

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 the Manufacture and Turnkey Installation of One Double-Sided Internally LED Illuminated Monument Sign and One 16MM RGB Adaptive Message Unit with a Pixel Matrix of 32 x 144.

**Bid # 2016-33**

**Date Published:** June 1, 2016 (Wagoner Tribune)

**Bidding Period Closing Date and Hour:** June 17, 2016 @ 4:00 PM

**Sealed Bid Opening Date and Hour:** June 20, 2016 @ 9:00 AM

**Requesting Authority:** Wagoner County Health Department

Bid submissions are to be: Addressed to:  
Wagoner County Purchasing Agent  
P O Box 156  
Wagoner, OK 74477

Delivered to:  
Wagoner County Purchasing Agent  
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.

Included in this packet are an Affidavit for Filing with Competitive Bid which must be signed and submitted as part of the bid.

This packet contains:

1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Filing with Competitive Bid
4. Specifications
5. Bid Sheet

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## TERMS AND CONDITIONS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID  
NO EXCEPTIONS TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED

1. Bids must be submitted on the included form only. 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 in the lower left hand corner.
2. All bids shall be entered on the 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 (30) days after the date and hour set for the opening of bids.
3. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of the contract with Wagoner County.
4. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.
5. The enclosed Affidavit for Filing with Competitive Bid MUST be returned with the bid.
6. Wagoner County reserves the right to reject any and all bids and to waive any technicalities in the bidding.
7. Direct purchase of certain items of equipment or material by Wagoner County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.
8. Bid must show number of days required for delivery under normal conditions. Contractor must keep the County advised at all times of the status of the order. For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval from the Purchasing Agent. Default in promised delivery date, or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge the full increase of cost and handling to defaulting contractor.
9. Bidder agrees to defend and save Wagoner County from and against all demands, claims, costs expense, damage and judgments based upon infringement of any

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patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidders' direction.

10. If the bid requires a written contract, the successful bidders shall execute a written contract with the County within ten (10) days after submission of the contracts to said bidder.



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## SPECIFICATIONS

This is to be a Turn-Key Installation of one double-sided internally LED illuminated monument sign and one 16MM RGB LED Adaptive Message Unit with a pixel matrix of 32 X 144. It is to be installed at the Wagoner County Health Department, 28596 E 141st Street S, Coweta, OK 74429.

### **Scope:**

Manufacture and install one double-sided internally LED illuminated monument sign per attached specifications.

Provide and install, on a turn-key basis, one 16MM RGB LED Adaptive Message Unit with a pixel matrix of 32 X 144. Unit is to have a 1' 8.2" X 7'-6.7" active display area.

### **Installation:**

Install the double-sided monument sign and the 16MM RGB LED Adaptive Message Unit per the following:

- All work shall meet state and local codes and be done in a neat and craftsman-like manner.
- All work shall be coordinated with the owner's representative.
- Obtain necessary permits and inspections from the local jurisdiction having authority over the job site.
- Contact Call Okie to locate utility and other lines within the installation area.

### **Startup Inspection and Testing:**

- Coordinate all startup inspection and testing with owner's representative as owner's representative will want to observe.
- Provide training for operation of unit to owner's representative.

### **Maintenance:**

- Provide 5 year warranty on all parts and labor.

### **Considerations:**

- Any deviation from these specifications must be noted on the bid.
- Any changes that need to be made during the installation process will need to be submitted in writing to and approved in writing by the owner's representative.

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**See Attached Diagram**

For information regarding bid, contact:  
Larry Bergner  
(918) 636-9830

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BID FORM

INVITATION FOR SEALED BIDS FOR MANUFACTURE AND INSTALLATION OF AN  
LED SIGN

DATE AND TIME OF OPENING: \_\_\_\_\_

Bidder agrees to furnish Wagoner County with AN LED SIGN PER ATTACHED  
SPECIFICATIONS.

PRICE FOR MANUFACTURE & INSTALLATION OF LED SIGN \$ \_\_\_\_\_

The undersigned acknowledges receipt of the following Addenda.  
(Give number and date of each)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delivery will be available in not more than \_\_\_\_\_ days after receipt of order.

I have examined the terms and specifications and instructions to bidders herein, and agree, provided I am awarded a contract, to provide the above described items for the sum shown in accordance with the terms and specifications stated herein. All deviations are in writing and attached hereto.

MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ DATE: \_\_\_\_\_