

MAY 22 2017

SHERRY MURRAY  
COUNTY CLERK

170332

SA&I 1-4040 (2000)

Canadian \_\_\_\_\_ County, Oklahoma  
COUNTY PURCHASING OFFICE  
Canadian \_\_\_\_\_ County Court House  
El Reno \_\_\_\_\_, Oklahoma  
Phone: ( 405 ) 295-6125

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 May 22, 2017
Page 1 of 2

BID NUMBER #2017-#16 Storage System / Election Board	BID CLOSING DATE AND HOUR June 9, 2017 @ 4:00pm	REQUIRED DELIVERY DATE SEE SPECIFICATIONS _____ Days after award of Purchase Order
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TERMS  
Net, FOB this bid will open June 12, 2017 at 9:30am

DATE OF DELIVERY:  
SEE SPECIFICATIONS

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
1 or more			<p>Canadian County Election Board is seeking bids for a Storage System.</p> <p>See Specifications attached.</p> <p>The Board of Canadian County Commissioners reserve the right to reject any and all bids or to award all or any portion of the items bid. All data will be considered in the awarding of the bid including the delivery time.</p> <p><u>The terms &amp; conditions of this document must be completed and returned or the bid will be rejected.</u></p> <p>Contact person: Wanda Arnold 200 S. Bickford El Reno, OK 73036 (405) 422-2422</p>		<p>\$ _____</p> <p>Total</p>

**APPROVED**  
Date: 5-18-17  
  
Officer or 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 07/12/2017  
(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: May 22, 2017  
Bid Number: **2017-#16**  
Closing Date: June 9, 2017 at 4:00pm  
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036  
Opening Date: June 12, 2017 at 9:30am  
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ SPECIFICATIONS ~

### Storage System / Election Board

Canadian County Election Board is seeking bids for a Storage System.

#### Specifications:

##### **A. STORAGE SYSTEM REQUIREMENTS\*:**

- One Access Opening
- Dimensions: Height - 163.3"; Width - 102.36"; Depth - 39.37" plus 11.02" worktable
- 22 carriers included with intermediate shelves (5.25" clear height per shelf)
- Clear Width of Carrier: 88.31"
- Clear Depth of Carrier: 14.57"
- Must accommodate existing trays that measure 5"H; 9"W; 12.25"Depth
- 4,752 linear filing inches of material per one storage unit
- Worktable: located at access 29.50" high
- 120 Volt, 1 Phase Power Supply Single Drive Motor
- Safety System Bypass – allows stored inventory of check stock to remain accessible in event of a system safety sensor fault.
- Microprocessor (MP) Control Override – allows system to continue to operate in the event of a failure in microprocessor controls, directing move commands to the drive motors for simple operation.
- Full, continuous tracking within the unit where the shelves are captured throughout the entire cycle, preventing them from ever leaving the track.
- Chains that are pre-tensioned and factory installed, with no field adjustment after installation.
- Dual carrier arms connecting the carriers to the conveyor chains and guide track to prevent carriers from flipping over or crashing inside the machine.
- Imbalance control indicator that monitors the load, warns of potential imbalance, and makes recommendations to the operator on how to maintain proper load balance.
- Full enclosure of all sides of the system, including a full top cover assembly, full steel bottom enclosure/structure, and full closure of all four sides.
- Overhead work lights

\*Use of specific names, numbers, and descriptions is not intended to restrict the bidding of any seller and/or manufacturer, but is solely for the purpose of indicating the type, size and quality of materials, products, service, or equipment considered best adapted to the County's intended use. Proprietary specifications may be waived for functional equivalents offered. Said functional equivalents are subject to approval by Canadian County Election board. Letter stating differences between County specifications and specifications of item(s) offered must accompany bid in order to be evaluated.

**B. POWER REQUIREMENTS:**

- The required electrical service (120 volt, 1 Phase Power Supply) for this system will be provided by the Canadian County Election Board at the installation site unless otherwise stipulated by successful bidder.

**C. INSTALLATION REQUIREMENTS:**

- Bidders are expected to make an onsite visit to the site location to determine any possible needs for customization of the system and to address any issues relating to installation and safety to ensure that the system meets the operational and functional needs of the Canadian County Election Board. Bidder should contact Wanda Arnold @405-422-2422 to schedule the onsite visit for this purpose.
- Bid must include bidder's specifications addressing system customization, installation and safety issues that meet the operational and functional needs of the Canadian County Election Board.
- Provide protection to prevent damage to the premises during delivery and installation of the furniture and associated furniture, fixtures and equipment. Any damage to the premises during the installation or delivery of the furniture will be the sole responsibility of the dealer.
- Installation shall occur during normal business hours unless exceptions are pre-approved and shall be scheduled through Wanda Arnold 405-422-2422. Vendor shall coordinate and provide five (5) working days notification to Wanda Arnold for start date of installation. Notification shall include installation point of contact name, phone number and e-mail.
- Installation of system and anything else associated with the system to include all unpacking, damage inspection, freight/damage claims, placement, assembly and leveling (where necessary), and coordination of access to site for delivery and passage for installation.
- Removal of debris, including labor as required associated with installation of the system. All delivery and trash removal accomplished after normal duty hours.

**DELIVERY:** Will be to location stated on purchase order(s).

F.O.B. -- Destination via best way.

**PRE-PAYMENTS:** No prepayments of any kind will be made prior to shipment.

**CANCELLATION:**

Failure to deliver as specified and in accordance with the bid submitted, including promised delivery, will constitute sufficient grounds for cancellation of the order at the option of the Canadian County Election Board.

**PRICES:**

Include transportation, handling, packaging, service charges, assembly, installation and adequate operator instruction.

Bidder agrees that the Canadian County Election Board will be charged no more for item(s) bid than the State of Oklahoma, and that in the event of a price reduction; the Canadian County Election Board will receive the benefit of such reduction on any undelivered portion of contract.

**TAX**

Canadian County Election Board is exempt from all tax. Provided however, bidder shall be responsible for payment of all sales, use, lease, ad valorem and any other tax that may be levied or assessed by reason of this transaction.

**INVOICES:**

All invoices must agree with the purchase order in description and price and include the following information: 1) Purchase Order Number; 2) Ship-to Department name and address.

In order to ensure prompt payment, **ALL ORIGINAL INVOICES\* MUST BE SENT TO:**

Canadian County Election Board  
Wanda Arnold  
PO Box 307  
El Reno, OK 73036

\*If invoice does not agree with purchase order, credits or a corrected invoice will be required in order for the Canadian County Election Board to process payment. **Invoices that do not reference an authorized Purchase Order will be returned to the vendor.**

**Bids shall be accompanied by:**

- A certified check, cashier's check or bid bond equal to five percent (5%) of the bid, which shall be deposited with the awarding public agency as a guaranty; or

An irrevocable letter of credit terms the Construction and Properties Division of the Office of Management and Enterprise Services prescribes, issued by a financial institution insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation for the benefit of the state, on behalf of the awarding public agency, in an amount equal to five percent (5%) of the bid. The awarding public agency shall deposit the irrevocable letter of credit with Division.

- Business Relationships Affidavit
- Non-Collusion Bidding Certification

**(Please review Title 61 O.S. § 101-138 for full disclosure)**

**\*Note\***

**Terms for Payment:**

- A purchase order will be issued to the awarded vendor. Once the original itemized invoice is received by the receiving officer it will be processed for payment.

**For Information Contact:**

Wanda Arnold, Election Board Secretary  
Phone: (405) 422-2422  
Hours: Monday – Friday 8:00am to 4:00pm  
Address: 200 S. Bickford, El Reno, OK 73036

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If you have any questions or need additional information, please contact:

**Lindsey Garrett**, Purchasing Agent, 405.295.6125  
lgarrett@okcana.cogov.net



**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? \_\_\_\_\_
- Is the bid bond or cashier's check enclosed? \_\_\_\_\_
- Is the Business Relationships Affidavit enclosed? \_\_\_\_\_
- Is the Non-Collusion Bidding Certificate enclosed? \_\_\_\_\_
- Are all applicable spaces filled in? \_\_\_\_\_
- Are all necessary papers enclosed? \_\_\_\_\_
- Is the Bid # and Opening Date on outside of return envelope? \_\_\_\_\_

Thank You,

Lindsey Garrett, Purchasing Agent



**Canadian County  
Purchasing**

**Affidavit / Proof of Mailing**

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~ AFFIDAVIT ~  
**Storage System / Election Board**

State of Oklahoma )  
County of Canadian ) §

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

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

Bid News  
[projects@isqft.com](mailto:projects@isqft.com)

ePlan  
4118 South Providence, Suite 105  
Columbia, MO 65203

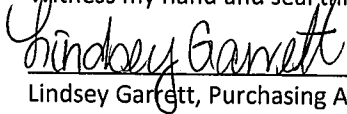
Francis Tuttle Vo-Tech  
Attn: Bid Assistance – Judy Robbins  
12777 N Rockwell  
Oklahoma City, OK 73142

Online Data Service  
3295 River Exchange Drive, Ste 213  
Norcross, GA 30092

Space Solutions, Inc  
PO Box 722  
Edmond, OK 73083

Southwest Solutions Group  
7118 N. Robinson Ave, Ste A21  
Oklahoma City, OK 73116

Witness my hand and seal this 22<sup>th</sup> day of May, 2017.



Lindsey Garrett, Purchasing Agent  
(SEAL)

