

PLEASE PUBLISH THURSDAY, September 5, 2024

NOTICE FOR BID #25-07

The Board of Pontotoc County Commissioners will receive sealed bids for upgrades and installation of video, audio, and control systems for the Conference Room at the Pontotoc County Health Department. All bidders must submit factory certifications and attend a *mandatory pre-bid meeting* by September 19, 2024. This bid will open on September 30, 2024, at the Board of County Commissioners meeting. Bid specification forms may be obtained at the County Commissioners Office, 100 W 13<sup>th</sup> Street, Room 133, Ada, Oklahoma, or on the County website at [pontotoc.okcounties.org](http://pontotoc.okcounties.org). The Board of County Commissioners reserves the right to reject or accept any or all bids. County bid forms must be used, signed, and notarized. Contact Chris Snow at 405.613.9232 for any questions and to set up a pre-bid meeting.

Pontotoc County, Oklahoma

**COUNTY PURCHASING OFFICE**

Pontotoc County Clerk

301 S Broadway Ada, Oklahoma

Phone Number +1 (580) 332-1425

**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 Sep 3, 2024

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**BID NUMBER**

#25-07

**BID CLOSING DATE AND HOUR**

September 30, 2024 9:00 AM

**REQUIRED DELIVERY DATE**

(Days after award of Purchase Order)

**TERMS**

**Date of Delivery**

Mandatory pre-bid meeting must be done with Chris Snow by September 19, 2024

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			<p>Upgrades and installation of video, audio, and control systems for the Conference Room at the Pontotoc County Health Department.</p> <p>Specifications for bid are attached.</p> <p>Department: Pontotoc County Commissioners - Health Department Office Hours: 8:00 AM - 4:00 PM Contact: Chris Snow Telephone: 405.613.9232 Return Bids To: Pontotoc County Clerk 301 S Broadway * Ada, OK 74820 or PO Box 1425 *Ada, OK 74821-1425</p> <p>Instructions: 1. Please write sealed bid #25-07 on the outside of the envelope. 2. Vendor's bid amount must be listed on the front of this form. 3. Invitation to Bid form must be notarized and original bid form submitted. 4. Please verify notarization has been correctly and fully executed. Failure to do so will result in rejection of bid. See item #7 under Terms and Conditions.</p> <p>The Board of Pontotoc County Commissioners reserve the right to accept or reject any or all bids.</p>		

**TERMS and CONDITIONS**

1. Sealed bids will be opened in the Commissioner's Conference Room, Pontotoc County Courthouse, Ada, 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 Pontotoc 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 \_\_\_\_\_ (Date)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say the 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: \_\_\_\_\_  
(Manual Signature of Undersigned)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC (CLERK OR JUDGE) Zip: \_\_\_\_\_

*In accordance with 62 O.S. § 310.9*

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

## Bid #25-07 Specifications

***The Pontotoc County Health Department, located at 2330 Arlington St, Ada, Oklahoma, is seeking bids to upgrade the audio, video, and control systems in the large conference/training room with current technology components to elevate the space's usability and functionality.***

- Replace existing video projector with 6000 to 7000 Lumen Laser Projector.
- Replace the confidence monitor with a new 24" LCD monitor.
- Upgrade or replace the audio system including ceiling microphones, lapel microphone and amplification processor.
- Provide USB and HDMI ports for the control room PC and in the front of the room for presenters.
- Replace the presentation control system with a user-friendly interface.
- Replace and relocate ceiling cameras for optimal presenter/viewer experience.
- Replace cabling as needed to change from analog to digital capability.
- Use existing cabling and equipment where compatible with upgrade.
- Include installation, programming, and testing.

### **General Requirements:**

- 1) The Pontotoc County Health Department will provide network services through OMES, control room computer and the projection screen.
- 2) Vendor will supply training and support services and at least a one-year warranty on parts and labor.
- 3) Any electrical work is to be included in the bid and must be done by a licensed electrician.
- 4) Vendor must submit a least 5 references of comparable projects.
- 5) All bidders must submit factory certifications and attend a mandatory pre-bid meeting by September 19, 2024.

**Contact Chris Snow at 405.613.9232 or [christophers@health.ok.gov](mailto:christophers@health.ok.gov) at the Pontotoc County Health Department to schedule your pre-bid meeting.**