

Texas _____

County, Oklahoma

COUNTY PURCHASING OFFICE

Texas _____

County Court House

PO Box 197, 319 N. Main St. Suit 202 _____

, Oklahoma

Phone Number +1 (580) 338-3233 _____

Invitation to Bid

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE SIDE
RELATING TO SUBMISSION OF THIS BID.
Notarized Affidavit completions and signature required on reverse side.

Date Issued 6-22-2026

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BID NUMBER

4-26-27

BID CLOSING DATE AND HOUR

7-27-2026 @ 11:15 a.m.

REQUIRED DELIVERY DATE

(Days after award of Purchase Order)

TERMS

Date of Delivery

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
1			Memorandum of Agreement between Texas County Health Department and Contractor for Janitorial Services See Specifications Attached We are an equal employment opportunity/affirmative action employer. The Commissioners reserve the right to reject any or all Bids and to accept the bid deemed most advantageous to the County		

TERMS and CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Texas
County Courthouse, 319 N. Main, Suite 204, Guymon, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by Texas County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until 30 (Date)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say the he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this _____ day
of _____, 20 ____ (SEAL)

Firm: _____

My commission expires _____ Signed by: _____
(Manual Signature of Undersigned)

Address: _____ Phone: _____

NOTARY PUBLIC (CLERK OR JUDGE) Zip: _____

In accordance with 62 O.S. § 310.9

NOTE: Other terms and conditions can be added at the discretion of the county officers.

MEMORANDUM OF AGREEMENT

Now on this 1st day of July 2026, this agreement is entered into by and between Texas County Health Department, hereinafter referred to as health department by virtue of authority vested in it by O.S. Title 63, 1991, s. 1-206.1. (b). and Sebastian and Blanca Casas, hereinafter referred to as contractor. This agreement covers the period beginning July 1, 2026 and ending June 30, 2027.

The purpose of this agreement is to provide janitorial services as listed below, to the health department office located in Guymon, Oklahoma.

Daily

- Remove all trash for receptacles and then remove trash from building. (Except BioHazard Bags). Place a plastic bag in all waste receptacles. Including the receptacle in front of the building. Clean the inside/outside of waste receptacle as needed.
- Clean and sanitize restrooms including damp mopping floors, clean toilets, mirrors, chrome accessories, wall around basins, partitions and dispensers.
- Clean front and back door entrances and glass.
- Dust furniture, fixtures, file cabinets and countertops.
- Vacuum carpet and rugs.
- Clean lounge area.
- Keep all dispensers (towel, tissue and soap) filled.
- Clean and sanitize clerical public side countertops.
- Clean handprints, dirt, etc. from all doors, walls and fixtures.
- Sweep and wet mop all hard surface floors.
- Check light fixtures and exit signs and replace as necessary.
- Keep janitorial supplies stocked, clean and orderly.

Weekly

- Clean and filter removable sections of the vacuum cleaner.
- Sweep sidewalks and front and back porches.
- Clean tabletops in conference and classroom.
- Wash and disinfect restroom walls.
- Spot clean carpet and chairs as needed.

Monthly

- Wash and clean wastebaskets
- Dust and vacuum vents, blinds and ceiling light fixtures.
- Turn in supply list to Rosa Balderrama

Quarterly

- Clean baseboards in all rooms (all areas without moving heavy furniture).

- Clean bottom of chairs.
- Dust wall for cobwebs.
- Wash windows outside and clean inside windows.

This agreement covers the period of July 1, 2026 through June 30, 2027 and is subject to negotiation at the end of this period.

Either party, upon fourteen days written notice, may cancel the agreement.

It is understood between the parties that the contractor is under no circumstances to be considered and employee of OSDH of the Texas County Health Department and therefore not entitled to any benefits accrued by OSDH employees. The contractor is responsible for the provisional taxes, and workers compensation of said contractor in accordance with the federal, state and local ordinances, statues or regulations.

The contractor will provide annual documentation of current Certificate of Liability Insurance.

The contractor shall submit an invoice to TCHD by the 10th of the following month for services rendered. The TCHD agrees to pay contractor in the amount of \$1,040 per month.

Upon submission of written monthly statement, Texas County Health Department agrees to pay contractor for the services stated in agreement at the amount set forth herein.

Administrative Director, TCHD

Date

Sebastian Casas

Blanca Casas

Date