

REQUEST FOR PROPOSAL

The city of Hartshorne is seeking bid proposals to provide qualified emergency medical ambulance service.

Sealed Bids are due July 21, 2025 at 3pm at City of Hartshorne, C/O City Clerk, 1101 Penn Avenue, Hartshorne, OK 74547

Sealed Bids to be opened July 21, 2025 at 6:30pm at City of Hartshorne Council Meeting held at 1101 Pennsylvania Avenue, Hartshorne, OK 74547

Any further information needed please contact:

City Clerk
918-297-2544
clerk@cityofhartshorne.com

SCOPE OF SERVICES

PART I - SECTION 1: GENERAL INFORMATION/LOCATIONS

1. **OVERVIEW:** CITY HALL houses all the administrative offices, police department, utility payments, and Council Chambers for public meetings. Regular Council meetings are scheduled for the 3rd Monday of each month unless a holiday falls on the scheduled date.
2. **LOCATIONS:**
 - a. City Hall – 1101 Penn Avenue, Hartshorne, OK 74547. Operates primarily M-F 8am-4PM with public meetings on select weekday evenings.

3. **BUILDING ACCESS and SECURITY:** The contractor is responsible for maintaining control of security codes to enter the building. These codes are to only be used to access building for cleaning services only.
 - a. All areas shall be locked and the lights turned off when cleaning in each unoccupied area has been completed. Security lights (as directed) shall be turned on prior to leaving the facility.
 - b. Keys or other entry devices required by the Service Provider will be furnished by the City to designated Service Provider employee on a custody receipt and shall be returned to the City on demand.
 - c. Any loss of keys or entry devices must be reported to the City representative immediately.
 - d. Should a lost or stolen key jeopardize the security of the particular City facility, the Service Provider shall be totally responsible for all costs incurred by the City in re-keying the lock system. Service Provider is advised that this process could be quite costly.
 - e. All exiting doors are to remain locked while the Service Provider is in the space, except for designated doors to remain open for meetings. Do not block open occupant or exterior doors for any reason.
4. **REPORTING REQUIREMENTS:** The Service Provider agrees to furnish all information as required by the City in order to fulfill the responsibilities of the City for reporting on compliance with laws and regulations.
5. **RESTRICTED PERSONNEL:** No visitors, guests, pets, or companions other than bonded personnel will be permitted inside any City facility any time the facility is not open to the public at large, nor may such persons enter the areas not open to the public at large at any time.
6. **SUPPLIES AND EQUIPMENT:**
 - a. The CITY will furnish all necessary tools, equipment and supplies such as mops, vacuum cleaners, brooms, buffer, ladder, and hoses; and will supply all waxes and

cleaners, paper and sanitary supplies, hand soaps, waste can liners and deodorant blocks and batteries for air freshening units

- b. List of supplies needed will be given to the Treasurer to go through the purchase order process.
- 7. **STORAGE OF SUPPLIES AND TOOLS:** All supplies and equipment shall be stored in neat and orderly fashion in janitorial closet.
 - a. All equipment and materials shall be used per manufacturer's directions for each application.
- 8. **Schedule of Services:** Cleaning services to be 2 x weekly. One day per week during office hours and one day per week after hours, not to disrupt any city meetings.
 - a. **Office Services-Weekly:**

Empty wastebaskets and replace liners.

Wastebaskets shall be free of stains and odors.

Vacuum carpeted areas.

Sweep/Dust Mop Floors

Damp Mop Floors

Clean any surfaces in the office. (excluding desk tops or front office billing counter)

Clean interior windows.

- b. **Common Opens Areas Entry Ways, Lobbies, Hallways, Traffic Areas, Council Chambers- Twice Weekly:**

Vacuum all carpets and spot clean carpet stains.

Sweep/Dust Mop Floors

Damp Mop Floors.

Empty and clean wastebaskets. Wastebaskets and trashcans shall be free of stains and odors.

Clean drinking fountains.

Clean doors, door glass, frames, kick plates and adjacent windows on both sides.

Dust and wipe clean with damp or treated cloth: partitions, walls, baseboards, counters, cabinets and all other horizontal surfaces. Remove fingerprints and smudges.

Sweep outside entryways.

c. Restrooms-Twice Weekly:

Fill and clean all dispensers (e.g. soap, paper, sanitary).

Empty, clean and disinfect all waste and recycling receptacles including sanitary containers and insert new liners.

Clean and disinfect all wash basins, counters, and fixtures with nonabrasive cleanser.

Clean all mirrors, chrome, stainless steel, and polish to a shine.

Wash and disinfect all urinals and toilets, removing stains and cleaning under rims and flush holes. Clean and disinfect toilet seats, fixtures and outside surfaces of urinals and toilets.

Dust and spot clean with detergent all partitions, walls, doors and other surfaces.

Sweep and damp mop floor with disinfectant detergent solution.