

Lori Hendricks
Wagoner County Clerk



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

Invitation to Bid

The Board of County Commissioners, Wagoner County, Oklahoma is seeking sealed bids for the Procurement and Installation of an Above-Ground Storm Shelter at the Wagoner County Emergency Management Building located at the Wagoner County District 3 Maintenance Barn, 16507 South 305th East Avenue, Coweta, OK 74429.

Bid # 2016-34

Date Published: June 1 and 8, 2016 (Wagoner Tribune)

Bidding Period Closing Date and Hour: June 24, 2016 @ 4:00 PM

Sealed Bid Opening Date and Hour: June 27, 2016 @ 9:00 AM

Requesting Authority: Wagoner County Emergency Management

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. Insurance Requirements
5. Specifications
6. 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.

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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 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.
 11. This bid is submitted as a legal offer, and any bid when accepted by the County constitutes a firm contract.
 12. If the bid is \$50,000 or greater, Bidder must furnish a bid bond or cashier's check in the amount of 5% of the bid with bid submission.
 13. If the bid is \$50,000 or greater, successful Bidder must be able to bond. (Performance, Maintenance and Payment Bonds)
 14. Successful bidder will be required to furnish their own Workmen's Comp and General Liability Insurance as required by Oklahoma State Law and by Wagoner County.

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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 in Article 21 of the General Conditions, and/or as required by the laws of the State of Oklahoma. The Contractor shall also furnish an Owner's Policy in the same amounts with Wagoner County as the named 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 Wagoner County, OWNER, fifteen (15) days written notice.

Wagoner 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 land upon the company" shall not be allowed.

Special coverage for any blasting operations or use of explosives 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, Wagoner County.

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SPECIFICATIONS

INSTRUCTIONS TO BIDDERS

Wagoner County is seeking sealed bids for the installation of an 8' X 12' above-ground, steel storm shelter at the Emergency Management Building. The shelter is to be installed per FEMA 320 Specifications.

The project site may be viewed during normal business hours Monday through Friday, 7:30 AM to 3:30 PM. All visitors must sign in at the main office prior to making an inspection.

GENERAL CONDITIONS

The Wagoner County Board of Commissioners will be hereafter referred to as the Owner and will furnish all Inspections and Permits necessary for construction.

Contractor, by act of starting work under a signed contract, shall guarantee all work, performed under said contract for a period of one (1) year from the date of the Owner's final acceptance of shelter.

Contractor will provide Owner proof of compliance with Owner's insurance requirements.

SPECIAL CONDITIONS

Bidder will visit site to familiarize himself with all existing conditions affecting work under these specifications. The Bidder shall satisfy himself as to the nature and location of the construction project/site, all materials, tools, equipment and other facilities required during the installation.

The Owner's Designated Representative will inspect construction site and work performance for compliance of specifications set forth for installation.

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INSTALLATION

Wagoner County is currently bidding a 20' X 80' addition to the existing Emergency Management Building. The shelter will be installed in the new addition. The installation of the shelter will be in coordination with the new construction.

Shelter contractor shall not be responsible for the slab. The slab for the shelter will be constructed as part of the building addition. This portion of the slab will be 3,000 psi, air entrained concrete and will be 6" thick. Contractor is responsible for anchoring pre-fabricated storm shelter to pad.

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BID FORM

INVITATION FOR SEALED BIDS FOR AN ABOVE-GROUND STORM SHELTER

DATE AND TIME OF OPENING: _____

Bidder agrees to furnish Wagoner County with A STORM SHELTER PER ATTACHED SPECIFICATIONS.

PROPOSED PRICE: \$ _____

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: _____