

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  
February 9, 2015  
Page 1 of 2

BID NUMBER: #2015-#15 Office Furniture / County Sheriff  
BID CLOSING DATE AND HOUR: Feb. 27, 2015 at 4:00 pm  
REQUIRED DELIVERY DATE: SEE SPECIFICATIONS  
Days after award of Purchase Order

TERMS: Net, FOB this bid will open March 2, 2015 at 9:30am  
DATE OF DELIVERY: SEE SPECIFICATIONS

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
1 or more			<p>Canadian County Sheriff's Office is seeking bids for Office Furniture.</p> <p><b>Delivered to: 201 N Rock Island, El Reno, OK 73036</b></p> <p>SEE SPECIFICATIONS ATTACHED:</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: Randall Edwards, Sheriff 304 N Evans El Reno, OK 73036 (405) 422-3187</p>		<p>\$ _____</p> <p>Total</p>

STATE OF OKLAHOMA  
CANADIAN COUNTY  
FILED OR RECORDED  
FEB 09 2015  
SHELLEY DICKERSON  
COUNTY CLERK  
15126

APPROVED  
Date 2-4-15  
Officer of Department Head

**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 04/02/2015  
(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



**Canadian County  
Purchasing**

**Bid Specifications**

Date Issued: February 9, 2015  
 Bid Number: **2015-#15**  
 Closing Date: February 27, 2015 at 4:00pm  
 PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036  
 Opening Date: March 2, 2015 at 9:30am  
 Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ SPECIFICATIONS ~  
**Office Furniture / County Sheriff**

Canadian County Sheriff's Office is seeking bids for office furniture for the Sheriff's Annex Building.

Specifications:

(5) BSH6372MCA103 Double Pedestal Desk (1/2) – Mocha Cherry	\$ _____ each	\$ _____ total
(5) BSH6372MCA203 Double Pedestal Desk (2/2) – Mocha Cherry	\$ _____ each	\$ _____ total
(2) BSH6373NCA103 72" Tall Overhead (1/2) – Mocha Cherry	\$ _____ each	\$ _____ total
(2) BSH6373MCA203 72" Tall Overhead (2/2) – Mocha Cherry	\$ _____ each	\$ _____ total
(10) HON P3262ZP Hon Metal Double Pedestal Desk – Columbian Walnut/Black	\$ _____ each	\$ _____ total
(1) BSX BLC96RNN Rectangle Table/Mahogany		\$ _____ total
(1) BSX BLC72RNN Rectangle Table/Mahogany		\$ _____ total
(12) HON 315PP Letter Size 5-Drawer File Cabinets – Black	\$ _____ each	\$ _____ total
(11) LLR 33100 Desk Chair – Black	\$ _____ each	\$ _____ total
(2) BSX VL641ST11 Executive High-Back Chair – Black	\$ _____ each	\$ _____ total
(1) SAF 359BL Optimus High-Back Chair		\$ _____ total
(1) SAF 3591BL Optimus Arm Kit		\$ _____ total
(32) OSP V441080 Sled Base Chair – Black	\$ _____ each	\$ _____ total
(14) LLR 02157 Lorell 45"x 53" Floor Mat Wide Lip	\$ _____ each	\$ _____ total
Delivery		\$ _____ total

\$ \_\_\_\_\_  
 Grand Total

**Special Notation:**

Item numbers and brand names are for informational purposes only and you may offer any brand that meets or exceeds the above listed specifications. **Photos of all items must be included. Please bid unassembled.**

**Preference will be given to the vendor that can provide all items.**

**Furniture to be delivered to Sheriff's Annex Building located at 201 N Rock Island, El Reno, OK 73036.**

For Information Contact:

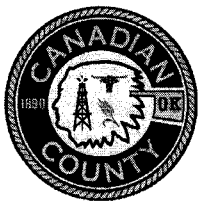
Randall Edwards, Sheriff

Phone: (405) 422-3187

Hours: Monday – Friday 8:00am to 3:30pm

Address: 304 N Evans, 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



**Canadian County  
Purchasing**

**Affidavit / Proof of Mailing**

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~ AFFIDAVIT ~

**Office Furniture / County Sheriff**

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:

ABC Office Furniture  
510 W Reno  
Oklahoma City, OK 73102

Bid Clerk  
[govbids@bidclerk.com](mailto:govbids@bidclerk.com)

Bid News  
[project@bidnews.com](mailto:project@bidnews.com)

Commercial Concepts & Furniture  
3622 Noland Ct  
Independence, MO 64055

Core Office Furniture  
8201 N Glade Avenue  
Oklahoma City, OK 73132

ePlan  
4115 S Providence, Suite 105  
Columbia, MO 65203

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

JKM  
PO Box 1050  
El Reno, OK 73036

L & M Office Furniture  
4444 S 91<sup>st</sup> E Avenue  
Tulsa, OK 74145

National Business Furniture  
1819 Peachtree Road  
Atlanta, GA 30309

National Office Furniture  
1205 Kimball Blvd  
Jasper, IN 47549

Office Depot  
PO Box 88040  
Chicago, IL 60680-1040

Oklahoma Correctional Industries  
3402 N Martin Luther King Ave  
Oklahoma City, OK 73111

Online Data Services  
3295 River Exchange Dr, Ste. 213  
Norcross, GA 30092

Pinnacle Design Group  
333 12<sup>th</sup> Avenue SE #200  
Norman, OK 73071

Reed Construction Data  
30 Technology Pkwy South, Suite 100  
Norcross, GA 30092

Scott Rice  
7501 Broadway Extension  
Oklahoma City, OK 73116

Staples Advantage  
Dept. DAL  
PO Box 83689  
Chicago, IL 60696-3689

Stows Office Furniture  
1 NW 6<sup>th</sup> Street  
Oklahoma City, OK 73102

Warren Products Inc  
1233 Sovereign Row  
Oklahoma City, OK 73108

Witness my hand and seal this 9<sup>th</sup> day of February, 2015.

  
Sherry Murray, Purchasing Agent  
(SEAL)



201 N. Choctaw Avenue, El Reno, OK 73036  
405.295.6125 ~ Fax 405.422.2411  
[www.canadiancounty.org](http://www.canadiancounty.org)



**Canadian County  
Purchasing**

**BID CHECKLIST**

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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**