

NOTICE TO BIDDERS  
#24-25

The Board of County Commissioners, Osage County, Oklahoma will open bids at 10:00 A.M., Monday, June 3, 2024 for the purchase of Road Sign Blanks, for a twelve-month period beginning, July 1, 2024 and ending June 30, 2025. Specifications may be obtained from the Osage County Clerk, 600 Grandview, Room 201, Pawhuska, Oklahoma 74056 or by calling 918-287-2615.

All interested parties should submit their bids to the Osage County Clerk, P.O. Box 87, Pawhuska, Oklahoma 74056, or to 600 Grandview Room 201, Pawhuska, Oklahoma 74056, on or before 10:00 A.M., June 3, 2024. The Board of County Commissioners reserves 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 that appears to be in the best interest of Osage County. Each bidder must submit a sworn notarized statement of non-collusion with their bid.



Robin Slack, Osage County Clerk

**IMPORTANT**

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

**BID #24-25  
ROAD SIGN BLANKS  
OPENING: 10:00 A.M., MONDAY, JUNE 3, 2024**

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

OSAGE COUNTY OKLAHOMA  
OSAGE COUNTY COURTHOUSE  
PHONE (918) 287-2615

**INVITATION TO BID**

PLEASE REVIEW TERMS AND CONDITIONS ON NEXT PAGE  
RELATING TO SUBMISSION OF THIS BID.

**Notarized Affidavit completion and signatures required.**

<b>BID NUMBER</b> 24-25	<b>ROAD SIGN BLANKS</b>	<b>BID CLOSING DATE AND HOUR</b> 10:00 A.M., MONDAY, JUNE 3, 2024
<b>TERMS:</b> The contract period begins on July 1, 2024 and ends on June 30, 2025.		

<b>UNIT OF ISSUE</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>
	<b>PLEASE INDICATE PRICE BREAKS FOR LARGE QUANTITY ORDERS SPECIFY PRICES FOR UP TO 4,000 OF EACH BLANK ROAD SIGN</b>	
	18" x 9" Aluminum Street Name Sign Blanks, Flat, White, Double Sided, High Intensity	
	<b>QUANTITY</b>	<b>COST</b>
	_____ TO _____	\$ _____
	_____ TO _____	\$ _____
	_____ TO _____	\$ _____
	_____ TO _____	\$ _____
	24" x 9" Aluminum Street Name Sign Blanks, Flat, White, Double Sided, High Intensity	
	<b>QUANTITY</b>	<b>COST</b>
	_____ TO _____	\$ _____
	_____ TO _____	\$ _____
	_____ TO _____	\$ _____
	_____ TO _____	\$ _____
	30" x 9" Aluminum Street Name Sign Blanks, Flat, White, Double Sided, High Intensity	
	<b>QUANTITY</b>	<b>COST</b>
	_____ TO _____	\$ _____
	_____ TO _____	\$ _____
	_____ TO _____	\$ _____
	_____ TO _____	\$ _____

36" x 9" Aluminum Street Name Sign Blanks, Flat, White, Double Sided, High Intensity

QUANTITY

COST

_____	TO	_____	\$ _____
_____	TO	_____	\$ _____
_____	TO	_____	\$ _____
_____	TO	_____	\$ _____

42" x 9" Aluminum Street Name Sign Blanks, Flat, White, Double Sided, High Intensity

QUANTITY

COST

_____	TO	_____	\$ _____
_____	TO	_____	\$ _____
_____	TO	_____	\$ _____
_____	TO	_____	\$ _____

30" x 50yd Series 1170, 3M Electro Cut Film, Green

QUANTITY

COST

_____	TO	_____	\$ _____
_____	TO	_____	\$ _____
_____	TO	_____	\$ _____
_____	TO	_____	\$ _____

30" X 50yd Series 1170, 3M Electro Cut Film, Red

QUANTITY

_____	TO	_____	\$ _____
_____	TO	_____	\$ _____
_____	TO	_____	\$ _____
_____	TO	_____	\$ _____

**PLEASE INDICATE PRICE BREAKS FOR LARGE QUANTITY ORDERS**

**PRICE TO INCLUDE INSIDE DELIVERY TO 121 E. 6TH STREET,  
PAWHUSKA, OK 74056**

For questions regarding this bid, please contact E-911 Director, Kay Kelley,  
at (918) 287-4911.

**BID IS INVALID IF TERMS AND CONDITIONS SHEET IS NOT SIGNED  
AND NOTARIZED; AFFIDAVIT IS NOT SIGNED AND NOTARIZED;  
DEBAR STATEMENT IS NOT SIGNED  
ALL SUBMITTED INVOICES MUST BE ITEMIZED**

**ANY INCREASE IN BID PRICE INVALIDATES THE BID**

**TERMS AND CONDITIONS**

1. Sealed bids will be opened in the OSU Extension Building, Pawhuska, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelope (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by Osage County, Oklahoma are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. 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.
8. All invoices must be itemized.
9. Bids will be firm until June 30, 2025.

**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\_\_\_\_

(SEAL)

Firm: \_\_\_\_\_

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.



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.**