

MAY 17 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

INVITATION TO BID

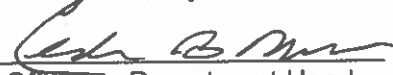
DATE ISSUED  
05-17-2021  
Page 1 of 2

210299

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

BID NUMBER #2021-#31 Carpet & Cove Base Installation - Children's Justice Center	BID CLOSING DATE AND HOUR 06-14-2021 @ 9:00am	REQUIRED DELIVERY DATE SEE SPECIFICATIONS Days after award of Purchase Order
TERMS Start accepting bids on 06-08-2021 at 9:00am Net, FOB this bid will open 06-14-2021 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 &amp; 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@ccjcok.org Phone: 405-264-5513 Mon-Fri 8:00am-4:30pm</p>		\$ _____

APPROVED  
Date: 5/13/21  
  
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 07/14/2021  
(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: May 17, 2021

Bid Number: **2021-#31**

Closing Date: June 14, 2021 at 9:00am

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

Opening Date: June 14, 2021 during the Commissioner's Meeting that begins at 9:00am

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

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~ 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, June 8, 2021 until 9:00am on Monday, June 14, 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

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

**Krissi Jensen**, Purchasing Agent, 405.295.6125

kjensen@okcana.cogov.net

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201 N. Choctaw Avenue, El Reno, OK 73036

405.295.6125 ~ Fax 405.422.2437

[www.canadiancounty.org](http://www.canadiancounty.org)

## **Bid 2021-#31**

### **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](mailto:acolley@ccjcok.org) for appointment.



Canadian County  
Purchasing

Affidavit / Proof of Mailing

Date Issued: May 17, 2021  
Bid Number: 2021-#31  
Closing Date: June 14, 2021 at 9:00am  
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036  
Opening Date: June 14, 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](mailto:projects@bidclerk.com)

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

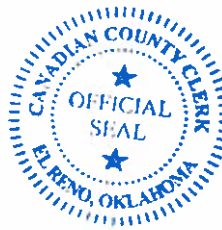
Davis Carpet Co., Inc.  
750 E. Main St.  
Yukon, OK 73099

First Step Flooring  
8604 NW 112<sup>th</sup> St.  
Oklahoma City, OK 73162

J-Mar  
5101 SW 36<sup>th</sup> St.  
Oklahoma City, OK 73179

Witness my hand and seal this 17th day of May, 2021.

Krissi Jensen, Purchasing Agent



(SEAL)

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 \_\_\_\_\_





**Canadian County  
Purchasing**

**BID CHECKLIST**

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Date Issued: May 17, 2021  
Bid Number: **2021-#31**  
Closing Date: June 14, 2021 at 9:00am  
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036  
Opening Date: June 14, 2021 during the Commissioner's Meeting that begins at 9:00am  
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

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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? \_\_\_\_\_

**Bids will be received beginning 9:00am Tuesday June 8, 2021 until 9:00am Monday June 14, 2021  
(Do not turn bid in before Tuesday June 8, 2021 @ 9:00am – bid will not be opened or considered)**

Thank You,

Krissi Jensen, Purchasing Agent