



## INVITATION TO BID

Redlands Community College is seeking a vendor to provide janitorial cleaning services at Redlands Community College main campus located at 1300 S. Country Club Road El Reno, OK 73036. This service will provide cleaning to the Four (4) buildings on main campus. Please see detail RFP for detailed listing of cleaning requests and frequency of said requests. Contract will begin July 1, 2024 and run through June 30, 2025 with an option to renew annually.

**Bid must be received by 2:00 p.m. on Friday, May 17<sup>th</sup>, 2024. No bids will be accepted after this deadline.**

**Bids may be emailed, mailed, or hand delivered. A bid opening meeting will be scheduled at a later time. Emailed bids will be sent to this email address: [jon.fields@redlandsc.edu](mailto:jon.fields@redlandsc.edu) Mailed bids must be in a sealed envelope and sent to the following address:**

Jon Fields  
Executive Vice President  
Redlands Community College  
1300 S. Country Club Road  
El Reno, OK 73036-5304

Notification of award will be made by email.

**A site visit can be arranged by contacting Jon Fields at 405-422-1414. Site visits will be arranged during normal operating hours.**

**Any questions concerning this bid request should be submitted in writing to Jon Fields at this email address: [jon.fields@redlandsc.edu](mailto:jon.fields@redlandsc.edu)**

We are including a detailed Word document with the description of work. Each vendor can insert their pricing to this listing, the vendor can also add any additional costs that they feel are necessary after doing a site visit.

**\*\*Bid price should include all labor, equipment, and supplies *excluding* toilet tissue, paper towels, can liners, hand soap and cleaning solution with dispensers, Redlands will provide these items only.**

State regulations require bidders to submit verification of insurance and non-collusion with bids. A non-collusion form has been included for your convenience.

Redlands Community College is a tax exempt agency, therefore bids submitted should not include sales tax.

Redlands Community College reserves the right to accept or reject any bid and to determine the best bid and fee for the services sought. It is the intent of Redlands Community College to award the contract for the campus cleaning services to the most qualified firm at the lowest possible price.

BID RESPONSE SHEET

Janitorial cleaning services at Redlands Community College

Bid notification released April 10, 2024

Bids due May 17, 2024 at 2:00pm

BIDDING COMPANY, ADDRESS, AND EMAIL ADDRESS:

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Monthly Bid Price: \_\_\_\_\_

Annual Bid Price: \_\_\_\_\_

Insert additional prices here: \_\_\_\_\_

\_\_\_\_\_  
(Firm Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed Name & Title)

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Include the following with this sheet when your bid is submitted:

- Notarized and signed non-collusion affidavit
- Verification of insurance
- Completed Bid Response Sheet