

SA&I 1-4040 (2000)

Canadian _____ County, Oklahoma
COUNTY PURCHASING OFFICE
Canadian _____ County Court House
El Reno _____, Oklahoma
Phone: (405) 422-2441

INVITATION TO BID

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE
SIDE RELATING TO SUBMISSION OF THIS BID.
Notarized Affidavit completions and signature required on reverse side.

DATE ISSUED
August 9, 2010
Page 1 of 2

BID NUMBER: #2010-11-1 Title Reports / Treasurer
BID CLOSING DATE AND HOUR: Aug. 27, 2010 at 4:00 pm
REQUIRED DELIVERY DATE: SEE SPECIFICATIONS
Days after award of Purchase Order

TERMS: Net, FOB this bid will open August 30, 2010 at 9:30am
DATE OF DELIVERY: SEE SPECIFICATIONS

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			<p>Canadian County Treasurer is seeking bids for Title Reports for property to be sold by the Canadian County Treasurer.</p> <p>Title reports shall contain all information on any liens, mortgages, etc., against the property and current owners. Information for title reports shall be supplied by the County Treasurer.</p> <p><u>Delinquent Tax Sale Title Reports</u> shall be prepared and returned to the Canadian County Treasurer within 30 days of receiving order. Title reports shall be received as following: Property by name and legal description</p> <p>The price per parcel for platted and unplatted will be bid as one price.</p> <p><u>The bid will be good for a period beginning when bid is awarded through June 30, 2011.</u></p> <p>The Board of Canadian County Commissioners reserves the right to reject any and all bids or to award all or any portion of the items bid.</p> <p><u>The reverse of this sheet must be completed and returned or the bid will be rejected.</u></p> <p>Contact person: David Radcliff, Canadian County Treasurer 201 N. Choctaw El Reno, OK 73036 (405) 295-6148</p> <p style="text-align: center;">APPROVED Date <u>8/4/10</u> <i>David T. Radcliff</i> Officer of Department Head</p>		\$ Total

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Canadian
County Courthouse, 201 N. Choctaw Avenue, El Reno, 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 envelopes (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 Canadian 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. Bids will be firm until 09/30/2010
(DATE)

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 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 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 discussions between bidders and any state 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 this _____ day

of _____, 20 _____

(SEAL)

Firm: _____

My commission expires _____

Signed by: _____ Title: _____
(Manual Signature of Undersigned)

NOTARY PUBLIC (CLERK OR JUDGE)

Address: _____ Phone: _____

City: _____ State: _____

Zip: _____

Please mail sealed bids to:
Canadian County Clerk's Office
Attn: Purchasing
PO Box 458
El Reno, OK 73036

Street Address:
201 N Choctaw Avenue
El Reno, OK 73036



Date Issued: August 9, 2010
Bid Number: **2010-11-1**
Closing Date: August 27, 2010 at 4:00pm
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: August 30, 2010 at 9:30am
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ SPECIFICATIONS~

Title Reports / Treasurer

Canadian County Treasurer is seeking bids for Title Reports for property to be sold by the Canadian County Treasurer.

Specifications: Title Reports for Delinquent Tax Sale for the fiscal year **2011** shall be prepared and returned to the Canadian County Treasurer within 30 days of receiving order. Title reports shall be received as following: Property by name and legal description.

The price per parcel for platted and unplatted will be bid as one price.

The bid will be good for a period beginning when bid is awarded through June 30, 2011.

For Information Contact:

David Radcliff, Canadian County Treasurer

Phone: (405) 295-6148

Hours: Monday – Friday 8:00am to 4:30pm

Address: 201 N. Choctaw, El Reno, OK 73036

If you have any questions or need additional information, please contact:
Sherry Murray, Purchasing Agent, 405.295.6125 or 405.422.2441
smurray@okcana.cogov.net



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~ AFFIDAVIT ~

Title Reports / Treasurer

State of Oklahoma)
County of Canadian) §

I, Sherry Murray, Purchasing Agent, in and for said County and State, do hereby certify that "Invitations to Bid" were sent to the following:

First American Title & Trust Co
108 N Rock Island
El Reno, OK 73036

American Guaranty Title Co
Attn: Donna
215 N Bickford
El Reno, OK 73036

Oklahoma City Abstract
Attn: Mary Ann Brackett
1000 W. 15th
Edmond, OK 73013

Capital Abstract
Attn: Eva Thurman
1608 N.W. Expressway
Oklahoma City, OK 73118

Francis Tuttle Vo-Tech Center
Attn: Bid Assistance – Judy Robbins
12777 N. Rockwell
Oklahoma City, OK 73142

Online Data Services
PO Box 1476
Decatur, GA 30031

Witness my hand and seal this 9th day of August, 2010.

Sherry Murray

Sherry Murray, Purchasing Agent

(SEAL)





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**TO HELP PREVENT BIDS FROM BEING REJECTED FOR LACK OF COMPLETION
PLEASE CHECK FOR THE FOLLOWING:**

- Is the Invitation to Bid Signed and Notarized? _____
Are all applicable spaces filled in? _____
Are all necessary papers enclosed? _____
Is the Bid # and Closing Date on outside of return envelope? _____

Thank You,

Sherry Murray, Purchasing Agent