

## NOTICE TO BIDDERS

Sealed proposals will be received at the Pontotoc County Clerk's Office, 301 S. Broadway, Ada, OK 74820, until 9:00 a.m. (CST) on November 18, 2024, and at that time will be publicly opened and read aloud for the work listed below.

***Bid #25-09 – conference room addition and partial remodel project for the Pontotoc County Specialty Courts Office***

This work will be performed according to the project specifications provided for this project. The proposal will include a special provision concerning the Contractor's Non-Collusion Affidavit and a 5% bid bond in a certified or cashier's check or surety bond shall accompany the sealed proposal of each bidder. Evidence of having proper worker's compensation coverage for employees as provided by Title 85 of the Oklahoma Statutes Section 61, a warranty bond, and a performance bond shall be required before issuance of a work order.

Examination of plans, specifications, provisions, and site of work is required. Plans, forms of proposals, contracts, and specifications may be examined at the County Clerk's office, 301 S. Broadway, Ada, OK 74820.

***There is mandatory attendance for a pre-bid meeting*** that will be held at the Pontotoc County Clerk's Office, 301 S. Broadway, Ada, OK 74820 at 10:00 a.m. (CST) on *Wednesday, October 30, 2024*. Bidder questions concerning this proposal will be accepted at that time, and vendors will be given a bid packet at this time as well. Non-attendance by any potential bidder will result in the disqualification of said bidder at bid opening.

Pontotoc County reserves the right to reject any or all bids.

**BOARD OF COUNTY COMMISSIONERS  
PONTOTOC COUNTY, OKLAHOMA**

Victor Bolen  
**Chairman**

Pontotoc County, Oklahoma

**COUNTY PURCHASING OFFICE**

Pontotoc County Clerk

301 South Broadway Ada, Oklahoma

Phone Number +1 (580) 332-8977

**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 Oct 15, 2024  
Page 1 of 2

**BID NUMBER**

#25-09

**BID CLOSING DATE AND HOUR**

November 18, 2024 9:00 AM

**REQUIRED DELIVERY DATE**

(Days after award of Purchase Order)

**TERMS**

The Board of Pontotoc County Commissioners reserve the right to accept or reject any or all bids.

**Date of Delivery**

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			Conference room addition and partial remodel project.  Specifications for bid are attached.  Department: Pontotoc County Commissioners - Specialty Courts' Office Office Hours: 8:00 AM - 4:00 PM Contact: Calvin Prince- Specialty Courts' Director Telephone: 580.332.9587  Return Bids To: Pontotoc County Clerk's Office *301 S Broadway * Ada, OK 74820 or PO Box 1425* Ada, OK 74821-1425 Instructions: 1. Please write sealed Bid #25-09 on the outside of the envelope.  2. Vendor's total 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.  5. All documents in the bid packet must be completed and returned upon submission of bid.  6. Bids may be received within a 96 hour window before bid opening (November 12th at 9:00 AM to November 18th at 9:00 AM).		

**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: \_\_\_\_\_

Zip: \_\_\_\_\_

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

*In accordance with 62 O.S. § 310.9*

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

Pontotoc County Specialty Courts Office  
310 S. Townsend Annex 5  
Ada, OK 74820

**Conference Room Addition & Partial Remodel  
Scope of Work**

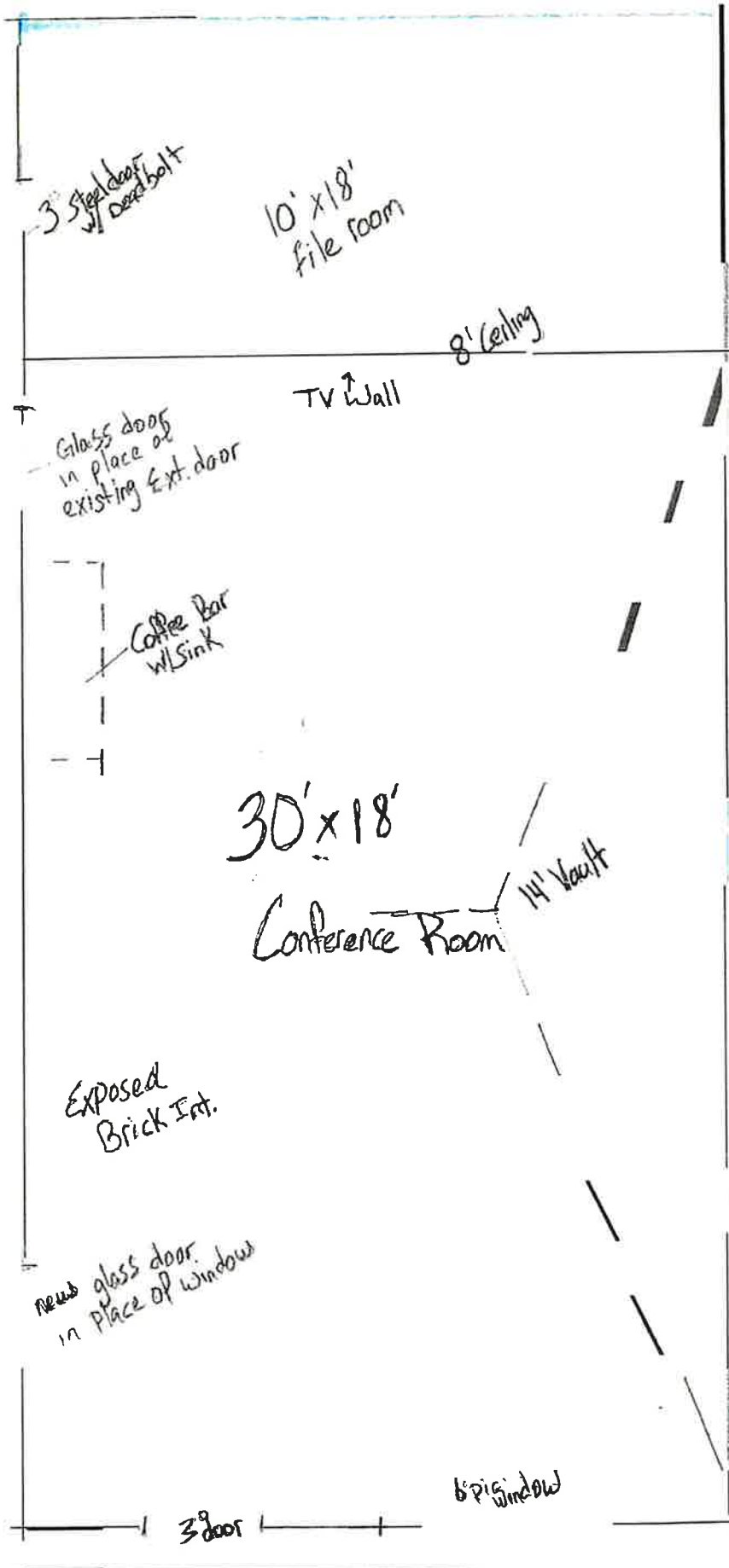
**Remodel portion:**

- Demo and Remove one Office Wall (TBD)
- Cut In a new window on North Wall
- Close in one office door (TBD)
- Complete all drywall work and painting as needed
- Demo and remove VCT tile as needed
- Install carpet squares in two offices and a hallway
- Complete trim and cove base in affected areas

**Conference Room Addition (30' X18' conference room and 10' X 18' file room)**

- Complete layout for new 40' X 18' addition
- Relocate existing HVAC units to the south side of the building (All HVAC units to be moved to the East side of the new addition) (will be moved twice)
- Remove fencing on the south side
- Remove existing deck
- Complete dirt work and rough in all plumbing and electric as needed
- Complete concrete slab
- Complete framing of all walls, roof, and vaulted ceilings (Remove brick on the east wall only as needed to allow for framing tie in) (existing brick wall will be the finished interior wall of conference room)
- Complete install of all windows, doors, and dry-in structure
- Complete all exterior brick soffit fascia and roofing to match existing structure
- Rough in plumbing, electric, and HVAC (To be done per code) (2-ton HVAC unit) (floor outlet in middle of conference room)
- Insulate walls and ceiling
- Complete all dry wall, mud work, and light skip trowel texture
- Complete all painting (Color(s) TBD)
- Install flooring (TBD)
- Complete all trim out of doors and windows
- Install cabinetry and countertops for conference room coffee bar
- Complete all electrical top out and set fixtures (recessed LED)
- Complete plumbing and set fixtures for coffee bar sink





Notes:

- 8' Ext Walls
- 14' Vault in C-Room
- Brick Ext
- Expose Brick Int Wall
- 5/8 Drywall
- Skip Trowel Texture

Rec. Lighting  
 Coffee bar w/ Sink  
 LVP flooring

**720 sq ft**

**40'x18' Addition**

Insulation:  
 walls: R-13 Batt  
 Attic: Blow-in/Batt

**BID BOND**

**KNOW ALL MEN BY THESE PRESENTS**, that we, the undersigned, \_\_\_\_\_  
\_\_\_\_\_, as Principal, and \_\_\_\_\_  
\_\_\_\_\_, as Surety, are hereby held and firmly bound unto  
Pontotoc County, as OWNER in the penal sum of \_\_\_\_\_  
\_\_\_\_\_ for the payment of which, well and truly to be made, we  
hereby jointly and severally bind ourselves, successors and assigns.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

The Condition of the above obligation is such that whereas the Principal has submitted to  
Pontotoc County a certain BID, attached hereto and hereby made a part hereof to enter into  
a contract in writing, for:

**Bid #25-09 – conference room addition and partial remodel project for  
the Pontotoc County Specialty Courts Office**

**NOW, THEREFORE,**

- (a) If said BID shall be rejected, or
- (b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attachment hereto (property completed in accordance with said BID) and shall furnish a BOND for the faithful performance of said contract, and for the payment of all persons performing labor, furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates, and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed, and these presents to be signed by their proper officers, the day and year first set forth above.

\_\_\_\_\_(L.S.)  
Principal

ATTEST: (If by Corporation)

\_\_\_\_\_  
Surety

\_\_\_\_\_

By: \_\_\_\_\_

IMPORTANT: - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.



## ANTICOLLUSION AFFIDAVIT

The following affidavit is submitted by Bidder as a part of this bid and proposal:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

The undersigned deponent, of lawful age, being duly sworn, upon his oath deposes and says: That he has lawful authority to execute the within and foregoing proposal; that he has executed the same by subscribing his name hereto under oath for and on behalf of said bidder; that bidder has not directly or indirectly entered into any agreement, express or implied, with any bidder or bidders, having for its object the controlling of the price of amount of such bid or bids, the limiting of the bids or the bidders, the parceling or farming out to any bidder or bidders or other persons of any part of the contract or any part of the subject matter of the bid or bids or of the profits thereof, and that he has not and will not divulge the sealed bid to any person whomsoever, except those having a partnership or other financial interest with him in said bid or bids, until after the said sealed bid or bids are opened.

Deponent 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 discussion between bidders and any County 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 Pontotoc County any money or other thing of value, either directly or indirectly, in the procuring of the award of contract pursuant to this bid.

Signed \_\_\_\_\_  
Name of Bidder

By \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**BUSINESS RELATIONSHIP AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or 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 or 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 such business relationships and the positions they hold with their respective companies or firms are as follows:

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

\_\_\_\_\_  
Signature of Company Official

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

## CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the contractor agrees as follows:

- A. The Contractor agrees not to discriminate against any employee or applicant for employment because of race, color, sex, national origin, or ancestry. The Contractor shall take affirmative action to ensure that employees are treated without regard to their race, creed, color, national origin, sex, or ancestry. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, lay-off, or termination, rates of pay, or other forms of compensation and selection for training, including apprenticeship. The Contractor and Sub-Contractor shall agree to post in a conspicuous place, available to employees and applicants for employment notices to be provided by the Pontotoc County Clerk setting forth provisions of this section.
  
- B. In the event of the Contractor's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by Pontotoc County. The Contractor may be declared by Pontotoc County ineligible for further contracts with the said agency until satisfactory proof of intent to comply shall be made by the Contractor.
  
- C. The Contractor agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

I have read the above stated clause and agree to abide by its requirements.

\_\_\_\_\_  
CONTRACTOR

ATTEST:

\_\_\_\_\_  
SECRETARY