

Lori Hendricks  
Wagoner County Clerk



307 E. Cherokee St.  
Wagoner, OK  
74467  
918.485.7716  
Fax 918.485.7718

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### **Invitation to Bid**

The Board of County Commissioners, Wagoner County, Oklahoma is seeking sealed bids for:  
Road/Bridge Construction Material and Services.

Bid is for the 6-month bidding period of January 1 - June 30, 2014 for road/bridge construction materials and services for Wagoner County.

**Bid:** # 2014-10

**Date Published:** November 21, 2013 (Wagoner Tribune)

**Bidding Period Closing Date and Hour:** December 6, 2013 @ 4:00 PM

**Sealed Bid Opening Date and Hour:** December 9, 2013 @ 9:00 AM

**Location:** Commissioners' Meeting Room, Wagoner County Courthouse

**Requesting Authority:** Wagoner County Commissioners

Bid submissions are to be addressed to:

**ATTN: Wagoner County Purchasing Agent**  
**P O Box 156**  
**307 E Cherokee**  
**Wagoner, Ok. 74467**

Please review the attached Terms and Conditions pertaining to the submission of this bid.

Please pay particular attention to item (1) of the Terms and Conditions. This item specifies how the bid envelopes are to be identified to prevent inadvertent or premature opening of sealed bids. Your compliance will ensure consideration of your bid by the awarding body. Late bids will not be considered.

The Non-Collusion Affidavit bearing original signature must be notarized and returned with the bid submission.

This packet contains:

1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Filing with Competitive Bid
4. Specifications/Bid Forms for desired item(s) (*may be more than one page of information*).

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### Terms and Conditions for Submitting Bids

1. Bids MUST be received in a sealed envelope by the date and time specified in the invitation to bid. Each envelope MUST be legibly marked on the outside with the following information: The word "BID", the bid number and the closing date. This information must be readily observable. Bid packets should be returned to: Wagoner County Clerk, P.O. Box 156, Wagoner, OK 74477 or brought to: Wagoner County Clerk, 307 E. Cherokee, Wagoner, OK 74467.
2. Sealed bids will be opened by the authority requesting the bid, at the location and time specified in the published advertisement and on the "Invitation to Bid" form. Late bids will not be considered.
3. Purchases by Wagoner County, Oklahoma, are not subject to state or federal taxes.
4. Firm prices will be F.O.B. destination.
5. Unit prices will be guaranteed correct by the bidder.
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 notarized sworn Affidavit for Filing with Competitive Bid (Affidavit included in this bid.)
8. This particular bid (commonly referred to as "the six-month bid") establishes base pricing by unit of measure, valid for a 6-month period (January 1 through June 30, 2014) on a variety of materials and services used in the construction and maintenance of the Wagoner County road system.
9. Vendors may cite extraordinary circumstances adversely affecting the base price during the defined 6-month period in their bid submission. Vendor must define a specific condition that will trigger a price increase (example: fuel exceeds \$3.599 per gallon.) Vendor must also identify the amount of increase by percentage or by dollar amount for each submitted bid item when specified condition is met. Vendors must verbally notify the Wagoner County Purchasing Agent of the intended base price increase caused by the specified condition before the new base pricing becomes effective. Written notification of the intended price change is required no later than the conclusion of the business week following the verbal notification.
10. The Board of County Commissioners in conjunction with the Wagoner County Purchasing Agent will analyze all qualifying bid submissions. The lowest and or best bid will be determined based on the following considerations:

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- a. Price per unit of measure.
  - b. Distance and delivery time to the desired destination.
  - c. Product source (manufacturer, retailer, jobber).
  - d. Product availability.
  - e. Product quality.
  - f. Vendor's reliability
  - g. Specific conditions identified by the vendor triggering a base price increase.
  - h. Any additional consideration as may be deemed appropriate by the Board of County Commissioners.
11. The Wagoner County Board of Commissioners reserves the right to accept or reject any or all bids, and to make the bid award in the best interest of Wagoner County whether it be lowest bid or best bid.

