

SOUTHERN OREGON UNIVERSITY

INVITATION TO BID #2012-09

CARPET CLEANING SERVICES

The purpose of this request for bid is to establish a contract for the deep cleaning and extraction of the carpets in the residence halls and other housing services buildings at Southern Oregon University (SOU). During the period of mid-June to mid-September, the residence halls are vacant of academic students. It is during this time that SOU schedules maintenance of the buildings. Although there are conference groups that use the residence halls throughout this schedule, each building is set aside for approximately one week. During this time SOU Residential Education and Services will perform maintenance, painting, and deep cleaning of the Residence Halls. The first few days of the scheduled down time are set aside for maintenance and painting and then released to the custodial crew. During this cleaning period, carpet care is preformed. Generally, each maintenance and cleaning times are Monday through Sunday. If there is a problem with completing a building during its scheduled time, other arrangements may be made if agreed upon by a representative of SOU.

Bidder Qualifications/Method

The buildings are multi- story and are vast in square footage. The successful bidder must have a truck mounted cleaning unit with the ability to reach distances of 500 feet, and be capable of generating up to 240 degree water at the truck. The method of cleaning will require a pre spray and a type of wand extraction equipment to accelerate dry time. The successful bidder must be able to meet the insurance requirements that are set forth by the Oregon University System. In addition, the successful bidder must agree to all of the terms and conditions included in this bid document.

Scope and Schedule

The successful bidder will be provided a schedule for each building and areas to be cleaned. The successful bidder will be expected to follow this schedule, unless otherwise agreed upon by a representative of SOU's Residential Education and Services Dept. Since carpet cleaning is the final step in the maintenance and cleaning process, it may require work after normal business hours. After hours work should be avoided as much as possible to minimize disturbances to other guest staying in nearby buildings.

Bids will be generated from carpet square footages and not by buildings only. A list of square footage for each carpeted area is provided. If there are any measurements that the successful bidder does not agree with, it will need to be brought to the attention of the representative for Residential Education

and Services prior to the work being done. Bidders are also required to provide information regarding how the cleaning is to be accomplished.

The cleanings will be scheduled of all the halls except for Cox Hall will be between July 1, 2012 and September 15, 2012, on a schedule to be determined by SOU. The Cox Hall and Cox Hall Annex will be scheduled for a time in November/December 2012. The total area to clean is approximately 240,000 square feet. Some moving or shifting of furniture in rooms may be needed to access all areas of carpeting and will be the responsibility of the successful bidder. Some of the buildings have office spaces and the associated furniture will be moved by university employees.

The successful bidder shall provide insurance; materials, labor, MSDS on chemicals used in the scope on the work and equipment specified for this contract. Equipment used shall comply with all Federal (OSHA) and State of Oregon Electrical Safety Code requirements, and be listed under a state of Oregon recognized testing agency (UL, CSA, ETL). Contractor, its subcontractors, if any, and all employers providing work, labor, or materials under this Contract are subject employers under the Oregon Workers' Compensation law, and shall either comply with ORS 656.017, which requires said employers to provide workers' compensation coverage that satisfies Oregon law for all their subject workers, or shall comply with the exemption set out in 656.126.

Bid Closing

Sealed bids must be received no later than 3:00 p.m. June 18, 2012, the bid closing date. Bidder must deliver the sealed Bid Response Form to the SOU Housing Office, Attn: Tim Robitz, 1250 Siskiyou Blvd, Ashland, OR 97520.

Terms and Conditions

Refer to Standard Contractual Requirements-Solicitation Requirement document.

If you should have any questions, please contact the following Representative for Residential Education and Services at Southern Oregon University:

Tim Robitz

Director of University Housing

robitzj@sou.edu

541-552-6377 (office)

Invitation To Bid #2012-9
Bid Response Form

I have read all of the terms and conditions of this Invitation To Bid, and I understand that if awarded the contract, I shall be bound by its terms and conditions, and hereby tender my bid in the amount of \$_____. I certify that I have not and will not discriminate against minority, women, or emerging small business enterprises in obtaining any required subcontracts.

Certificate of Compliance with Tax Laws

I, the undersigned, being first duly sworn,

Check one box: _____ hereby certify under penalty of perjury that I am not in violation of any Oregon laws.

_____ hereby certify under penalty of perjury that I am authorized to act on behalf of Contractor and to the best of my knowledge, Contractor is not in violation of any Oregon tax laws.

Business Designation (check one)

_____ Corporation _____ Partnership _____ Sole Proprietorship
_____ Governmental/Non-Profit _____ Limited Liability Company

Social Security No. or Tax Identification No. _____

(Above information must be provided prior to contract approval. If awarded the contract, this information will be reported to the Internal Revenue Service under the name and taxpayer ID number submitted. Information not matching IRS records could subject Contractor to 31 percent backup withholding.)

The individual signing this Bid Statement warrants they have authority to bind the Bidder by their signature.

Signature: _____ Date: _____

Name: _____ Title: _____

Firm: _____

Address: _____

City/State/Zip: _____