

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

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**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).		

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

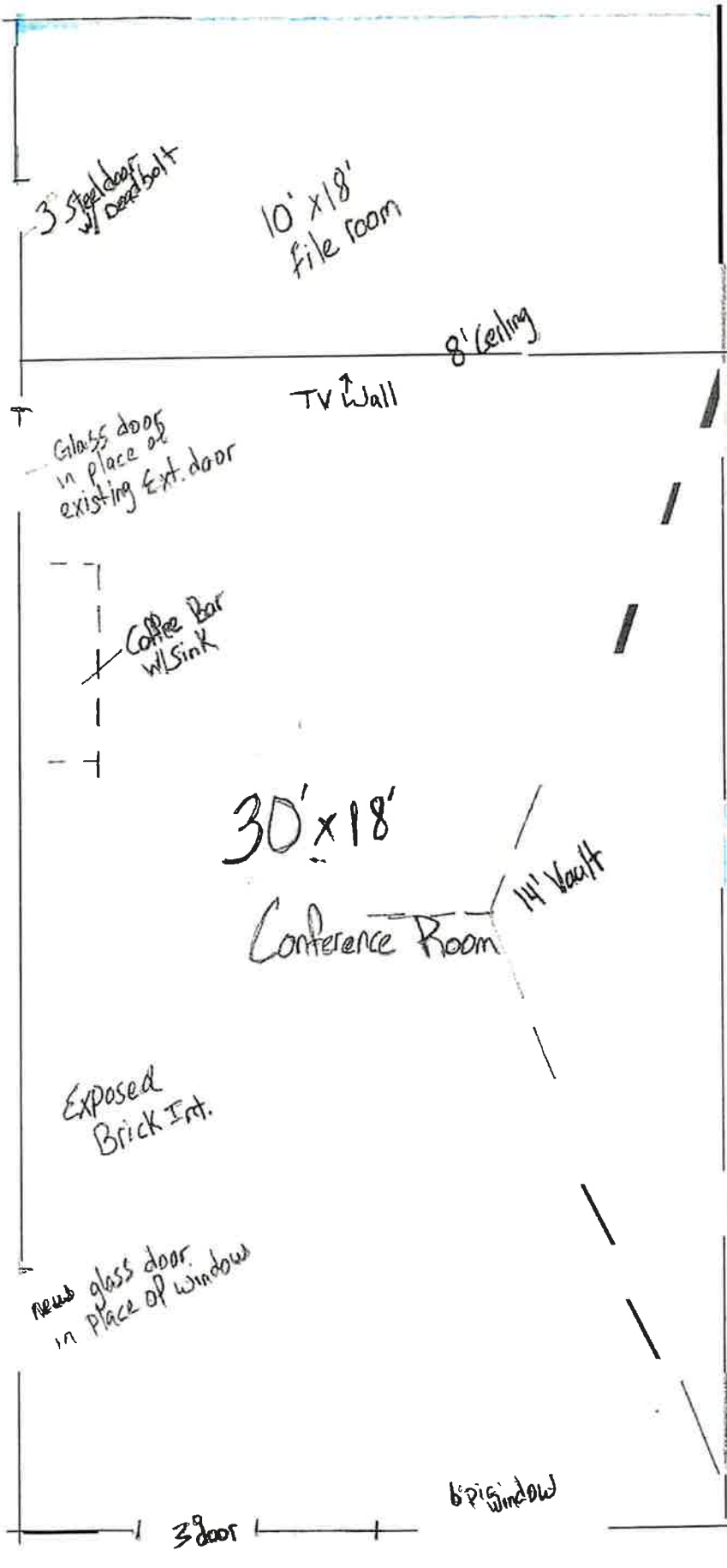
**Conference Room Addition & Partial Remodel  
Scope of Work**

**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' X 18' 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

**November 18, 2024**

The Board of Pontotoc County Commissioners met for a regular meeting in which the time, place, and agenda were duly posted on November 14, 2024 at 301 S. Broadway, Ada, Oklahoma.

Roll call: Gary Starns-District #1 Commissioner, Danny Davis-District #2 Commissioner, Victor Bolen-District #3 Commissioner, and Tammy Brown-County Clerk. Motion by Davis, second by Starns, to call the meeting to order. All aye.

Introduction of guests: JR Grissom, Mike Weinacht, Chad Letellier, Janna Kelley, Renae Furimsky, James Farris, Danny Manuel, Calvin Prince, Paula Christian, Krystina Phillips, and Layne Cranford.

Discussion, consideration, and possible action to approve or approve as amended consent items as follows:

*All matters listed under "Consent" are considered by the Board of County Commissioners (BOCC) to be routine and will be enacted by one motion. Any BOCC Member may, however, remove an item from the Consent Agenda by request.*

- a. BOCC's minutes:
  - i. November 12, 2024 regular meeting
- b. Claim(s): The County Clerk's Office has supporting documents available for review, which will be listed in the corresponding minutes:
  - V #56 1220-1-0600-2005 ODP Business Solutions LLC \$615.39
- c. Transfer(s): The County Clerk's Office has supporting documents available for review, which will be listed in the corresponding minutes:
  - 1321-2-8203-2005 to 1321-2-8203-4110 \$12,000.00
  - 1321-2-8203-4110 to 1321-2-8204-4110 \$12,000.00
  - 1214-4-4700-2005 to 1214-4-4700-4110 \$16,000.00
- d. Agri-Plex's Hotel-Motel Tax Purchase Requests:
  - i. Super Lube – fuel - \$700.00
  - ii. Mead Lumber – supplies - \$400.00
  - iii. Bailey Plumbing – plumbing services – \$2500.00
- e. Blanket purchase order(s): The County Clerk's Office has supporting documents available for review, which will be listed in the corresponding minutes:
  - General 2678-2684, 2686, 2690
  - Emergency MGMT 2685
  - Flood Plain 2687
  - LEPC 2688-2689
  - SH SVC Fee 2691-2696
  - Highway 2697-2700, 2702-2704
  - Highway ST 2701
  - Lodging ST 2716-2718
- f. Purchase orders for payment: The County Clerk's Office has supporting documents available for review, which will be listed in the corresponding minutes:
  - ARPA 2021 1566-6-0810-2005 001373 000017 ERGON ASPHALT AND EMULSIONS ROAD MATERIAL \$ 12,134.77 Total: \$ 12,134.77 Fair Board 1214-4-4700-2005 002551 000083 DEPENDABLE HEAT & AIR INC REPAIR \$ 4,255.00 000365 000084 FRYE BROTHERS CONST ROAD MATERIAL \$ 660.00 002643 000085 RHYNES SURPLUS SUPPLIES \$ 1,391.35 002570 000086 SPARKLIGHT REMITTANCE \$ 25.00 000609 000087 TERRY S PEST

CONTROL \$ 65.00 Total: \$ 6,396.35 General 0001-1-0600-1310 000781 000617  
EMBASSY SUITES lodging \$ 630.00 Total: \$ 630.00 0001-1-1600-2005 002569 000615  
SPARKLIGHT MONTHLY \$ 106.68 002580 000616 QUADIENT LEASING USA INC MONTHLY  
\$ 77.24 Total: \$ 183.92 0001-1-2000-2005 002579 000618 ADA CITY UTILITIES MONTHLY  
\$ 74.11 001482 000619 CULLIGAN REMITTANCE \$ 164.05 001906 000620 J B LUMBER  
REPAIR \$ 52.79 000847 000621 LAMBERT MECHANICAL INC REMITTANCE \$ 578.00  
000848 000622 LOCKE SUPPLY REMITTANCE \$ 55.80 002549 000623 SABER  
TRANSPORTATION SUPPORT DRUG TEST \$ 80.00 002345 000624 TERRY S PEST CONTROL  
REMITTANCE \$ 215.00 001905 000625 TREAT S SOLUTIONS SERVICE \$ 904.48 Total: \$  
2,124.23 Page 1/5 PO Warrant No. Vendor Name Purpose Amount General 0001-1-  
2200-2005 002325 000626 ODP BUSINESS SOLUTIONS LLC SUPPLIES \$ 76.48 Total: \$  
76.48 0001-5-0900-1110 002350 000627 O S U COOP EXTENSION SERV REMITTANCE \$  
13,333.33 Total: \$ 13,333.33 Health 1216-3-5000-2005 002650 000104 ADA CITY  
UTILITIES UTILITIES \$ 258.39 001919 000105 M & M OUTDOOR MAINTENANCE INC  
MOWING \$ 520.00 000883 000106 PITNEY BOWES GLOBAL FINANCIAL S LEASE \$ 245.55  
001928 000107 QUILL LLC REMITTANCE \$ 482.72 002572 000108 SPARKLIGHT  
MONTHLY \$ 134.30 Total: \$ 1,640.96 Highway 1102-6-4100-2005 002516 000631  
HOOTEN OIL CO. FUEL \$ 3,669.89 Total: \$ 3,669.89 1102-6-4100-2040 002553 000632  
VISION BANK LEASE \$ 14,690.71 Total: \$ 14,690.71 1102-6-4200-2005 002582 000633  
ALAN S TRUCK & TIRE REPAIR INC PARTS \$ 2,275.00 000271 000634 STATEWIDE  
COMMUNICATIONS INC SERVICE \$ 780.00 Total: \$ 3,055.00 1102-6-4200-2040 002555  
000635 VISION BANK LEASE \$ 20,791.86 Total: \$ 20,791.86 1102-6-4300-2005 002564  
000639 HALL S AUTO REMITTANCE \$ 190.00 001233 000640 SABER TRANSPORTATION  
SUPPORT DRUG TEST \$ 160.00 PO Warrant No. Vendor Name Purpose Amount Highway  
1102-6-4300-2005 Total: \$ 350.00 1102-6-4300-2040 002557 000636 FIRST UNITED  
BANK LEASE \$ 6,998.71 002558 000637 OKLAHOMA STATE BANK LEASE \$ 1,493.19  
002556 000638 VISION BANK LEASE \$ 7,837.60 Total: \$ 16,329.50 HIGHWAY-ST 1313-6-  
8041-2005 002562 000239 ADA TRUCK PARTS PARTS \$ 376.24 002547 000240 BATTERY  
CENTER PARTS \$ 159.95 002566 000241 BUMPER TO BUMPER OIL \$ 198.20 002277  
000242 CINTAS CORPORATION LOC 618 UNIFORM CLEANING \$ 680.20 002278 000243 J  
B LUMBER PARTS \$ 80.06 002561 000244 SHERRELL STEEL L.L.C SUPPLIES \$ 7.00 Total: \$  
1,501.65 1313-6-8042-2005 002471 000245 ABC OCCUPATIONAL SAFETY SPLY \$ 780.30  
002411 000246 ADA AGGREGATES LLC ROAD MATERIAL \$ 8,680.00 002294 000247  
KIRBY SMITH EXCHANGE REMITTANCE \$ 2,813.70 Total: \$ 12,274.00 1313-6-8043-2005  
002544 000248 DUSTIN ENTERPRISES INC ROAD MATERIAL \$ 3,510.00 Total: \$ 3,510.00  
Jail-ST-OLD 1315-2-8034-2005 002578 000094 ADA CITY UTILITIES MONTHLY \$ 4,940.02  
Total: \$ 4,940.02 ML Fee 1208-1-1000-2005 002451 000022 AMAZON CAPITAL SERVICES  
INC SUPPLIES \$ 88.50 PO Warrant No. Vendor Name Purpose Amount ML Fee Total: \$  
88.50 Resale 1220-1-0600-2005 002651 000056 ODP BUSINESS SOLUTIONS LLC  
SUPPLIES \$ 615.39 Total: \$ 615.39 Rural Fire-ST 1321-2-8207-2005 002168 000142  
SUMMIT UTILITIES UTILITIES \$ 46.62 Total: \$ 46.62 1321-2-8209-2005 002173 000143  
ADA CITY UTILITIES UTILITIES \$ 28.45 002175 000144 SPARKLIGHT UTILITIES \$ 166.90  
Total: \$ 195.35 1321-2-8209-4130 002554 000145 WELCH STATE BANK LEASE \$ 1,370.35  
Total: \$ 1,370.35 1321-2-8211-2005 002185 000146 OKLAHOMA NATURAL GAS  
COMPANY UTILITIES \$ 31.72 002184 000147 P E C UTILITIES \$ 109.79 Total: \$ 141.51  
1321-2-8212-2005 002630 000148 A T & T MOBILITY MONTHLY \$ 40.04 002195 000149  
SPARKLIGHT UTILITIES \$ 91.73 Total: \$ 131.77 1321-2-8213-4130 002559 000150  
CITIZENS BANK OF ADA LEASE \$ 3,361.30 Total: \$ 3,361.30 Senior Citizen Trust PO  
Warrant No. Vendor Name Purpose Amount Senior Citizen Trust 7611-3-3900-2005  
001235 000140 ODP BUSINESS SOLUTIONS LLC OFFICE SUPPLY \$ 127.80 Total: \$ 127.80  
SH Svc Fee 1226-2-0400-2005 001938 000190 ADA TIRE CENTER INC PARTS \$ 40.00  
001665 000191 SUPER LUBE FUEL \$ 366.67 002263 000192 XCEL OFFICE SOLUTIONS  
REMITTANCE \$ 556.04 Total: \$ 962.71 1226-2-1100-2005 001957 000193 ADA PAPER

COMPANY SERVICE \$ 4,801.12 001959 000194 CITY TELECOIN LLC REMITTANCE \$ 7,651.86 001465 000195 I C S SERVICE \$ 1,660.71 002268 000196 PITNEY BOWES REMITTANCE \$ 492.29 001341 000197 SABER TRANSPORTATION SUPPORT DRUG TEST \$ 320.00 002248 000198 SYDAPTIC, INC REPAIR \$ 860.00 002267 000199 SYSCO USA II LLC FOOD \$ 21,067.05 Total: \$ 36,853.03 Grand Total: \$ 161,527.00

Motion by Starns, second by Davis, to approve consent agenda items (a-f). All aye.

Discussion, consideration, and possible action with the Southern Oklahoma Sports Association's (SOSA) board members regarding a contract between Pontotoc County and SOSA. No action.

Discussion, consideration, and possible action to approve or approve as amended to open, accept/deny, and possibly award Bid #25-09, conference room addition and partial remodel project for the Pontotoc County Specialty Courts' Office:

No bids were received. Davis told Calvin Prince that when rebid to add bid phases. No action.

Motion by Davis, second by Bolen, to approve FY 2024-2025 contract with the OSU Extension Office. All aye.

Motion by Starns, second by Bolen, to approve ACCO-SIF Worker's Compensation Performance Rebate in the amount of \$2924.00 for the policy year 2021-2022. All aye.

Motion by Davis, second by Starns, to approve as amended FY 2024-2025 compliance documents:

- a. Union Valley VFD – worker's compensation, property & liability insurance and secretary's bond (\*amendment is to change to Happyland VFD)

All aye.

Motion by Starns, second by Bolen, to approve Allen VFD's Fire Tax Purchase Request (purchase by Form 240 for \$12,000 from Allen VFD to Byng VFD requires BOCC and Excise Board approval):

- a. Town of Byng - 1914 EONE with 1300 gallons of water and 1250 GPM pump - \$12,000.00

All aye.

Discussion, consideration, and possible action to approve or approve as amended Lula VFD's Fire Tax Purchase Request:

- a. Casco Industries – (4) buckets of foam - \$448.00

No action, the submitted paperwork had the wrong vendor.

Motion by Davis, second by Starns, to approve items (b) and (c) (item (a) no action not needed) Pickett VFD's Fire Tax Purchase Requests:

- a. NAPA – electric air compressor - \$960.00
- b. OMES/State Risk MGMT – FY 25 liability and property/auto physical damage insurance - \$2435.44
- c. Campbell Tire LLC – (6) tires for 2006 Freightliner including balancing, mounting, and disposal - \$2692.50

All aye.

Discussion regarding “new business” that was not known about or which could not have been reasonably foreseen prior to the time of posting the agenda in accordance with Title 25 O.S. § 311(A)(9):

Chad Letellier, Emergency MGMT Director, stated the tabletop exercise for ice storm procedures will be Tuesday, November 19<sup>th</sup> from 9:00 AM to 10:30 AM, Wednesday, November 20<sup>th</sup> from 9:00 AM to 10:30 AM, and Thursday, November 21<sup>st</sup> from 8:00 AM to 12:00 PM.

Mike Weinacht, a resident for seventeen years stated on October 28<sup>th</sup> he requested a copy of a document from the County Clerk's Office and did not get it. Also, he went to the District Attorney's Office and requested it, but the D.A. and Assistant D.A. were not available. He also said he requested to receive emails for notice of meetings and agendas referenced Title 25 O.S. Section 311 regarding the Oklahoma Meeting Act. He believes the BOCC should receive training for open meeting laws to avoid violations. Pontotoc County gives public notices and agendas by posting them in public view and on the county website at [pontotoc.okcounties.org](http://pontotoc.okcounties.org). Krystina Phillips, Assistant District Attorney, will research the questions and concerns brought forth by Weinacht to ensure proper procedures are followed.

Motion by Bolen, second by Davis, to adjourn. All aye.