



J. KEVIN STITT, GOVERNOR
WADE FREE, DIRECTOR
Wildlife Conservation Commission
Rick Holder Chairman
D. Chad Dillingham Vice Chairman
Mark Mabrey Secretary
James V. Barwick
Eric Chopman
Tim Diehl
Jess Kane
John P. Zelbst

Solicitation Cover Page

1. Solicitation #: 035S 2. Solicitation Issue Date: 03/31/2026

3. Brief Description of Requirement:

The Oklahoma Department of Wildlife Conservation (ODWC) is soliciting bids for Restroom Cleaning and Trash Pickup Maintenance Contract at Blue River Public Fishing and Hunting Area (BRPFHA) for Area Custodian, see additional specifications.

Send Invoices and supporting documents shall be delivered or mailed to the area biologist as follows: Oklahoma Department of Wildlife Conservation

Attention: Matt Mauck
3251 S. Hutchins Ln, Tishomingo, OK 73460.

4. Response Due Date: 04/08/2026 Time: 3:00 PM CST

5. Issued By and RETURN BID TO:

Electronic Submission Address: susan.mecham@odwc.ok.gov

6. Solicitation Type (type "X" at one below):

- Invitation to Bid
 Request for Proposal
 Request for Quote

7. Contracting Officer:

Name: Susan Mecham
Phone: 405-522-6137
Email: susan.mecham@odwc.ok.gov



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Responding Bidder Information

"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.

1. RE: Solicitation # 035S

2. Bidder General Information:

FEI / SSN : _____ Supplier ID: _____

Company Name: _____

3. Bidder Contact Information:

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ Fax #: _____

Email: _____ Website: _____

4. Oklahoma Sales Tax Permit¹:

YES – Permit

#: _____

NO – Exempt pursuant to Oklahoma Laws or Rules – Attach an explanation of exemption

5. Registration with the Oklahoma Secretary of State:

YES - Filing

Number: _____

NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. Workers' Compensation Insurance Coverage:

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

YES – Include with the bid a certificate of insurance.

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

- NO – Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) – Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.²

7. Disabled Veteran Business Enterprise Act

- YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the response 1) certification of service-disabled veteran status as verified by the appropriate federal agency; and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and verification of the control of the management and daily business operations by one or more service-disabled veterans.
- NO – Do not meet the criteria as a service-disabled veteran business.

_____	_____
Authorized Signature	Date
_____	_____
Printed Name	Title

² For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>



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Certification for Competitive Bid and/or Contract (Non-Collusion Certification)

Agency Name: Oklahoma Department of Wildlife Conservation (ODWC) Agency Number: 320

Solicitation or Purchase Order #: 035S

Supplier Legal Name: _____

SECTION 1 [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. 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, nor
 - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION 2 [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

SECTION 3 [74 O.S. § 582]:

For the purpose of a contract for goods or services, the supplier also certifies it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the state.

SECTION 4 [74 O.S. § 12005]:

For the purpose of a contract for goods or services, the supplier also certifies it is not currently engaged in a boycott of energy companies and will not boycott energy companies during the term of the contract.

SECTION 5 [Debarment, Suspension or Other Responsibility Matters]:

For the purpose of a contract for goods or services, the supplier also certifies any debarment, suspension, indictments, convictions, civil judgments and terminated public contracts have been disclosed to the state purchasing director.

SECTION 6 [74 O.S. § 85.5]:

For the purpose of a contract for the physical performance of services, the supplier also certifies it is in compliance with the provisions of Section 1313 of Title 25 of the Oklahoma Statutes requiring all suppliers to register and participate in the Status Verification System to verify the work eligibility status of all new employees.

SECTION 7 [21 O.S. § 1289.31]:

For the purpose of a contract for goods or services, the supplier also certifies it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate against a firearm entity or firearm trade association during the term of the contract.

SECTION 8 [74 O.S. § 85.22C]:

List of all known business or familial relationships that currently exist or which existed within one year prior to the date on this form between any officer or director of the supplier and any officer or employee of the state agency stated above. State the names of persons with such relationships, their position within the organization, and the nature of such relationships.

-
- 1.
 - 2.
 - 3.

If no relationships exist, check the spot below:

_____ There are no known business or familial relationships that currently exist or which existed within one year prior to the date on this form between any officer or director of the supplier and any officer or employee of the state agency stated above.

SECTION 9 [74 O.S. § 85.42(B)]:

Pursuant to 74 O.S. § 85.42(B), the supplier certifies that no person involved in any manner in the development, approval, or negotiation of the contract, including change orders, extensions, renewals or amendments, while employed by the State of Oklahoma shall be employed or given anything of value to fulfill any services provided under the contract, including change orders, extensions, renewals or amendments.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

- the competitive bid attached herewith and contract, if awarded to said supplier;
- OR**
- the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature	Certified This Date
Printed Name	Title
Phone Number	Email

A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment an entity acquires by purchase, lease purchase, lease with option to purchase, or rental;
- A.1.2. "Addendum" means a written restatement of or modification to a Contract Document executed by the Supplier and State.
- A.1.3. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.4. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.5. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.6. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the procuring agency at the time and date specified in the solicitation as the Response Due Date and Time.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date. The procuring agency must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the procuring agency.
- A.3.3. It is the bidder's responsibility to check frequently for any possible amendments that may be issued. The procuring agency is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the procuring agency with the following statement "This bid supersedes the bid previously submitted."

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
 - A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
 - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or

performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and

A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.

A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

A.6. Bid Opening

Bids shall be opened by the ODWC Procurement Officer at the time and date specified in the solicitation as the Response Due Date and Time.

A.7. Open Bid / Open Record

Pursuant to the Oklahoma Public Open Records Act, a bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

A.8. Late Bids

Bids received by the procuring agency after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the procuring agency, shall constitute a contract.

A.9.2. The Contract resulting from this solicitation may consist of the following documents in the following order of precedence:

A.9.2.1. Any Addendum to the Contract;

A.9.2.2. Purchase order, as amended by Change Order (if applicable);

A.9.2.3. Solicitation, as amended (if applicable); and

A.9.2.4. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.

A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

A.10.1. Bids shall remain firm for a minimum of **Three Hundred Fifty Nine (359) calendar days** from the solicitation closing date.

A.10.2. Bidders guarantee unit prices to be correct.

A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

- A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Contracting Officer specified in the solicitation, and must be prior to the closing date of the solicitation.
- A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.
- A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review to the contracting officer listed on the solicitation. This request must be made prior to the closing date of the solicitation.

A.13. Negotiations

- A.13.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that may mitigate the State's risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor's offer.
- A.13.2. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:
- A.13.3. Negotiations may be conducted in person, in writing, or by telephone.
- A.13.4. Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.
- A.13.5. Terms, conditions, prices, methodology, or other features of the bidders offer may be subject to negotiations and subsequent revision. As part of the negotiations, the bidder may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.
- A.13.6. The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

A.14. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 260:115-7-32.

A.15. Award of Contract

- A.15.1. The Agency may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the Agency to be in the best interest of the State of Oklahoma.
- A.15.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.15.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://oklahoma.gov/omes/divisions/central-purchasing/suppliers-and-payees/supplier-portal.html>.

A.16. Contract Modification

- A.16.1. The Contract is issued under the authority of the Certified Procurement Officer who signs the Contract. The Contract may be modified only through a written Addendum, signed by the Certified Procurement Officer and the supplier.
- A.16.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procuring agency in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Addendums, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.17. Delivery, Inspection and Acceptance

- A.17.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The supplier(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.17.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the procuring agency.

A.18. Invoicing and Payment

- A.18.1. Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered or services provided, and the dates of such delivery or provision of services. An invoice is considered proper if sent to the proper recipient and goods or services have been received.
- A.18.2. State Acquisitions are exempt from sales taxes and federal excise taxes.
- A.18.3. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.18.4. Payment terms will be net 45. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.72.
- A.18.5. Additional terms which provide discounts for earlier payment may be evaluated when making an award. Any such additional terms shall be no less than ten (10) days increasing in five (5) day increments up to thirty (30) days. The date from which the discount time is calculated shall be the date of a proper invoice.

A.19. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

A.20. Audit and Records Clause

- A.20.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.
- A.20.2. The successful supplier(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.21. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.22. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.23. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.24. Termination for Cause

- A.24.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the procuring agency. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.24.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.24.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.25. Termination for Convenience

- A.25.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.
- A.25.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.26. Insurance

The successful supplier(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the procuring agency with evidence of such insurance and renewals.

A.27. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.28. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

A.29. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.30. Special Provisions

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

B. SPECIAL PROVISIONS

B.1. Contract Period

Materials are to be shipped and billed to perform the bathroom cleaning and trash pickup duties, after receipt of signed ODWC Purchase Order.

B.2. Indefinite Quantity

This is an indefinite quantity contract. The Oklahoma Department of Wildlife Conservation may or may not buy the quantity mentioned on this solicitation.

C. SOLICITATION SPECIFICATION

C.1. Introduction

C.1.1. The Oklahoma Department of Wildlife Conservation is seeking to receive Bids for Contractor to perform the services of Restroom Cleaning and Trash Pickup Maintenance Contract at Blue River Public Fishing and Hunting Area (BRPFHA) for Area Custodian, see additional specifications.

C.1.2. The Biologist used OMES Form CP138 Central Purchasing State Use Program Exception Request as stated in justification that we have need for restroom cleaning and litter pickup at Blue River Public Fishing and Hunting Area in Johnston County. All suppliers listed in Districts 3,2,and 7 of the SW20001SU regional service map have been contacted. All suppliers have indicated they don't provide services in that area, are unable to provide that service, or have just not replied. Approved through Fiscal Year 2027 (through 06/30/2027) due to no State Use supplier coverage. All purchases must comply with the Central Purchasing Act.

C.2. SOLICITATION SPECIFICATIONS

*****NOTE*** This Solicitation is to receive Bids for Contractor to perform the services of Restroom Cleaning and Trash Pickup Maintenance Contract at Blue River Public Fishing and Hunting Area (BRPFHA) for Area Custodian, see additional specifications.**

C.2.1. Contract Period To begin the date of the awarded contract through 06/30/2027. The Contract will run from the remainder of fiscal year 2026 that ends (06/30/2026) and so, we will not need to go back out for competitive bid again so quickly, the Contract runs through Fiscal Year 2027, that runs from 07/01/2026 to 06/30/2027.

C.2.2. Indefinite Quantity This is an indefinite quantity contract. The Oklahoma Department of Wildlife Conservation may or may not buy the quantity mentioned on this solicitation.

C.3. SOLICITATION SPECIFICATION

C.3.1. Introduction The Oklahoma Department of Wildlife Conservation is seeking to receive Bids for Contractor to perform the services of **Restroom Cleaning and Trash Pickup Maintenance Contract at Blue River Public Fishing and Hunting Area (BRPFHA) for Area Custodian, see additional specifications.**

C.4. SOLICITATION SPECIFICATIONS

C.4.1. Specifications for Fiscal Year 2026 (to begin the date of the awarded contract) Contract through Fiscal Year 2027 (06/30/2027).

PERFORMANCE WORK
STATEMENT

Oklahoma.Department of
Wildlife Conservation

MAINTENANCE CONTRACT
FOR
AREA CUSTODIAN - BLUE RJVER PUBLIC FISHING AND
HUNTING AREA

C.5. ORGANIZATION OF SPECIFICATIONS

This specification consists of a general section supplemented by exhibits and appendices. A Table of Contents is provided on the following page.

The general section contains requirements that apply to all work to be performed under the provisions of this specification. The exhibits contain detailed listings or examples referred to in the general section and the Performance Requirements. The appendices contain a description of the facilities to be serviced and the work to be performed.

Any reference to paragraphs or subparagraphs in this specification will refer to those in the general section unless otherwise noted.

C.6.

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C.7.

1. **SCOPE OF WORK.** The work required under this specification provides for area cleaning and trash pick up for the Blue River Public Fishing and Hunting Area.

2. **DEFINITIONS.**

2.1. **Weekly.** Work required to be performed every week.

2.2. **Biweekly,** Work required to be performed every other week

2.3. **Contractor Quality Control (CQC).** The contractor's system of controlling the quality of services provided under the provisions of the contract.

2.4. **Deficient Service.** Any service provided by the contractor that does not meet the Performance Standards specified in the Performance Requirements given in Exhibit 1.

2.5. **Department or ODWC.** The term "Department or ODWC" as used herein means the Oklahoma Department of Wildlife Conservation.

2.6. **Performance Requirement (PR).** The department's requirement for each service provided under the contract. The requirements are stated as Performance Standards (PStd) and specify the minimum standard (quality) for each service provided under the contract.

2.7. **Project.** The term "project" as used herein means all department property and easements at Blue River Public Fishing and Hunting Area.

2.8. **Quality.** Conformance with the contract specification.

2.9. **Quality Assurance (QA).** The procedure by which the Department determines CQC is functioning effectively.

2.10. **Regulations.** The term "regulations" refers to any local, state, or Federal law or regulation applicable to operation or maintenance of the project.

2.11. **Workday.** Any Monday or Friday. This definition should not be interpreted to mean work is not required by this specification on other days.

2.12. **PUA, Public** use area

3. **INITIATION, EXECUTION, AND ACCEPTANCE OF WORK.**

3.1. **Initiation and execution of work.** Work shall be performed in accordance with this specification and the performance standards (Performance Requirements Table, Exhibit 1).

3.1.2. Acceptance of work. The Department shall accept work unless ODWC notifies the contractor of deficient services. Work will be accepted based on compliance with

performance requirements. Refer to paragraph 7. for inspection criteria and contractor performance evaluation.

3.1.2.1. Initial notification of deficiencies may be written or oral; however, all oral notification shall be confirmed by ODWC in writing within two (2) workdays.

3.1.2.2. If ODWC notifies the contractor of deficient work the contractor shall initiate action to accomplish corrective work. Work performed on a daily schedule shall be re-performed the same day. Work performed on less than a daily schedule shall be re-performed not later than the following day. Refer to paragraph 9 for deficient work not re-performed.

3.1.2.3. The contractor shall notify ODWC when corrective work is completed. Notification shall be made by completing Part IV of the QA Report provided it has been furnished the contractor. If not, notification shall be made orally.

4. PERSONNEL REQUIREMENTS.

4.1. The contractor shall provide all labor and supervision necessary to perform all work described in these specifications. All contract services shall be performed by the contractor or sub-contractors except as provided in his or her contingency plan required in paragraph 4.3.

4.2. The contractor or sub-contractors shall be physically qualified to perform all work as specified in this contract. Such work includes but is not limited to providing services outdoors under varied and sometimes severe weather conditions, repeated bending and stooping, heavy lifting, standing and walking for long periods, reaching, pulling and climbing on step ladder. The work shall also include providing information and interacting with the public in a calm and courteous manner even under hying circumstances.

4.3. The contractor shall provide a contingency plan for how work will be accomplished in the event of illness and/or emergencies.

4.4. The contractor shall provide the Blue River Public Fishing and Hunting Area biologist with a local or toll free telephone number at or through which he can be reached between 8:00 a.m. and 4:30 p.m. on all days work is being performed. Use of a cell phone is acceptable.

4.5. The contractor/sub contractor shall, at all times, promote a positive, professional image of themselves and the Oklahoma Department of Wildlife; cooperate fully and maintain a polite and respectful manner with all members of the public, other contractors, volunteers, and state employees. At no time shall the contractor, through their personal appearance, actions, or demeanor, discredit the Oklahoma Department of Wildlife Conservation.

4.6. The contractor/sub contractor shall be appropriately dressed and well groomed at all times when performing contract duties and/or within public view (reference subparagraph 10.1).

4.7. Surveillance of recreation areas and assisting visitors who encounter problems at any time of the day are an important part of the Area Custodian's job. However, enforcement of Regulations is the responsibility of the ODWC personnel and not part of the duties or responsibilities of this contract.

4.8. Prohibited Conduct and Activities.

4.8.1. The contractor/sub contractor shall not consume nor be under the influence of alcohol, drugs or medications (except doctor prescribed) during on-duty hours; nor conduct themselves at any time in a manner unbecoming their position.

4.8.2. The contractor/sub contractor shall not engage in any commercial activity on Department property. This shall include childcare, outside employment, or other activities that conflict or interfere with the performance of required work.

4.8.3. The contractor/sub contractor shall not attempt to apprehend violators or enforce regulations; nor argue with or directly accuse a member of the public of wrong doing; nor commit ODWC employees to any type of action.

5. EQUIPMENT.

5.1. Department Furnished. The Department shall not furnish equipment under this contract.

5.2. Contractor Furnished. The contractor shall furnish all equipment such as, but not limited to, brooms, mops, buckets, wringer, brushes, water hoses, nozzles, stepladders, lawn and garden rakes, shovel, plunger, dust pan, squeegee, and hand tools.

5.2.1. Equipment Inspections. Upon request, the contractor shall present equipment to an ODWC employee (area biologist) for inspection. Equipment brought to the project shall not be used until it has passed inspection by ODWC. The area biologist shall establish the time and location for these inspections.

5.2.2. Equipment Requirements. All equipment used to perform work under this specification must be in good operating and mechanical condition.

5.2.3. Equipment Operation.

5.2.3.1. Equipment shall be operated in a manner that will prevent damage to ODWC facilities.

5.2.4. Vehicle Operation and Parking.

5.2.4.1. While performing work under this contract, vehicles shall be operated and parked only on roads, parking areas, or pullouts unless the area biologist approves use of other areas. All vehicles shall be properly licensed and maintained in a safe, clean condition. The contractor/sub contractor shall maintain a valid state driver's license.

5.2.4.2. The contractor will not be allowed to operate any vehicle (including mopeds, ATVs, and utility vehicles) off road, around gates or barricades, on sidewalks, on trails or driving the wrong way on a one-way street, unless prior written approval is obtained from the area biologist.

6. MATERIALS AND SUPPLIES.

6.1. Department Furnished. The Department will provide the following:

6.1.1. The Department will furnish potable water to perform required work. The contractor shall be responsible for transporting any department-furnished materials and supplies to work sites.

6.1.2. All forms for submitting required reports, gate and lock keys.

6.2. Contractor Furnished. The contractor shall furnish all materials and supplies necessary to perform the duties and services of this contract, except where otherwise stated as Department furnished.

6.2.1. If termination of the contract becomes necessary, all contractor belongings shall be removed from Department property within 5 days.

6.2.1. Vehicles. The contractor shall furnish suitable vehicle(s) for personal transportation, work area use, pickup and delivery of supplies, and transport of refuse to bulk storage dumpsters.

6.2.2. Supplies. The contractor shall furnish all paper towels, sponges, rags, scratch pads, and/or other wiping, polishing, drying and scraping cloths/materials, toilet paper, deodorants, disinfectants, cleansers, litter bags, and other cleaning materials as required. Specifications for select materials and supplies are listed in Exhibit 3.

7. PERFORMANCE REQUIREMENTS. PRs for work performed under this specification are given in Exhibit 1. The contractor's performance will be evaluated using these PRs as follows:

7.1. Services provided by the contractor will be inspected for compliance with PStds. Those not meeting PStds shall be considered deficient. Major or recurring minor deficiencies will result in a letter of correction being issued by ODWC.

7.2. Deficient services are determined during initial QA inspections since the purpose of QA is to determine how well CQC is functioning. The results of inspections are not changed as a result of satisfactory re-performance.

8. CONTRACTOR QUALITY CONTROL. The contractor shall establish and execute a CQC Program to assure that all work required by this specification is completed on schedule and in accordance with the PRs in Exhibit 1.

8.1. The results of all quality control inspections conducted by the contractor shall be entered on the Quality Control Inspection Log. A copy of completed inspection logs shall be furnished to the area biologist bi-weekly.

9. DEDUCTIONS FOR DEFICIENT WORK. Deductions from the contractor's scheduled earnings shall be made for services that do not meet the PStds in Exhibit 1. Deductions for documented defects will be made in accordance with the following procedures:

9.1. Each service found deficient and re-performed by the contractor: No deduction.

9.2. Each service found deficient and performed by Oklahoma Department of Wildlife Conservation: Deduction for loss in value shall be based on the Department's cost for performing the work.

9.3. Each service found deficient and performed by another contractor: Deduction is the contract price paid the other contractor to perform the work.

9.4. Each service found deficient and not re-performed by anyone, or work not performed at all: Deduction for loss in value shall be based on estimates of the contractor's cost for performing the work, i.e., labor, materials, equipment costs, work schedules, etc. Loss in value shall be based on the contract bid price or applicable portion thereof.

9.5. Contract requirements cost breakdown: Contractor shall provide a detailed cost breakdown for all contract requirements contained within this contract specification. Total cost of detailed breakdown shall be equal to the total cost of the current performance year.

10. SAFETY.

10.1. Personal Clothing and Safety Apparel. Contractor personnel shall wear clothing suitable for the weather and working conditions. The minimum shall be short-sleeve shirt, long trousers, and shoes (shorts, swimwear, and open footwear are not allowed). Clothing shall be in good repair. The contractor will wear additional protective apparel as needed

10.2. Accident Reports.

10.2.1. The contractor shall immediately notify ODWC of all known accidents that occur at the project and result in death or serious injury.

10.2.2. The contractor shall report any accidents that result in death, traumatic injury, occupational disease, or damage to property, materials, supplies and equipment incidental to work performed under this specification. The results of investigations shall be reported to ODWC immediately and in writing within one (1) workday following the accident.

11. REPORTING DEFECTIVE FACILITIES. While performing work, the contractor shall

observe the condition of Department facilities. Damaged, defective, and/or inoperative facilities shall be reported to the area biologist each workday.

12. **PREWORK CONFERENCE.** ODWC shall conduct a Pre-work Conference with the contractor for purposes of training and orientation and to discuss the provisions of this specification and the contractor's submittals listed in paragraph 14 below. The contractor will be provided project information, policies and procedures, and Department furnished items will be distributed. The Blue River Public Fishing and Hunting Area biologist shall establish the location, date, and time of the Pre-work Conference after consultation with the contractor.

13. **CONTRACTOR SUBMITTALS.** All submittals shall be furnished to ODWC at or prior to the pre-work conference. If ODWC determines any of the submittals do not comply with this specification, the contractor shall resubmit these documents within one (1) week.

13.1. **Contingency Plan** (subparagraph 4.3.).

13.2. Contract requirements cost breakdown

14. BILLING.

14.1. The contractor shall submit an original invoice when work is completed at the end of each month.

14.2. Invoices shall be prepared in the format in Exhibit 4.

14.3. Invoices and supporting documents shall be delivered or mailed to the area biologist, 3251 S. Hutchins Ln, Tishomingo, OK 73460.

14.4. Payment will be made from the finance and accounting office for the Oklahoma Dept. of Wildlife Conservation in accordance with the contract provisions, once the Biologist submits a correct claim jacket from the Contractor's invoice.

15. **CHANGES IN AMOUNT OF FACILITIES SERVICED.** Adjustment in contract price will be negotiated at the request of either party, only if either or both of the following conditions occur.

15.1. Services required are deleted for a period of one (1) month or longer of a facility. Major storm damage, floods, high river levels, other natural causes or major construction activities may result in the partial or total closure of recreation areas.

15.2. A singular change in the amount of project facilities to be serviced is made and the change results in an annual increase or decrease in the cost of work that exceeds \$300. The cost of increases or decreases shall be based upon estimates of the contractor's costs for performing the work.

16. **TERMINATION OF CONTRACT.** Failure of the contractor to conduct him/herself in an appropriate manner or to provide the items and services listed in the contract specifications

will be grounds for termination of this contract.

17. Changes in the work shall not be undertaken without prior written authorization. Field personnel are not authorized to modify the scope of work in any way or to issue change orders to this contract.
18. Contractor shall submit a written request for a proposed change, the reason for the proposed change and the increase or decrease in price and time required as a result of the change. Cumulative changes that exceed the original price by more than 10% are prohibited by Oklahoma law.

C.8.

EXHIBIT 1

PERFORMANCE REQUIREMENTS

PERFORMANCE REQUIREMENTS

SERVICE REQUIREMENT	PRNO.	PERFORMANCE STANDARDS
APPENDIX A		
CLEANING WORK		
Clean interior of vault toilets	1	Clean. Floors, walls, and interior and exterior of toilet fixtures are sanitary. No standing water on floors. Free of graffiti. Supply of tissue in toilets is adequate until next cleaning day.
Clean exterior of toilets	2	Clean. Free of graffiti.
Monitor toilet vaults	3	Vaults needing to be pumped need to be reported.
Clean campsites.	4	Clean. Free of graffiti. No refuse, debris, or partially burned wood in fire rings.
Clean trailer dump stations	5	Clean.
GROUNDS KEEPING		
PUAs & access roads	6	No refuse or debris visible from a distance of 25 feet of mow line. No dead animals.
Fishing areas	7	No refuse or debris visible from a distance of 25 feet of mow line. No dead animals.
Small Litter	8	No litter or debris visible for a distance of 10 feet.
Report stinging insects	9	All insect nests within 25 feet of facilities or in or on any facility reported.
Completion of work	10	Completed within scheduled time limits.
Safety	11	All work performed in accordance
Damage to facilities	12	All damages caused by the contractor are reported within one (1) workday.
Handicap access and sidewalks	13	Clean, area free of refuse, debris, and dead fish or wildlife.

EXHIBIT 2

QUALITY ASSURANCE REPORT

C.9.

Quality Assurance Report

PART 1 NOTIFICATION

This report constitutes notification to the contractor of the deficiencies cited below

This report confirms oral notification to the contractor of the deficiencies cited below

ODWC Signature

Print Name

Date

PART 2 QA INSPECTION RESULTS

LOCATION	DESCRIPTION OF DEFICIENCY	SECONDARY INSPECTION
		PASS/FAIL

PART 3 CO DECISION ON DEFICIENCIES

The deficiencies in meeting must be corrected before the work will be accepted.

_____ will be deducted from the scheduled payment to the contractor for the deficiencies

ODWC Signature

Print Name

Date

PART IV NOTIFICATION

I certify that all deficiencies have been corrected in accordance with the contract specifications

Contractor Signature

Print Name

Date

Quality Assurance Report

Continued

PART 5 ACCEPTANCE

All work except that for which deductions will be made complies with the contract specifications and is hereby accepted.

Contractor Signature

Print Name

Date

C.10.

EXHIBIT 3

CONTRACTOR FURNISHED MATERIALS AND SUPPLIES

ITEM	SPECIFICATION
TISSUE PAPER	2-PLY BATH TISSUE, NON-BLEACHED, NATURAL, SEPTIC TANK SAFE, MINIMUM OF 500 SHEETS PER ROLL.
VAULT DEODORIZER, CLEANING SUPPLIES	CONTRACTOR SHALL PROVIDE ALL EQUIPMENT AND MATERIALS TO PERFORM CLEANING DUTIES INCLUDING DISINFECTANTS AND INDUSTRIAL DEODORIZER FOR VAULT RESTROOMS

EXHIBIT4
INVOICE FORMAT

C.11.

BILLING FOR
CONTRACT WORK

PROJECT: _____

SHEET OF

CONTRACTOR:

DATE: ____ _

ADDRESS: _____

CONTRACT NO: _____

BILLING PERIOD: ____ THRU ____ _

INVOICE NO: _____

PAYMENT TERMS: _____
(Payment Discount or N/A)

BID ITEM NO.	DEDUCTION	AMOUNT	TOTAL
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PAYMENT REQUESTED: _____

CONTRACTOR (Signature/Date)

C.12.

APPENDIX A

CLEANING

1. **FACILITIES TO BE SERVICED** Blue River Public Fishing and Hunting Area maps are located in Appendix C.

2. **FREQUENCIES AND TIMES OF SERVICE.**

2.1. Work shall be performed for **one (1) year, beginning the date of the awarded contract**; 2 days per week (Mondays and Fridays)

2.2. The contractor shall begin work no earlier than 6 a.m. and shall complete work no later than 4 p.m. (or as specified below). *Note: The public use of areas and facilities will vary greatly from day to day and at different times throughout the performance period.*

3. **DESCRIPTION OF WORK.** The contractor shall perform all cleaning services to comply with the PRs in Exhibit 1. All services shall be performed in a complete, thorough and first-class manner. All facilities, fixtures and surfaces shall be left in a clean condition, as defined in paragraph 4.

3.1. Restroom Buildings.

3.1.1. The contractor shall clean all parts including but not limited to toilet, floor, walls, door, and toilet tissue holders. Polish and dry all fixtures. All floors shall be cleaned and disinfected. Excess water on floors shall be removed by mop, broom, or squeegee. A deodorizer must be added.

3.1.2. The contractor shall restock toilet tissue by filling all tissue holders.

3.1.3 Deodorizer shall be added to the vaults every cleaning

3.1.4. The contractor shall clean and disinfect (twice a week, Monday and Friday) all interior walls, and doors. Dry all surfaces upon completion of cleaning. Clean windows, ceilings, exterior walls, eaves, entryways and sidewalks.

3.2. **Camping Sites.** Weekly cleaning shall be performed on Monday's and Friday's before 4PM. The contractor shall inspect and clean campsites as available (the contractor will normally not be required to service occupied sites). The contractor shall inspect sites as they are vacated to perform needed cleaning. Litter and food residue shall be removed. The contractor shall take proper care to ensure no hot coals or ashes are placed in area dumpsters.

3.3. **Trailer Dump Station.** The contractor shall perform weekly cleaning before 4PM. The contractor shall clean and disinfect the entire concrete slab drain area, drain cover, hoses, faucets, and water towers.

3.4. Litter Pickup for Grounds and Miscellaneous Facilities.

3.4.1. The contractor shall perform litter pickup on Mondays and Fridays of all grounds and facilities within the contract area before 4PM. Boundary for litter pickup shall extend 25 feet beyond all mowed edges. Upon completion of service, cleaning area shall be free of refuse, all trash will be taken to the dumpsters, and lids to the dumpsters properly closed.

3.4.2. Litter pickup shall consist of the removal of all man made and natural debris that detracts from the appearance of the area, presents a health or safety hazard, or creates a maintenance problem. Litter shall include but is not limited to all cans, bottles, broken glass, paper, plastic, foil, cigarette butts, discarded food, dead fish and other animals, fecal material, rocks, limbs under 2" in diameter, leaves and driftwood.

3.5. Refuse Collection. Refuse pickup services shall consist of the collection of all discarded solid waste materials from all facilities, or other areas. Refuse shall include all discarded solid waste materials regardless of source or whether disposed of properly or improperly.

3.6. Refuse Disposal. The contractor shall haul all refuse to the area bulk storage dumpsters (provided by others) in such a manner so that no refuse or effluent will be lost. Vehicles used to transport refuse shall be kept clean and odor free. Open end of trash liners shall be tied closed prior to disposal in the area dumpster.

3.7. Special Requirements.

3.7.1. The contractor shall immediately report all emergency situations, accidents, vandalism, public disturbances and violations to Blue River Public Fishing and Hunting Area biologist, local Game Wardens, or local law enforcement personnel, regardless of the time of day or night.

3.7.2. The contractor shall report to the area biologist all information concerning either lost or found items. Found property shall be safeguarded by the contractor and promptly turned into an authorized ODWC employee.

3.7.3. Proper and Safe use of Equipment and Chemicals. The contractor shall use all equipment, disinfectants, detergents, and other chemical agents in a safe manner and in accordance with all manufacturers' instructions. Contractor shall take extreme care while performing cleaning services to ensure that corrosive or abrasive chemicals do not mar, discolor, remove or harm the finish in any way on any facility or fixture. The contractor may be liable for damages to private or ODWC property caused by their operations when not consistent with approved practices.

3.7.4. Reasonable Cleaning Effort. The contractor shall advise ODWC of any stains or markings that cannot be removed by reasonable cleaning efforts.

4. PERFORMANCE REQUIREMENTS. Work performed under this appendix shall comply with the PRs given in Exhibit 1. The terms clean, sanitary, and odor-free facilities are defined as follows:

4.1. Clean. The contractor shall sweep, mop, wash, wipe, scrub, scrape, rinse, hose, polish, dry, or brush facilities to ensure removal of all sand, mud, dirt, dust, litter, trash, insects, webs, nests, scale, mold, mildew, streaks, spots, stains, graffiti, soap film, mineral deposits, and all other types of debris or foreign particulate matter.

4.2. Sanitary. The contractor shall disinfect facilities by the application of a combination disinfectant, cleaner, mildew stat, and deodorizer solution, to inhibit the growth of mold and mildew, and kill bacterial organisms. *Note: The requirement to disinfect daily (or as scheduled) shall require the Contractor to perform that service on all facilities/fixtures as scheduled regardless of the appearance of clean. The contractor shall at times also be required to perform disinfecting duties on parts of facilities that normally will not require such service, in order to clean and disinfect unsanitary conditions.*

4.3. Deodorizer. The contractor shall use a chemical agent in a manner that will help reduce odor from facilities.

C.13.

APPENDIX B - TABLES

INVENTORY OF
FACILITIES
TABLE B-1

INVENTORY OF FACILITIES

FACILITIES	AREAS		TOTAL
	MA	HWY7	
CTX Vault Toilet Unisex	2	-	2
CTX Vault Toilet Men & Women's	2	1	3
Camping Sites	60	-	60
Dump Stations	1	-	1
Parking Areas	2	5	7

Acronyms for areas are as follows:

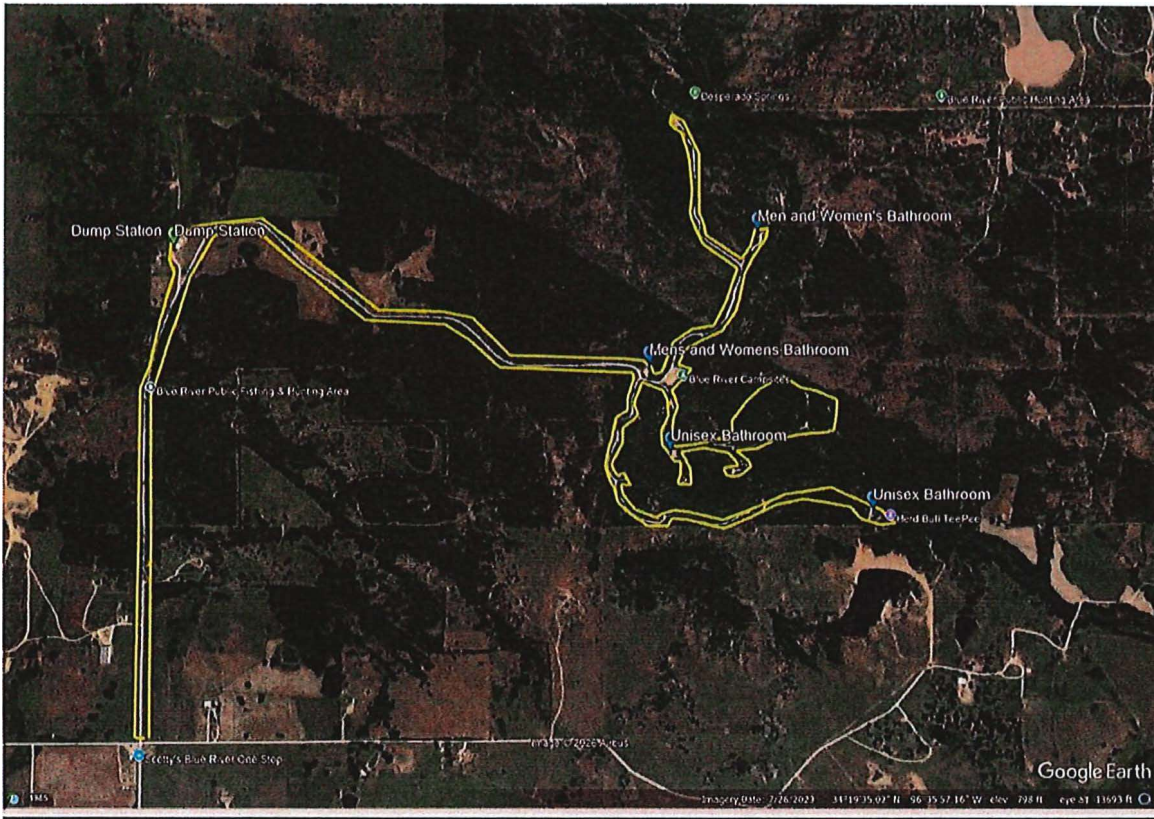
MA: Main Area (Includes all restrooms and parking lots)

HWY 7: Highway 7 (Includes all restrooms and parking lots off of Highway 7)

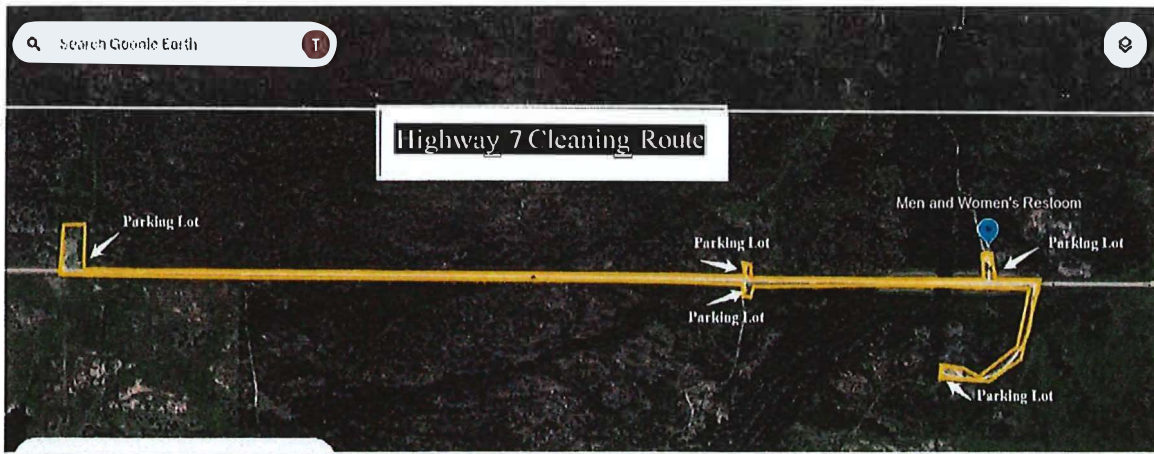
C.14.

APPENDIX
C MAPS

Main Area



Highway 7



D. EVALUATION

D.1. EVALUATION REQUIREMENTS

D.1.1. All responses to this solicitation will be reviewed to determine the award based on the lowest and best evaluation method.

D.1.2. The State intends to award a contract (s) pursuant to this solicitation to the responsive and responsible bid (s), whose bid, conforming to the solicitation offers lowest and best.

E. INSTRUCTIONS TO SUPPLIER

E.1. INTRODUCTION

Prospective contractors are urged to read this solicitation carefully. Failure to do so will be at the contractor's risk. Provisions, terms, and conditions may be stated or phrased differently than in previous solicitations. Irrespective of past interpretations, practices or customs, bids will be evaluated, and any resulting contract(s) will be administered in strict accordance with the plain meaning of the contents hereof. The contractor is cautioned that the requirements of this solicitation can be altered only by written amendment and that verbal communications from whatever source are of no effect.

E.1.1. All questions about this ITB must be directed **IN WRITING by way of email** to the Procurement Officer:

Susan Mecham, ODWC CPO

Email: susan.mecham@odwc.ok.gov

All questions concerning this ITB must be submitted in writing by way of email to the Contracting Office no later than **Thursday, April 2nd, 2026, at 3:00 pm CST.** No questions other than written and no questions after deadline of questions submission will be accepted, reviewed, or answered. No response other than written will be binding upon the state.

E.2. DISCLOSURE

E.2.1. The State of Oklahoma is not liable for any costs incurred by Contractor in the preparation or submission of bid. All bids submitted become the property of the State of Oklahoma and shall not be returned.

F. CHECKLIST

F.1. **Listed below is a checklist of items that are to be completed and returned with the bid. This is not an all-inclusive list, and it is the Vendor's responsibility to ensure that they submit all required and requested documentation.**

F.1.1. Responding Bidder Information

F.1.2. Certification for Competitive Bid and/or (Non-Collusion Certification)

F.1.3. Certificate of Liability Insurance and Worker's Compensation Insurance or Exception Letter

G. OTHER

G.1. MANDATORY VENDOR REGISTRATION FOR CONTRACT AWARD

G.1.1. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: [Supplier Portal](#)

H. PRICE AND COST

Pricing Sheet (below)

Total Bid Price: \$ _____

If awarded the project:

(Indicate applicable response and fill in days below)

We propose to finalize delivery within _____ calendar days from the date of receipt of the signed Purchase Order.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
	UMBRELLA LIAB						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> OCCUR						\$
	EXCESS LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> N / <input type="checkbox"/> A				OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Oklahoma Department of Wildlife Conservation
1801 N Lincoln Blvd.
Oklahoma City, Oklahoma 73105

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE