off lights in areas as cleaning services are completed (unless security lights)
- Assure that all exterior (3 locations) and interior doors are locked each evening
 - Exceptions for scheduled meeting times
 - Lock interior doors within each Department Area as work is completed
- Clean kitchen/break-room including sink, countertop, table & microwave
 - Includes coffee station located in the Public Works office area
 - Contractor is not responsible for the cleaning of any dishes and the refrigerators etc.
- Clean interior/exterior glass of all entry way doors
 - Includes interior doors at each entry way
 - Interior/exterior entry way "side" glass to be cleaned weekly or as needed
- All other routine cleaning as needed

- Vacuum all carpeted areas including the moving of light furniture as needed
 - Spot clean any areas impacted by spills or mud/debris being “tracked” in
- Clean all interior “sight” glass on office doors and etc.
- Brush, vacuum and/or clean all chairs & furniture in all Department office areas
- Disinfect great room tables

WEEKLY RESTROOM CLEANING

- Empty & clean all paper towel & sanitary disposal receptacles
 - Replace bags as necessary
 - Take collected wastes & deposit into designated on-site dumpsters
- Wash all receptacles with a germicide solution
 - Wash & polish all mirrors & shelves; spot clean walls, doors & dispensers
 - Includes all bright metal and stainless-steel fixtures & handles
- Wash all basins, bowls & urinals using a germicidal solution
 - Includes both sides of toilet seats
- Damp mop hard surfaces with a germicidal solution
- Fill all toilet tissue holders, soap & towel dispensers as necessary

MONTHLY GENERAL CLEANING & RESPONSIBILITIES

- Brush, vacuum and/or clean all chairs & furniture in conference rooms
 - Dust all horizontal surfaces & fixtures located over 6’ in height
 - Dust/clean all baseboard trim & dust window blinds
- Flush/fill all floor drains to assure trap remains effective (includes janitor’s room)
- Thoroughly clean/wash exterior trash receptacles with a germicidal solution

SEMI-ANNUAL CLEANING & RESPONSIBILITIES

- Clean air diffusers and return air grills
- Strip/wax vinyl tile floors in hallways
- Wash all exterior windows and doorways
 - Includes “high-bay” windows at main entrance (interior & exterior)
- Clean/shampoo all carpets
- Apply Murphy’s oil soap or other authorized rejuvenating product to all natural wood surfaces including wainscot, trim and doors
- Dust/clean light diffuser assemblies

ITEMS TO BE SUPPLIED and PAID for by the VENDOR

- Insurance as required
- Cleaning supplies and equipment
- Bonded employee list and contact information
- Ladders and step stools
- Cleaning carts and tools

Note: A janitor’s closet for storing vendor’s equipment & supplies is available

SUMMARY OF FEES for SERVICES for CITY HALL**General City Hall Cleaning Intervals**

Daily Cleaning (2 days/week excluding Holidays) \$ _____ /month x 12 = \$ _____

Weekly Cleaning (once per week) \$ _____ /month x 12 = \$ _____

Monthly Cleaning (once per month) \$ _____ /month x 12 = \$ _____

Total for General Cleaning = \$ _____ /month x 12 = \$ _____

Semi-Annual Specialty Cleaning @ City Hall

• Strip/wax VCT tile floors in hallways \$ _____ /each x 2 = \$ _____

• Wash all exterior windows and doorways \$ _____ /each x 2 = \$ _____

• Clean/shampoo all carpets \$ _____ /each x 2 = \$ _____

• Apply Murphy's oil soap to wood surfaces \$ _____ /each x 2 = \$ _____

Total for Specialty Cleaning = \$ _____ /each x 2 = \$ _____

SUMMARY OF FEES for SERVICES for FIRE DEPT.**Semi-Annual Specialty Services for Fire Department**

• Strip/wax vinyl tile floors in hallways \$ _____ /each x 2 = \$ _____

• Wash all exterior windows and doorways \$ _____ /each x 2 = \$ _____

• Clean/shampoo all carpets \$ _____ /each x 2 = \$ _____

COMPANY NAME_____
TELEPHONE_____
E-MAIL ADDRESS_____
OWNERS NAME_____
SIGNATURE_____
DATE**SUMMARY OF FEES for SERVICES for Municipal Courthouse/Council Chambers****General City Hall Cleaning Intervals**

Daily Cleaning (2 days/week excluding Holidays) \$ _____ /month x 12 = \$ _____

Weekly Cleaning (once per week) \$ _____ /month x 12 = \$ _____

Monthly Cleaning (once per month) \$ _____ /month x 12 = \$ _____

Total for General Cleaning = \$ _____ /month x 12 = \$ _____

Semi-Annual Specialty Cleaning @ City Hall

- Strip/wax VCT tile floors in hallways \$ _____ /each x 2 = \$ _____
- Wash all exterior windows and doorways \$ _____ /each x 2 = \$ _____
- Clean/shampoo all carpets \$ _____ /each x 2 = \$ _____
- Apply Murphy's oil soap to wood surfaces \$ _____ /each x 2 = \$ _____

Total for Specialty Cleaning = \$ _____ /each x 2 = \$ _____

SUMMARY OF FEES for SERVICES for SENIOR CENTER

General SENIOR CENTER Cleaning Intervals

Daily Cleaning (2 days/week excluding Holidays) \$ _____ /month x 12 = \$ _____

Weekly Cleaning (once per week) \$ _____ /month x 12 = \$ _____

Monthly Cleaning (once per month) \$ _____ /month x 12 = \$ _____

Total for General Cleaning = \$ _____ /month x 12 = \$ _____

Semi-Annual Specialty Cleaning @ City Hall

- Wash all exterior windows and doorways \$ _____ /each x 2 = \$ _____
- Clean/shampoo all carpets \$ _____ /each x 2 = \$ _____
- Apply Murphy's oil soap to wood surfaces \$ _____ /each x 2 = \$ _____

Total for Specialty Cleaning = \$ _____ /each x 2 = \$ _____

COMPANY NAME

TELEPHONE

E-MAIL ADDRESS

OWNERS NAME

SIGNATURE

DATE

SUMMARY OF FEES for SERVICES for RANCH HOUSE

General Cleaning Intervals

Daily Cleaning (2 days/week excluding Holidays) \$ _____ /month x 12 = \$ _____

Weekly Cleaning (once per week) \$ _____ /month x 12 = \$ _____

Monthly Cleaning (once per month) \$ _____ /month x 12 = \$ _____

Total for General Cleaning = \$ _____ /month x 12 = \$ _____

Semi-Annual Specialty Cleaning @ City Hall

• Strip/wax VCT tile floors in hallways \$ _____ /each x 2 = \$ _____

• Wash all exterior windows and doorways \$ _____ /each x 2 = \$ _____

• Clean/shampoo all carpets \$ _____ /each x 2 = \$ _____

• Apply Murphy's oil soap to wood surfaces \$ _____ /each x 2 = \$ _____

Total for Specialty Cleaning = \$ _____ /each x 2 = \$ _____

COMPANY NAME

TELEPHONE

E-MAIL ADDRESS

OWNERS NAME

SIGNATURE

DATE

SUMMARY OF FEES for SERVICES for OLD CITY HALL

General City Hall Cleaning Intervals

Daily Cleaning (2 days/week excluding Holidays) \$ _____ /month x 12 = \$ _____

Weekly Cleaning (once per week) \$ _____ /month x 12 = \$ _____

Monthly Cleaning (once per month) \$ _____ /month x 12 = \$ _____

Total for General Cleaning = \$ _____ /month x 12 = \$ _____

Semi-Annual Specialty Cleaning @ City Hall

• Strip/wax VCT tile floors in hallways \$ _____ /each x 2 = \$ _____

• Wash all exterior windows and doorways \$ _____ /each x 2 = \$ _____

• Clean/shampoo all carpets \$ _____ /each x 2 = \$ _____

• Apply Murphy's oil soap to wood surfaces \$ _____ /each x 2 = \$ _____

Total for Specialty Cleaning = \$ _____ /each x 2 = \$ _____

SUMMARY OF FEES for SERVICES for POLICE DEPARTMENT

General Street Shop Cleaning Intervals

Weekly Cleaning (once per week) \$_____ x 12 = \$_____

Monthly Cleaning (once per month) \$_____ x 12 = \$_____

Annual Total = \$_____

Quarterly & Semi-Annual Specialty Cleaning @ Police Department

Quarterly Cleaning (4x per year) \$_____ x 4 = \$_____

Semi-Annual Cleaning (Spring & Fall) \$_____ x 2 = \$_____

Annual Total = \$_____

COMPANY NAME_____
TELEPHONE_____
E-MAIL ADDRESS_____
OWNERS NAME_____
SIGNATURE_____
DATE

PROPOSED CONTRACT FOR CLEANING SERVICES THIS CONTRACT FOR SERVICES (hereinafter referred to as "Contract") is made by and between CITY OF BLANCHARD (hereinafter referred to as "City", with primary offices located at 2008 N. Council Avenue, Blanchard, Oklahoma, and _____ (hereinafter referred to as "Contractor"), with principal offices located at _____, Oklahoma.

I. SERVICES TO BE PROVIDED BY CONTRACTOR.

Contractor shall provide the cleaning services in City Hall, Police Department, Old City Hall, Senior Center, Ranch House & Fire Department located in Blanchard, OK. Cleaning services include by definition:

Daily General Cleaning (see attached list) - 252 days
Daily Restroom Cleaning (see attached list) - 252 days
Weekly General Cleaning (see attached list) - 52 times
Monthly General Cleaning (see attached list) - 12 times
Quarterly General Cleaning (see attached list) – 4 times
Semi-Annual General Cleaning (see attached list) – 2 times

II. CITY HOLIDAYS.

Contractor shall not be responsible to clean any City buildings that are closed in observance of City holidays. The City is closed on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day.

III. CLEANING SUPPLIES AND EQUIPMENT.

Contractor shall utilize their own vacuum cleaners and vacuum cleaner bags. The Contractor shall supply all cleaning supplies. Other supplies such as bags, paper towels, bathroom supplies and feminine supplies will be ordered by the Contractor and paid for by the City.

IV. SERVICE FEES.

The City shall pay the following fees to Contractor for the aforementioned services:

- Contractor will be paid on a monthly basis upon submittal of an invoice and on a periodic basis for specialty cleanings as completed

V. TERM OF CONTRACT.

This Contract shall commence on _____, 202__ and terminate on June 30, 202__. The Contractor may request a 1-year extension of the current contract but must do so at least ninety (90) days in advance of the termination date. The City and the Contractor will negotiate and must mutually agree upon any changes to the stated cleaning intervals and fees for services.

VI. TERMINATION.

This Contract may be terminated by either party without cause after ninety (90) days' written notice.

VII. STATUS AS INDEPENDENT CONTRACTOR.

During all material times while performing the services under this Contract, Contractor is an "Independent Contractor" and is not an agent or employee of the City. Contractor shall be responsible for any injury or harm to persons or property while performing services under this Contract. The Vendor agrees to be responsible for, to protect, to save harmless and indemnify the City, and its elected officials and employees from and against all loss, damage, cost and expense (including attorney fees) suffered or sustained by the City or for which the City may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor under this agreement.

VIII. CONTRACTOR SERVICES ARE NOT ASSIGNABLE.

Services to be provided by Contractor under this Contract are to be performed fully and completely by _____. Contractor may not assign or otherwise transfer the responsibility to perform any of the services covered by this Contract to any other person or entity.

IX. INSURANCE.

Contractor shall maintain a general liability insurance policy in the amount of \$1,000,000 covering any injury or harm to persons or property while performing services under this contract. The City of Blanchard shall be named as Additional Insured on the Commercial General Liability insurance. A copy of the Certificate of Insurance shall be filed with the City Clerk within ten (10) days of the award of this Contract. The Contractor shall also carry and maintain all other insurance necessary to operate a cleaning service in the State of Oklahoma, including but not limited to, worker's compensation insurance.

X. CONFIDENTIALITY CLAUSE.

Contractor understands that its employees or agents may come into contact with sensitive and/or confidential information while providing cleaning services under this Contract. By entering into this Contract, Contractor agrees not to disclose any information that its employees or agents may come into contact with or are privy to as a result of providing cleaning services under this Contract. Any breach in confidentiality by the Contractor effectively terminates this Contract and obligates the Contractor to return any funds paid to Contractor after the breach of confidentiality occurs. Contractor is required to provide the City with a list of employees/agents who will be engaged in providing the services listed under Article I. The City shall have the right to conduct background checks on the list of employees/agents and reserves the right to deny access to the City facilities for the purposes of providing services under this Contract.

THIS CONTRACT contains all the promises and agreements between the aforementioned parties.

Dated this _____ day of _____, 202__.

CITY OF BLANCHARD

BY: _____
Mayor

ATTEST: (Seal)

BY: _____
City Clerk

APPROVED AS TO FORM this _____ day of _____, 202__.

BY: _____
City Attorney

Dated this _____ day of _____, 202__.

INDEPENDENT CONTRACTOR

BY: _____
Owner