



ADDENDUM -- INVITATION TO BID

This addendum is to add additional areas of the Redlands Community College campus, previously cleaned by a Redlands employee. This addendum is to be priced separately from the main campus, however, main campus and this addendum will be awarded as a package. If the cost of the additional areas is more than our budget, we will not put the additional areas on contract.

The areas to add are the following:

- Darlington Campus which includes H-Building, Chapel, AG Hall, CSI building and Annex, 5 times per week Monday through Friday.
- Royce Ranch Campus which includes restrooms in the large and small arenas, stand-alone restroom building, and classroom building, 2 times per week Monday through Friday.
- Gymnasium & Fitness Center on main campus, restrooms, locker rooms, offices.
- Baseball Indoor practice building, restrooms.

**** A tour of the additional areas will be conducted on Monday, 6 May 2024 at 1:00 P.M. This is the only tour that Redlands will hold, so please be present. Josh Smith will conduct the tour, and will meet everyone at the flag poles on main campus at 1:00. If there is inclement weather, he will meet everyone inside of the lobby closest to the flag poles.**

If there are any questions about this addendum, please contact Jon Fields.

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 17th, 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 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.

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:

Monthly Bid Price: _____

Annual Bid Price: _____

Insert additional prices here: _____

(Firm Name)

(Signature)

(Date)

(Typed Name & Title)

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

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