

APR 05 2021

SHERRY MURRAY
COUNTY CLERK

SA&I 1-4040 (2000)

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

210191

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
04-05-2021
Page 1 of 2

BID NUMBER #2021-#23 Carpet & Cove Base
Installation - Children's Justice Center
BID CLOSING DATE AND HOUR
05-03-2021 @ 9:00am
REQUIRED DELIVERY DATE
SEE SPECIFICATIONS
Days after award of Purchase Order

TERMS Start accepting bids on 04-27-2021 at 9:00am
Net, FOB this bid will open 05-03-2021 during Commissioner's Meeting that begins at 9:00am
DATE OF DELIVERY:
SEE SPECIFICATIONS

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
	1 or more		<p>Canadian County Children's Justice Center is seeing bids for Carpet and Cove Base installation.</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. All data will be considered in the awarding of the bid including the delivery time.</p> <p><u>The terms & conditions of this document must be completed and returned or the bid will be rejected.</u></p> <p>Contact person: Angel Colley Children's Justice Center Director of Operations Children's Justice Center acolley@ccjccok.org Phone: 405-264-5513 Mon-Fri 8:00am-4:30pm</p>		\$ _____

APPROVED
Date: 4/1/2021

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 06/03/2021
(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

NOTE: Other terms and conditions can be added at the discretion of the county officers.



Canadian County Purchasing

Bid Specifications

Date Issued: April 5, 2021

Bid Number: **2021-#23**

Closing Date: May 3, 2021 at 9:00am

PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036

Opening Date: May 3, 2021 during the Commissioner's Meeting that begins at 9:00am

Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ SPECIFICATIONS ~

Carpet and Cove Base Installation / Canadian County Children's Justice Center

Canadian County Children's Justice Center is seeking bids for Carpet and Cove Base installation at the Children's Justice Center located at 7905 OK-66, El Reno, OK 73036.

Specifications:

See attached specifications.

Bids will be received beginning at 9:00am on Tuesday, April 27, 2021 until 9:00am on Monday, May 3, 2021.

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:
Angel Colley – Children’s Justice Center Director of Operations
acolley@ccjcok.org
405-264-5513
Mon-Fri 8:00am-4:30pm

If you have any questions or need additional information, please contact:
Krissi Jensen, Purchasing Agent, 405.295.6125
kjensen@okcana.cogov.net

Bid 2021-#23

Carpet and Cove Base Installation / Canadian County Children's Justice Center

Bid Specifications:

Canadian County Children's Justice Center is seeking bids for the following:

Carpet tile installation, carpet removal and cove base installation.

Carpet style- Studio EW24 Color- Beach Haus

4" Roppe Cove Base Color- Steel Blue

Price is to include: carpet tiles, cove base, all adhesives for carpet tiles and cove base, existing carpet removal, carpet to carpet adaptors where needed, furniture removal and replacement, dumpster, labor and any item deemed necessary to complete project.

Vendors are encouraged to schedule an appointment to measure and assess for work performed. Work to be performed at the Canadian County Children's Justice Center located at 7905 OK-66, El Reno, OK 73036.

Contact Angel Colley at (405)264-5513 or email at acolley@ccjcok.org for appointment.



**Canadian County
Purchasing**

Affidavit / Proof of Mailing

Date Issued: April 5, 2021
Bid Number: **2021-#23**
Closing Date: May 3, 2021 at 9:00am
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: May 3, 2021 during the Commissioner’s Meeting that begins at 9:00am
Commissioner’s Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ AFFIDAVIT~

Carpet and Cove Base Installation / Canadian County Children’s Justice Center

State of Oklahoma)
County of Canadian) §

I, Krissi Jensen, 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

Bid News
projects@isqft.com

ePlan
1400 Forum Blvd. Ste 7B
Columbia, MO 65203

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

Online Data Services
5425 Peachtree Parkway
Peachtree Corners, GA 30092

Reed Construction Data
30 Tech. Pkwy South, Ste 100
Norcross, GA 30092

Brewer Carpet One
c/o Melissa Henries
126A W. Main
Yukon, OK 73099

Apex Flooring
c/o Darrin Davis
17885 Sunnyslane Rd.
Norman, OK 73071

Slimp & Sons Floor Covering
114 W. Rogers St.
El Reno, OK 73036

Flooring By Tony
306 W. Elm St.
El Reno, OK 73036

Davis Carpet Co., Inc.
750 E. Main St.
Yukon, OK 73099

First Step Flooring
8604 NW 112th St.
Oklahoma City, OK 73162

Witness my hand and seal this 5th day of April, 2021.

Krissi Jensen, Purchasing Agent

(SEAL)



**Canadian County
Purchasing**

BID CHECKLIST

Date Issued: April 5, 2021
Bid Number: **2021-#23**
Closing Date: May 3, 2021 at 9:00am
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: May 3, 2021 during the Commissioner's Meeting that begins at 9:00am
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

**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? _____

**Bids will be received beginning 9:00am Tuesday April 27, 2021 until 9:00am Monday May 3, 2021
(Do not turn bid in before Tuesday April 27, 2021 @ 9:00am – bid will not be opened or considered)**

Thank You,

Krissi Jensen, Purchasing Agent

NON-COLLUSION BIDDING CERTIFICATION

_____ (PROJECT NAME)

STATE OF OKLAHOMA)
)SS
COUNTY _____)

A. For purposes of competitive bids, I certify:

1. I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party to the following:
 - a. Any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
 - b. Any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract; and
 - c. 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.

B. I certify, if awarded the contract, whether competitively bid or not, that neither the Contractor nor anyone subject to the Contractor's direction or control has paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

Certified this _____ day of _____, 20__.

(Signature)

(Print Name)

(Position in the Company)

BUSINESS RELATIONSHIPS AFFIDAVIT

_____ (PROJECT NAME)

STATE OF OKLAHOMA)
)SS
COUNTY OF _____)

_____, of lawful age, being duly sworn, on oath says that he or she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, or other business relationship presently in effect, of which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect of which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein above mentioned exist, affiant should so state.)

(Signature of Affiant)

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

Notary Public _____

My Commission Expires _____