

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 upgrade and installation of new energy efficient light fixtures, lamps, ballasts and exit signs for the OSU Extension Center Office and the Fair Board Facility. The project includes replacement of approximately 100 fixtures. The bid will include, but not be limited to, all materials, labor and equipment necessary to complete the job. The job site is located at: 30058 East 147th Street South, Coweta, OK 74429.

Bid #17

Date Published: May 16, 2013 (Wagoner Tribune)

Bidding Period Closing Date and Hour: May 31, 2013 @ 4:00 PM

Sealed Bid Opening Date and Hour: June 3, 2013 @ 9:00 AM

Requesting Authority: Wagoner County Commissioners

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 is 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 and Locations
5. Insurance Requirements
6. Bid Form

A handwritten signature in cursive script that reads "Lori Hendricks". The signature is written in black ink and is positioned above a horizontal line.

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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 patent to goods specified in this order or the ordinary use or operation of such goods

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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. Successful bidder will be required to furnish their own Workman's Compensation Insurance and General Liability Insurance as specified in the bid packet.
12. Successful bidder is responsible for obtaining all required permits from Wagoner Metro Area Planning Commission located at 306 E Cherokee St., Wagoner, OK 74467. Phone: 918-485-8123
13. Vendor must provide proof of current license with the Oklahoma Construction Industries Board and the Wagoner Metro Area Planning Commission.
14. Vendor is to state Warranty provided.

S.A.&I. 425 (2000)

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA)
) SS
COUNTY OF _____)

_____, 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 the letting of a contract.

BIDDER:

Signature

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

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

SPECIFICATIONS

DESCRIPTION	FIXTURE QUANTITY	LAMP QUANTITY	UNIT PRICE	EXTENDED PRICE
T5, rated Class P, 4', Electronic Ballast, 120 Volt, 54 Watt T5HO, Acrylic Lens. Must be UL/CUL Listed. Surface Mounted	87	2		
T5, rated Class P, 4', Electronic Ballast, 120 Volt, 54 Watt T5HO, Acrylic Lens. Must be UL/CUL Listed. Surface Mounted	2	4		
Wall Pack, 120-240 Canopy Light . Equivalent to 75 Watt, 120 Volt, Wet Location listed.	5	1		
Exit Lights with Emergency Backup LED Unit, White Housing	6			

State Warranty Provided	
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The Vendor is responsible for contacting OSU and arranging a site visit to assess the scope of the project. In order to schedule a visit, you may contact OSU @ 918-486-4589. If you are not familiar with the Coweta area, you should ask for directions and a map, as GPS frequently yields faulty results.

Contractor is responsible for collection and disposal of all construction related debris and refuse. All waste materials shall be disposed of in a manner allowable by Federal, State and Local regulations at an off-site facility licensed to accept such waste materials.

Contractor shall be responsible for providing Wagoner County with documentation regarding the disposal of all hazardous materials.

Contractor will remove all bulbs from old fixtures and dispose of bulbs in the manner stated above. All metal fixtures shall be neatly stacked and will be removed by the County.

Please submit this completed form along with the Bid Form with bid.

LIGHT LOCATIONS

**FIXTURE
QUANTITY LAMP
QUANTITY**

OSU EXTENSION

Main Office	13	2
Copier Room	2	2
Extension Educator	2	2
4 H Youth Development	2	2
Extension Ed.	2	2
Extension Ed. Ag.	2	4
North Storage	2	2
North Hallway	3	2
Conference Room	6	2
South Hallway	2	2
Bathroom	2	2
Kitchen	1	2

ASSEMBLY HALL

4 Rows of 6	24	2
1 Row of 4	4	2
4 Rows of 3	12	2
Assembly Hallway	1	2
Bathrooms		
Men's	2	2
Women's	2	2
Storage	1	2
Office	2	2
Kitchen	2	2
TOTAL	<u>89</u>	

OUTSIDE CANOPY

Wallpacks Mounted to Wall	5	1
TOTAL	<u>5</u>	

EXIT LIGHTS

OSU Extension	2
Assembly Hall	4
TOTAL	<u>6</u>

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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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BID FORM

INVITATION FOR SEALED BIDS FOR
UPGRADE AND INSTALLATION OF NEW
ENERGY EFFICIENT LIGHT FIXTURES

DATE AND TIME OF OPENING: _____

Bidder agrees to furnish Wagoner County with UPGRADE AND INSTALLATION OF NEW ENERGY EFFICIENT LIGHT FIXTURES.

PRICE FOR PROJECT: \$ _____
(Including All Labor & Materials)

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: _____

EMAIL: _____