

MAR 25 2024

SHERRY MURRAY
COUNTY CLERK

240246

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 March 25, 2024
Page 1 of 2

BID NUMBER #2024-#11 HVAC Project / Children's Justice Center	BID CLOSING DATE AND HOUR April 22, 2024 @ 9:00am	REQUIRED DELIVERY DATE SEE SPECIFICATIONS ____ Days after award of Purchase Order
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TERMS Net, FOB this bid will open Apr. 22, 2024 during Commissioner's Mtg. that begins at 9:00am	DATE OF DELIVERY: SEE SPECIFICATIONS
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ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
1 or more			<p>Canadian County Children's Justice Center is seeking bids for HVAC Project.</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>Please mark the outside of return envelope.</p> <p>All applicable spaces must be filled in on the sheets attached or the bids will be rejected.</p> <p>Contact person: Angel Colley Director of Operations (405) 264-5513 Chris Hall Lead Maintenance Tech (405) 802-4770</p> <p style="text-align: center;">APPROVED Date: <u>3-22-24</u>  _____ Officer or Department Head</p>		<p>\$ _____ Total</p>

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 05/22/2024
(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: March 25, 2024
Bid Number: **2024-#11**
Closing Date: April 22, 2024 at 9:00am
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: April 22, 2024 at 9:00am
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ SPECIFICATIONS ~
HVAC Project / Children's Justice Center

The Children's Justice Center is seeking bids for a HVAC Project.

See specifications attached.

Bids will be received beginning at 9:00 am on Tuesday, April 16, 2024 until 9:00 am on Monday, April 22, 2024.

Vendors are encouraged to do a site visit before submitting bid.

Title 61 O.S. 101-138

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 Director of Operations (405) 264-5513
Chris Hall Lead Maintenance Tech (405) 802-4770

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

Shelly Means, Purchasing Agent, 405.295.6125
smeans@okcana.cogov.net

201 N. Choctaw Avenue, El Reno, OK 73036
405.295.6125 ~ Fax 405.422.2437
www.canadiancounty.org

Specifications:

Location: large gym

2- 20 Ton gas pack units

2- Horizontal conversion kits

2- Hail guard kits

2- Manual fresh air dampers

Demo and remove 2 existing 18 Ton package units and duct work.

Provide and install new curbs to match replacement units.

Fabricate and install new ducts into existing wall penetrations.

Re-route gas, electrical and drain lines.

Seal around all modified areas.

Re-connect controls.

Start up and test new units.

Location: supervised visitation area

1- 2 Ton gas pack unit

1- Hail guard kit

1- Fresh air damper

1- Curb adapter

Remove existing 2 Ton unit

Provide and install new curb adapter

Connect all electrical, gas lines and controls.

Start up and test new unit.

Location: weight room/rec area

2- 5 ton gas pack units

2- Hail guard kits

2- Fresh air dampers

2- Curb adapters

Remove existing 5 Ton units

Provide and install new curb adapters

Connect all electrical, gas lines and controls.

Start up and test new units.

Contractor is responsible to furnish all materials and labor required to complete all work mentioned in the scope of work. Contractor is responsible to provide and set up crane or other means in order to place units on rooftop. Contractor is responsible for cleanup.



**Canadian County
Purchasing**

Affidavit / Proof of Mailing

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~ AFFIDAVIT ~

State of Oklahoma)
County of Canadian) §

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

Bid Clerk
projects@bidclerk.com

Bid News
projects@isqft.com

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

Online Data Services
5425 Peachtree Parkway
Peachtree Corners, GA 30092

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

6-L Mechanical LLC
PO Box 3706
Shawnee, OK 74802

Jackson Mechanical
2600 N. Oklahoma Ave.
Oklahoma City, OK 73105

Superdave's Comfort Systems, Inc.
9217 Hefner Rd. NE
El Reno, OK 73036

Hardesty Team Plumbing & HVAC
4001 N. Walnut
Oklahoma City, OK 73105

Spaeth Inc.
Attn: Mike Collins
2423 N. Oklahoma Ave.
Oklahoma City, OK 73105

Ezell's Refrigeration
418 West Wade
El Reno, OK 73036

Waggoners Mechanical Services, LLC
1351 E. Indian Hills
Norman, OK 73071

Dodge Data & Analytics
support@construction.com

Witness my hand and seal this 25th day of March, 2024.

Shelly Means, Purchasing Agent





**Canadian County
Purchasing**

BID CHECKLIST

Date Issued: March 25, 2024
Bid Number: **2024-#11**
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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 April 16, 2024 until 9:00 am Monday April 22, 2024

(Do not turn bid in before Tuesday, April 16, 2024 @ 9:00 am – bid will not be opened or considered)

Thank You,

Shelly Means, Purchasing Agent

