

NOTICE TO BIDDERS
#24-03

The Board of County Commissioners, Osage County, Oklahoma will open bids at 10:00 A.M., Monday, August 28, 2023, for bids for the Emergency Management Building Re-Roof.

All bids are to be sealed and **CLEARLY** labeled by describing the project and indicating the package being a bid, on the envelope. Bids submitted over \$50,000.00, pursuant to Title 61 O.S. Section 107, must be accompanied with a bid bond, certified check, cashier check or irrevocable letter of credit equal to **five percent (5%)** of the bid, for the purpose of guarantee, in the event a bidder defaults. **Bids received more than ninety-six (96) hours, excluding Saturdays, Sundays, and Holidays, before time set for opening bids, as well as bids received after time set for opening bids, will not be considered and will be returned unopened.**

Pursuant to Title 61 O.S. Section 113A, a written contract, provided by the bidder, shall be executed within sixty (60) days of the award. The successful bidder, pursuant to Title 61 O.S. Section 113B, will be required, before the execution of the above contract, to provide Osage County a bond or irrevocable letter of credit equal to the amount of the bid to protect Osage County against defective workmanship. Proof of public liability and workers' compensation insurance during construction, pursuant to Title 61 O.S. Section 113B, must be provided to Osage County before execution of the contract.

All interested parties should submit their bids to the Board of County Commissioners, P.O. Box 87, Pawhuska Oklahoma 74056, or the Osage County Clerk, 600 Grandview Room 201, Pawhuska, Oklahoma 74056, on or before 10:00 A.M., Monday, August 28, 2023. The Board of County Commissioners reserve the right to reject any and all bids and to waive any irregularities or informalities in any bid and to award the bid to the bidder who, in the opinion of the Board of County Commissioners, offers the bid which appears to be in the best interest of Osage County. Each bidder must submit a sworn notarized statement of non-collusion with their bid. All bidders agree to adhere to the Public Competitive Bidding Act of 1974 codified at 61 O.S. Section 101 *et. seq.*

Bid documents are available at the Osage County Clerk's office, 600 Grandview Ave room 201, Pawhuska, Oklahoma, 74056 or the Osage County website osage.okcounties.org.



Robin Slack, Osage County Clerk

IMPORTANT

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PLEASE MARK YOUR BID IN THE BOTTOM LEFT HAND CORNER ON THE OUTSIDE OF THE ENVELOPE.
WITH THE FOLLOWING INFORMATION:

BID #24-03

RE-ROOF EMERGENCY MANAGEMENT BUILDING

OPENING: 10:00 A.M., MONDAY, AUGUST 28, 2023

"IF" IT IS **OPENED** BEFORE THE DATE INDICATED, **"BID BECOMES INVALID"**
BIDS ARE TO BE OPENED **ONLY** IN A MEETING OF THE
BOARD OF COUNTY COMMISSIONERS

INVITATION TO BID

PLEASE REVIEW TERMS AND CONDITIONS ON THE NEXT PAGE RELATING TO THE SUBMISSION OF THIS BID
 Notarized Affidavit completion and signatures required.

BID NUMBER	BID CLOSING DATE AND HOUR
#24-03 RE-ROOF EMERGENCY MANAGEMENT BUILDING	10:00 A.M., MONDAY, AUGUST 28, 2023

TERMS:

UNIT OF ISSUE	DESCRIPTION	TOTAL
	<p>ROOF AND MISC REPAIR TO TREASURER BUILDING</p> <p>BUILDING LOCATED AT 125 E 6th St PAWHUSKA, OK</p> <p>REQUIREMENTS:</p> <p>Certification of Insurance for Workers Compensation with Statutory Limits</p> <p>General Liability and Auto with limits of at least \$1,000,000</p> <p>All combustible debris generated by repairs shall be disposed disposed of in a state approved and licensed landfill as required by law.</p> <p>Scope of project attached:</p> <p>4,148 SQ FT</p> <p>TEAR OFF, HAUL AND DISPOSE OF TWO LAYERS OF EXISTING ROOF</p> <p>INSPECT AND REPLACE DECKING</p> <p>RAISE PLUMBING VENTS AS NEEDED</p> <p>BUILD UP CURB WALL AROUND VESTIBULE IN MIDDLE OF STRUCTURE FOR ISO TAPER SYSTEM WALL AT HIGH POINT</p> <p>INSTALL CUSTOM 60mil TPO TAPERED SYSTEM WITH A MAX HEIGHT OF 6" TAPERED TO 1/2", WRAPPED UP AND OVER EXISTING PARAPET WALLS WITH TRIM BAR</p> <p>HEAT WELD ALL SEAMS, CORNER PATCHES AND PENETRATIONS</p> <p>INSTALL NEW TPO PIPE BOOTS AND SCUPPERS</p> <p>INSTALL 180FT OF NEW 6" K-STYLE GUTTERING</p> <p>20-YEAR MANUFACTURER'S WARRANTY ON MATERIAL, 5-YEAR WORKMANSHIP WARRANTY WITH YEARLY INSPECTION FOR THE FIRST 3 YEARS</p> <p>Questions regarding specifications should be addressed to Kathryn Chambers at 918-287-1570.</p>	

All Bids and invoices must be submitted itemized
 Bid is invalid if terms and conditions sheet is not signed and notarized
 Bid is invalid if statement of non-collusion is not signed and notarized
 Bid is invalid if signed debar statement is not returned

TERMS AND CONDITIONS

1. Sealed bids will be opened in the OSU Extension Building, Osage County Fairgrounds, Pawhuska, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. **Each bid shall be placed in a separate envelope.** Be sure the envelope is completely and properly identified and sealed, showing the bid name and number, and the bid closing date written on the outside of the envelope in the lower left hand corner.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below and **MUST** be signed and notarized.
6. Purchases by Osage County, Oklahoma are not subject to state or federal taxes.
7. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
8. All invoices must be itemized.
9. All bids shall be entered on the Invitation to Bid Form enclosed or a copy thereof. Bids are to be typewritten or in ink. No bidder may withdraw his proposal for a period of thirty days after the date and hour set for the opening of bids.
10. A written contract, provided by the bidder, shall be executed within thirty (30) days of the award. Terms of work as contained in scope of work outlined under RE-ROOF EMERGENCY MANAGEMENT BUILDING.
11. All bidders agree to adhere to the Public Competitive Bidding Act of 1974 codified at 61 O.S. Section 101 *et. seq.*

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

Subscribed and sworn before me, this _____ day, of _____, 20____

Firm: _____

(SEAL)

Signed by: _____ Title: _____

Address: _____ Phone: _____

City: _____ State _____

Zip: _____

My Commission Expires _____

Commission Number _____

Notary Public

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

S.A.&I. 425 (2000)

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF _____)
)SS
COUNTY OF _____)

_____, **(Please Print Name; Must Be Filled Out)**
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 bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county 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 county official concerning exchange of money or other thing of value for special consideration in letting of a contract.

BIDDER:

Signature

Subscribed and sworn to before me this _____ day of _____,
20_____.

(Seal)

Notary Public (or Clerk or Judge)

My Commission Expires: _____

NOTE:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl. St. Ann. § 138. **Bidders shall be disqualified if Affidavit:**

- 1. **Is not properly completed.**
- 2. **Does not accompany bid.**

I hereby certify that this firm does not appear on the List of Parties Excluded from Federal Procurement and Non-Procurement Programs i.e., the list of Debarred Contractors.

By: _____ Title: _____ Date: _____

Must be returned signed.

INSURANCE REQUIREMENTS

The CONTRACTOR (and any subcontractors) shall carry and keep in force during this Agreement, policies of insurance in minimum amount as set forth below, as required by the laws of the State of Oklahoma. The Contractor shall also furnish an Owner's Policy in the same amounts with Osage County as the name assured, issued by the same insurance company as the Contractor's Liability Coverage.

Personal Injury, Each Person	\$1,000,000.00
Personal Injury, Each Accident	\$1,000,000.00
Property Damage, Each Occurrence	\$1,000,000.00
Property Damage, Aggregate	\$1,000,000.00

Employer's Liability and Workers' Compensation in the amounts as required by law.

Automobile and Trucks Owned, hired and Non-Owned.

Personal Injury	\$1,000,000.00
Personal Injury, Each Accident	\$1,000,000.00
Property Damage, Each Accident	\$1,000,000.00

The CONTRACTOR shall furnish certificates of such insurance which shall provide that in the event of any material change or cancellation of said policies, the company will give Osage County, OWNER, fifteen (15) days written notice.

Osage County shall be named as an Additional Insured on CONTRACTOR'S Insurance Policy.

Statements such as "will endeavor" and "but failure to notify" owner shall impose no obligation or liability of any kind upon the company and shall not be allowed.

Special coverage for any blasting operations or use of explosive shall be listed separately on the certificates.

All insurance must be executed by a company licensed to do business in the State of Oklahoma, and must be acceptable to the Board, Osage County.