



**REQUEST FOR QUOTE
CUSTODIAL SERVICES
RFQ #27-002**

1. Objective

Metro Technology Centers, District 22 of Oklahoma County, OK, dba Metro Tech, is requesting competitive quotes from qualified custodial service providers to furnish labor, supervisions, supplies, and related services necessary to provide comprehensive custodial services at designated Metro Tech campuses.

The District seeks a contractor capable of maintaining a clean, sanitary, safe, and professional educational environment for students, staff, and visitors.

2. Background

Metro Technology Centers is a career and technology center with multiple campuses serving both high school and adult students throughout Oklahoma County. Metro Tech is committed to providing high-quality educational programs and services in safe and welcoming environments.

The District is seeking custodial services for the following facilities:

- **South Bryant Campus:** 194,512 square feet
- **Aviation Campus:** 86,109 square feet
- **Total square footage:** 280,621

The awarded contractor shall provide routine custodial services for these facilities in accordance with the requirements outlined in this RFQ.

3. Scope of Services

The successful vendor shall provide comprehensive custodial services including, but not limited to, the following:

General Cleaning (Daily)

- Sweep and mop all hard-surface floors in common areas.
- Vacuum all carpeted areas, including offices, hallways, classrooms, and meeting spaces.
- Dust surfaces, including desks, shelves, windowsills, cabinets, and furniture.
- Clean and sanitize commonly touched surfaces including:
 - Door handles
 - Push Plates
 - Light switches
 - Handrails
 - Elevator buttons
- Empty all trash receptacles and replace liners as needed.
- Spot clean walls, glass, and doors.



Restroom Maintenance (Daily)

- Clean and sanitize all restroom fixtures including:
 - Sinks
 - Toilets
 - Urinals
 - Partitions
 - Mirrors
- Refill soap dispensers.
- Refill paper towel dispensers.
- Refill toilet paper dispensers.
- Empty sanitary disposal containers as required.
- Ensure restroom floors remain clean, dry, and free from debris.
- Notify Metro Tech staff when battery operated fixtures need battery replacement.

Break Rooms and Kitchen Areas (Daily)

- Clean and sanitize countertops, tables, and seating areas.
- Wipe down exterior surfaces of appliances including:
 - Microwaves
 - Refrigerators
 - Coffee makers
- Empty and sanitize kitchen trash containers.
- Clean sinks and surrounding surfaces.

Floor Maintenance (As Needed)

Metro Tech will provide floor maintenance equipment and machines.

Contractor shall:

- Perform periodic buffing of hard-surface floors.
- Perform periodic polishing of hard-surface floors.
- Promptly address spills and hazards that may create slip-and-fall risks.
- Notify Metro Tech staff of floor conditions requiring additional maintenance.

Additional Expectations

- Maintain professional appearance and conduct of staff.
- Report maintenance, safety, or security concerns observed during service.
- Coordinate work schedules with District representatives.
- Follow all applicable federal, state, and local safety regulations.

4. Contractor Responsibilities

The contractor shall:

- Provide all labor, supervision, cleaning products, consumables, and supplies necessary to perform services unless otherwise specified by Metro Tech.
- Supply and maintain sufficient staffing to meet service requirements.
- Ensure compliance with OSHA and all applicable health and safety regulations.
- Conduct quality-control inspections on a regular basis.
- Designate a primary point of contact for Metro Tech.



- Maintain all required insurance coverage through the contract term.
- Cooperate with Metro Tech personnel to minimize disruption to educational operations.
- Adhere to Metro Tech Board Policies 5019, 5021, 5028.
- Adhere to Emergency Standard Response protocol.

5. Contract Term

The resulting contract may be awarded for a period of up to twelve (12) months and shall follow Metro Technology Centers' school-year cycle of:

July1 through July 30

The District reserves the right to renew, extend, rebid, or terminate the contract in accordance with the terms and conditions of the resulting agreement.

6. Evaluation Criteria

Quotes will be evaluated using the following criteria:

- Compliance with RFQ requirements
- Experience providing custodial services for educational, governmental, or commercial facilities
- Staffing plan and service approach
- References and past performance
- Pricing and overall value to the District
- Responsiveness and customer service capabilities

Award will be made to the vendor whose proposal is determined to be in the best interest of Metro Technology Centers.

7. Schedule

The following is the proposed schedule for this RFQ. Metro Technology Centers will make every effort to adhere to this schedule.

EVENT	DATE AND TIME
RFQ Release	September 8, 2026
Questions Due	September 15, 2026, by 2:00 pm CST
Responses to Inquiries	September 16, 2026
Quotes Submitted	September 22, 2026, by 2:00 pm CST
Selection Committee	September 23, 2026
Board Meeting	October 13, 2026, at 5:30 pm CST
Notification of Award	October 14, 2026

8. Inquiries

Questions regarding this bid must be emailed to bids@metrotech.edu. All bidder inquiries and questions will be compiled, and Metro Technology Centers will provide its official response through a written Amendment to the bid. **All amendments will be published on the Metro**



Technology Centers website at: <https://www.metrotech.edu/about/financial-services> within the ***Purchasing Opportunities*** section. No information, instruction or advice provided orally or informally by any Metro Technology Centers personnel, whether made in response to a question or otherwise in connection with this proposal shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this proposal. **Contact of any type with any Metro Technology Centers employee other than the Purchasing Agent regarding this bid is strictly prohibited.**

9. Submittal Requirements

All quotes must be submitted via email to the Purchasing Coordinator at bids@metrotech.edu no later than **2:00 PM CST on Tuesday, September 22, 2026**. The subject line of the email must include the supplier's name, the solicitation number (**RFQ #27-002**), and the solicitation closing date.

Submissions received after the specified deadline will be marked as "Late Response," will not be opened or considered.

10. Required Forms

Each submission shall include:

- Completed and signed Pricing Matrix.
- Company profile including years in business and custodial service experience.
- Minimum of three (3) references for similar services.
- Metro Technology Centers Vendors Application
- IRS W9 Form
- Proof of Insurance meeting Metro Tech requirements.
- Signed and Notarized Affidavits Section including:
 - Business Relationships
 - Non-Collusion
 - Indemnity Agreement
 - Statement of Compliance
 - Non-Discrimination Certification
 - Validation
 - Contract Affidavit.



Terms and Conditions

1. Contracts and Agreements

All contracts and agreements are with Metro Technology Centers

2. Acceptance of Terms and Conditions

Proposers understand and agree that submission of a proposal constitutes acknowledgement and acceptance of, and a willingness to comply with, all the terms and conditions in this RFQ. The District reserves the right to further negotiate the terms and conditions of the Agreement. Proposers will be deemed to have read, understood and accepted those terms and conditions unless specific changes are requested in the proposal submitted and are accepted by the District.

3. All Bids Submissions

Bid submissions are subject to the District's purchasing policies and procedures and the terms and conditions listed herein, which are made a part of this RFQ by reference. This RFQ, any purchase order or contract, and all related payments will be governed by the laws of the State of Oklahoma and the District's purchasing policies and procedures. Metro Technology Centers reserves the right to reject any or all proposals submitted.

4. Inquiries

Information regarding procurement procedures, bid submission requirements, or other fiscal/administrative concerns shall be directed to the Metro Technology Centers Purchasing Office email only to bids@metrotech.edu. The guidelines for communication have been established to ensure a fair and equitable evaluation process for all potential bidders.

5. Preparation of Bid

It is the bidder's responsibility to examine the bid to include at minimum:

a. Terms and Conditions, Special Instructions, General Conditions, Supplementary Conditions, Specifications, Amendments, Attachments, Meetings, etc.

b. Bidder shall return, sign, and notarize (if applicable) all required forms listed on the General Information page. By submitting a bid, the bidder acknowledges and approves the terms and conditions established by the District as set forth in this bid. The terms and conditions cannot be altered by the bidder, either by the terms of the bid or by any acknowledgement or attachment.

6. Change of Bid Submission

If a bid needs to be changed prior to the response date, a new bid submission shall be submitted to the Metro Technology Centers Purchasing Office adhering to the same timeline instructions and shall be sealed with the following statement: "This bid submission supersedes the submission previously submitted." Labeling shall be the same as the original bid submission.

7. Amendments

Bidders shall acknowledge receipt of amendment(s) to bids by signing and returning the amendment(s) along with the submission of the bid proposal on the required date established in this bid.



8. Preparation Costs

Metro Technology Centers will not be liable for any costs associated with the preparation of the bidder's bid submission.

9. Late Submissions

Late bid submissions will be marked as "Late Response" and will not be opened or considered at any stage of the evaluation process. Late bids submittals will be returned to bidder.

10. Bid Openings

Bids will be evaluated by the Metro Technology Centers Selection Committee immediately following the time and date specified for bid submittals. Metro Technology Centers reserves the right to reject any or all bids, accept any bid deemed most advantageous to the school district and/or waive any bid. The District is under no obligation to accept any bid.

11. Solicitation Results

The Purchasing Agent, upon evaluation of solicitation results, and unless all responses are rejected, shall, upon completion of all paperwork, issue a Purchase Order. Bid results are available through an Open Records Request from Metro Technology Centers Administration Office.

12. All or None

Contracts resulting from this bid may be awarded on an "All or None" basis, or by individual item or grouped items, whichever is deemed to be in the best interest of Metro Technology Centers. Contract awards will be made based on "Best Value" criteria. Contract award decisions are further subject to any additional terms and conditions contained in this bid.

13. Taxes

Metro Technology Centers is exempt from Oklahoma Sales Tax. A tax exemption certificate will be provided by the Purchasing Department upon request.

14. Protests

Any bidder may protest the contract award via certified mail to the purchasing office no later than ten (10) business days after the award has been made, excluding days in which the District is closed for business. The purchasing office will respond within thirty (30) calendar days. The purchasing office protest response and decision is final.

15. Contract Termination

a. Termination for Cause

- i. If Vendor refuses or fails to deliver the services with such diligence as will insure its complete delivery within the time specified or any extension thereof, or if Vendor should be adjudged bankrupt, or if Vendor should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, or if it should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to perform work or deliver materials as to ensure complete delivery within the time specified, or if Vendor persistently disregards laws, ordinances or instructions of DISTRICT, or if Vendor should otherwise be guilty of a substantial



violation of any provision of the Agreement, then Vendor shall be deemed to be in default of the Agreement and DISTRICT may, without prejudice to any other right or remedy, serve written notice upon Vendor of DISTRICT's intention to terminate the Agreement. The notice shall contain the reasons for such intention to terminate, and unless within ten (10) days after the service of such notice such condition shall cease or such violation shall cease and arrangements satisfactory to DISTRICT for the correction thereof be made, the Agreement shall upon the expiration of one hundred twenty (120) days, cease and terminate. In such a case, Vendor shall not be entitled to receive any further payment until performance is completed.

b. Termination for Convenience

- i. DISTRICT may, at any time, terminate the Contract for DISTRICT's convenience and without cause as of the end of the current school year, upon not less than sixty (60) days of prior written notice to the other party.
- ii. In case of such termination for DISTRICT's convenience, Vendor shall be entitled to receive payment from DISTRICT for work executed and for proven loss with respect to materials, equipment, and machinery, including overhead and profit for that portion of the work completed, and reasonable proven damages.
- c. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the District.



Insurance Requirements for Service Providers

All contractors, vendors or service providers coming on to Metro Technology Centers premises to do work or provide services are required to have insurance. Insurance is necessary to cover any claims or losses for which the contractor/vendor may be responsible

The following minimum insurance standards shall apply to all vendors performing, selling, installing or distributing products and services at Metro Technology Centers. If a product or service, in the opinion of the Director of Environmental Safety and Regulatory Affairs, represents an unusual or exceptional risk, additional insurance for that product or service may be required. Proof of insurance will be required prior to commencement of work and emailed to purchasing@metrotech.edu. Payment for services rendered or product received will not be released until your insurance certificate(s) are on file.

- Commercial General Liability Insurance: Including Bodily Injury and Property Damage Liability, Independent Contractors Liability, Contractual Liability, Product Liability and Completed Operations Liability.
- Workers Compensation: Statutory limits are required.
- Automobile Liability: For vendors who will drive on Metro Technology Centers property.
- Professional Liability.

Vendors and contractors shall name Metro Technology Centers as an additional insured on its general liability insurance policy as it pertains to the work done/service provided/product delivered to Metro Technology Centers and shall provide a 30-day notice of cancellation or nonrenewal of coverage to the Metro Technology Centers. Such insurance must be primary as to any other valid and collectible insurance.

Metro Technology Centers does not need to be named as an additional insured on the workers compensation policy. Any liability coverages on a "claims made" basis should be designated as such on the certificate.

Coverages and limits are to be considered as minimum requirements and in no way limits the liability of the vendor, contractor or service provider.



PRICING MATRIX

Please use this matrix when providing fees for this RFQ. Please include any additional fees that may not be included on this matrix.

Service Description	Rate	Unit	Notes
Routine Custodial Services		Monthly	
South Bryant Campus		Monthly	
Aviation Campus		Monthly	
Floor Buffing Services		Per Occurrence	
Floor Polishing Services		Per Occurrence	
Additional Services (Specify)			

***Vendors shall include all anticipated costs necessary to perform custodial services as described in the RFQ.**

1. In submitting this quote, the Vendor acknowledges that the Instructions to Vendors and Scope of Work are an integral part of the Contract Documents and that both have been read, understood and accepted by Vendor. Vendor understands and agrees not to disclaim knowledge of the meaning and effect of any term or provision of the Instructions to Vendors and Scope of Work and further agrees to strictly abide by their meaning and intent.
2. It is understood that DISTRICT reserves the right to reject this quote and that this quote shall remain open and not be withdrawn for the period of 120 days.
3. I the below-indicated Vendor, declare under penalty of perjury that the information provided, and representations made in this bid are true and correct.

Legal Name of Company

Name of Vendor Representative

Street Address

City, State, and Zip

Phone Number



Email Address

By: _____ Date: _____
Signature of Contractor Representative

All signatures are to be made in blue ink

Additional Required Attachments: Please provide the requested information on your Company letterhead.

- **References:** Please verify that all reference information is correct. References must clearly correlate their performance with the requirements of this Request for Quote.



AFFIDAVITS SECTION
The affidavits must accompany the bid

Business Relationships

State of _____

County of _____

_____, of lawful age,
being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to
submit the attached bid. Affiant further states that the nature of any partnership, joint
venture, or other business relationship presently in effect or which existed within one (1)
year prior to the date of this statement with the architect, engineer, or other party to the
project is as follows:

Affiant further states that any such business relationship presently in effect or which existed
within (1) year prior to the date of this statement between any officer or director of the
bidding company and any officer or director of the architectural or engineering firm or other
party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships
and the positions they hold with their respective companies or firms are as follows:

_____ (If none
of the business relationships herein above mentioned exist, Affiant should so state.)



Non-Collusion

_____, being of lawful age, being first duly sworn on oath says that (s)he is the agent authorized by the bidder to submit the attached quote. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to quote 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.

Indemnity Agreement

Vendor agrees to indemnify Metro Technology Centers for any and all damages, loss and expenses which might result by reason of defective materials and/or workmanship in conjunction with the work to be performed under the contract between the parties. Vendor shall save and hold Metro Technology Centers harmless for all damages, loss and expenses occasioned by, or resulting from, any failure whatsoever of Vendor to perform according to the terms of the preceding contract between parties. Vendor does agree to indemnify Metro Technology Centers for expense whatsoever occasioned by, or resulting from, any failure of the Vendor to perform its obligations under the aforesaid contract.

Statement Of Compliance

This Statement of Compliance must be signed and returned before payments(s) may be made.

I acknowledge and agree that I am in compliance with the following:

No employee, contractor, supplier, or their agents performing work while on District grounds, in buildings or vehicles under the authority of Metro Technology Centers will be permitted the use of tobacco products. Bringing or use of alcohol or controlled substance is prohibited.



Oklahoma Statute Title 70 §6-101.8 States that the vendor will not allow any employee of the entity, or of any subcontractor, to perform work or other contracted services on District premises if such employee is or has been convicted in this state, or another state, of any felony offense, unless ten (10) years has elapsed since the date of the criminal conviction or the employee has received a presidential or gubernatorial pardon for the criminal offense.

Oklahoma Statue Title §70-6-101.48 States no person or business shall allow any employee to work on school premises if such employee is convicted in this state or another state of any sex offense subject to the Sex Offenders Registration Act in this state or subject to another state's or the Federal Sex Offender Registration provision.

Oklahoma House Bill 1804, known as the Oklahoma Taxpayers and Citizens Protection Act relating to illegal immigration.

Oklahoma Statute Title 21 §652 States shooting or discharging a firearm with intent to kill, use of a vehicle to facilitate the intentional discharge of a firearm, crossbow or other weapon, Assault, Battery, or Assault and Battery with a Deadly Weapon or by other means likely to produce death or great bodily harm. All district property whether leased or owned by the district shall be considered a weapons-free zone. Possession of a weapon while on District grounds, in buildings or vehicles is prohibited.

Non-Discrimination Certification

I certify that if I am the (one of the) successful firm(s), I will not discriminate against any employee or other person on account of age, race, creed, color, religion, gender, handicap, disability, ancestry, national origin, or Vietnam era veteran status, and that I will comply with all federal state laws and executive orders concerning the subject of non-discrimination.



Validation

1. In submitting a bid, the Proposer agrees that:
 - a. The Board of Education reserves the right to reject any and all proposals.
 - b. This proposal may not be withdrawn for a period of 45 days from the date of the bid opening.
2. Proposer hereby certifies that no member of the Legislature, MTC Board of Education Member, or MTC employee shall benefit directly or indirectly from the contract. In addition, that no member of the Legislature, MTC Board of Education Member, or MTC employee is a member of or connected in paid, joint ventures or corporation, nor is a member, officer, shareholder, or group entity having an interest in this contract.
3. Proposer shall manually sign this form in the space provided below and enclose with the bid all requested affidavits and attachments.

The undersigned, being familiar with the local conditions affecting the cost of the work, with proposal documents and general conditions on file in the MTC Purchasing Office, Metro Technology Centers, 1900 Springlake Drive, Oklahoma City, OK 73111-5238, propose to furnish all labor and materials as required by said documents.



Contract Affidavit

_____, of lawful age, being first duly sworn, on oath, says that (s) he is the agent authorized by dealer to submit the attached contract to the Board of Education, Oklahoma City, Oklahoma. Affiant further states that dealer has not paid, given, nor donated, or agreed to pay, give, or donate to any officer or employee of the Board of Education, Oklahoma City, Oklahoma, any money or other thing of value, either directly or indirectly in the procuring of the contract.

I further understand and acknowledge that I will impart the information contained above to all Sub-Contractors and personnel associated with the work on this contract and will require and assure the compliance therewith.

Bidder's Name (type or print)

Authorized Representative (type or print)

Authorized Representative's

Signature: _____

Date: _____

Subscribed and sworn before me this day:

_____ Notary Public

_____ Date

My Commission Expires
