



Request for Proposal for Janitorial Services

Introduction

The Absentee Shawnee Housing Authority (“ASHA”) is soliciting proposals for a three (3) year contract for janitorial services for four (4) office buildings and three (3) community centers.

Vendors are required to submit written proposals that present the vendor’s qualifications and understanding of the work to be performed. The vendor’s proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content. Indian Preference will apply according to Section 7(b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 450e(b)).

The proposal must be submitted no later than 4:00PM on February 12, 2025, directly to the Absentee Shawnee Housing Authority at the following address:

*107 N. Kimberly Ave
Attn: Request for Proposal for Janitorial Service
Shawnee, OK 74801-0425*

General Instructions for Proposal

a) **Proposal Content** - A completed proposal must contain the following:

- **Proposal Form & Signature Page** – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
- **References** – Proposals shall include a list of three (3) references including name, address, phone number and contact person. It is preferred that references are those located in the state of Oklahoma. ASHA reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

b) **Proposal Period** – Proposal prices are to be firm for sixty (60) days.

c) **Proposal Award** - It is the intent of the ASHA to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding Indian Preference, price, quality of service, qualifications, and capabilities to provide the specified service, and other factors which ASHA may consider. ASHA reserves the right to accept or reject any or all proposals and to waive irregularities therein. Proposals will be approved by an ASHA panel of reviewers and awardees will be notified in writing.



d) *Term and Renewal* – The term of the Contract shall be for three (3) year unless earlier terminated. The Contract may be terminated by either party with a ninety (90) day written notice. The Contract may be terminated by either party with or without cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract.

e) *Basis of Payment* – Payment will be made to the contractor within thirty (30) days upon receiving the contractor’s monthly invoice and after approval the Executive Director and BOC Chairman. The invoice shall state the date the service was performed and the amount for each building.

Specifications

The specifications outline the requirements for cleaning services for four (4) office buildings and three (3) community centers of the Absentee Shawnee Housing Authority. A list of each building, the address and approximate square footage is outlined to assist you in your quote. A walkthrough can be scheduled by appointment to view the buildings beforehand.

Building List

1. *Absentee Shawnee Housing Authority Main Office* – 107 N. Kimberly Avenue, Shawnee, Oklahoma 74801
 - 1 floor – 2,400 sq. ft., Hallways, conference room, bathrooms, and entire office area.
2. *Finance Office*- 105 ½ N. Kimberly, Shawnee, Oklahoma 74801
 - 1 floor- 900 sq. Ft. Includes hallways, four offices, kitchen area and bathroom.
3. *Resident Services Office #2*- 103 ½ N. Kimberly, Shawnee, Oklahoma 74801
 - 1 floor –1200 sq. Ft, includes entire office area, three offices, kitchen area and bathroom.
4. *Resident Services Office Annex -521 N Mead, Shawnee, Oklahoma 74801*
 - 1 floor- 900 sq. ft. includes entire office area, conference room, two individual offices, kitchen area, and bathroom.
5. *Rolling Hills Community Center*- 2102 E. Main St, Shawnee, Oklahoma 74801
 - 1 floor- 1600 sq ft, includes meeting area, lobby area, kitchen, two bathrooms and conference room
6. *McLoud Community Center*- 318 Bob White, McLoud, Oklahoma 74851
 - 1 floor- 900 sq ft, includes meeting area, kitchen and bathrooms
7. *Manor House*- 18800 Hwy 9, Norman, Oklahoma 73026



- 1 floor- 4420 sq ft, includes lobby area, 5 rooms, and three bathrooms

Responsibilities of the Contractor

The following cleaning instructions are outlined by building, cleaning location within the building and a cleaning schedule

ASHA main office, Finance Office and Resident Education Offices (2)

Entrance(s), Lobby, Reception Area

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (ASHA to furnish trash receptacle liners)
2. Squeegee both sides of all glass doors removing prints and smudges; wipe frames.
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
4. Vacuum walk off mats and traffic lanes.
5. Dust mop hard surface floors.
6. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
7. Dust all horizontal and vertical surfaces.

Monthly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting)
2. Dust horizontal blinds.

Hallways

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (ASHA to furnish trash receptacle liners)
2. Spot wipe partition glass removing prints and smudges
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and all manner of furnishings.
4. Dust mop all hard surface floors.
5. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.



Monthly

1. Thoroughly vacuum all rugs, taking care to get into corners, along edges, and beneath furniture.
2. Spot wipe walls, light switches and doors removing finger prints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly

1. Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting)
2. Dust horizontal blinds.

General Offices, Conference Room, Work Station Area

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (ASHA to furnish trash receptacle liners)
2. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, ledges, moldings, chair bases, telephones, computers, pictures, office furniture and all manner of furnishings.
3. Dust mop all hard surface floors.
4. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.
4. Damp wipe telephones with disinfectant.

Quarterly:

1. Thoroughly wash windows (interior and exterior on ground level; interior only on second/etc. floor) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting).
2. Dust horizontal blinds.

Restrooms

Weekly:

1. Empty all trash and sanitary napkin receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point. (ASHA to furnish trash receptacles liners)
2. Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed. (ASHA to furnish supplies)
3. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
4. Toilet seats to be wiped clean on both sides.
5. Scour and sanitize all basins. Polish bright work.
6. Remove splash marks from walls around basins.



7. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
8. Sweep or dust mop hard surface floor.
9. Report any restroom repairs needed to the maintenance department.

Monthly:

1. Wipe all restroom partitions on both sides.
2. Pour fresh water down floor drains to refresh water in sewer line.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

Community Centers (2) and Manor House

Entrance(s), Lobby, Reception Area

Bi-Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (ASHA to furnish trash receptacle liners)
2. Squeegee both sides of all glass doors removing prints and smudges; wipe frames.
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
4. Vacuum walk off mats and traffic lanes.
5. Dust mop hard surface floors.
6. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
7. Dust all horizontal and vertical surfaces.

Equipment and Cleaning Chemicals

The Absentee Shawnee Housing Authority will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with the Contracting and Procurement Department.

Damage

The contractor shall report to the Contracting and Procurement Department any damaged facilities and/or broken items that need to be replaced so as not to be held accountable weekly.



POINT SYSTEM FOR PROPOSAL EVALUATION
A maximum of 100 points is possible for this proposal.

1. Total Cost for Bid
 - a. Lowest Bid 25 points
 - b. Second Lowest Bid (if on 2 bids received – 5 points) 7 points
 - c. Third Lowest Bid 5 points
 - d. All other Bids 0 points

2. Experience in Janitorial Services
 - a. Over 5 years 10 points
 - b. 4 – 5 years 7 points
 - c. 3 years 5 points
 - d. 2 or less 2 points

3. Indian Preference – Is this business Native American owned?
(Will need to provide SPIPB Certificate or fill out Indian Preference Request)
 - a. yes 30 points
 - b. no 0 points

4. Do you hire, plan to hire and train Native American Employees?
(Please provide proof; employees CDIB card, Tribal Member card – this information may be verified)
 - a. yes (10 or more employees) 10 points
 - b. no 0 points

5. Contractor provided positive references.
 - a. Yes 10 points
 - b. No 0 points

6. Has previously performed quality work for the *Absentee Shawnee Housing Authority*.
 - a. yes 15 points
 - b. no 0 points



Proposal Instructions

Request for Proposal for Janitorial Services

1. Based on the requirements and provider qualifications please provide one (1) copy of the proposal to the Absentee Shawnee Housing Authority
2. Complete Proposal Form and Signature Page
3. Complete Worker's Compensation Certificate
4. Complete Independent Contractor Statement
5. Complete Reference Form

If delivered via mail or in person, vendor shall include items 1-5 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: Request for Proposal for Janitorial Services.

If delivered via email, please include as subject line: "Request for Proposal for Janitorial Services."

Proposals should be mailed or delivered in person to:

*Absentee Shawnee Housing Authority
Attn: Request for Proposal for Janitorial Services
107 N. Kimberly Ave.
Shawnee, OK 74801-0425*

Proposals shall be emailed to: akramirez@ashousingauthority.com

Proposals must be received no later than 4:00PM on February 12, 2025.



Proposal Form

Request for Proposals for Janitorial Services

The undersigned hereby submits the following proposal for the monthly cost of janitorial services for the Absentee Shawnee Housing buildings:

Absentee Shawnee Housing Authority Office	\$ _____
Finance Office	\$ _____
Resident Education Office	\$ _____
Resident Education Office	\$ _____
Rolling Hills Community Center	\$ _____
McCloud Community Center	\$ _____
Manor House*	\$ _____
 *Additional cleaning if requested	 \$ _____



Signature Page
Request for Proposal for Janitorial Services

By: Name and Title (please print) _____

Signature _____

Vendor Address

Years of Experience: _____

Contact (please print) _____

Phone _____

E-mail _____



Worker's Compensation Certification

I hereby certify that effective the date of my Contract with the Absentee Shawnee Housing Authority and at all times in the performance of such Contract that:

I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Oklahoma with the following insurance company:

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date

OR

I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the Absentee Shawnee Housing Authority.

Date

Signature of Contractor



Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the City for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the City, shall not be considered employees of the City and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

Company/Individual Name: _____

Official Address: _____

Signature and Title: _____

Date: _____



Request for Proposal for Janitorial Services

Please list three (3) client references. It is preferred that those references are clients within the State of Oklahoma. The ASHA reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____

PUBLIC NOTICE



Absentee Shawnee Housing Authority of Oklahoma is seeking proposals from qualified individuals to secure a three-year contract for janitorial services for seven office buildings and community centers. Indian Preference shall apply. Copies of the Proposal Forms are available at ASHA, 105 ½ N. Kimberly Ave, Shawnee, OK, 74801-0425, via e-mail: akramirez@ashousingauthority.com or via the ASHA website: www.ashousingauthority.com.

Proposals must be submitted to Amanda Ramirez at 107 N. Kimberly Ave, Shawnee, OK, 74802-0425 no later than 4:00PM, Wednesday, February 12, 2025. Proposals must be clearly identified as "PROPOSALS FOR JANITORIAL SERVICES" and show the name and address of the submitting individual. Late proposals will not be considered.

The ASHA reserves the right to reject any and all proposals.

Absentee Shawnee Housing Authority

Amanda Ramirez

Contracts Coordinator

Posted: January 13, 2025

Publish: Shawnee News Star

ASHA Website