

Lori Hendricks  
Wagoner County Clerk



307 E. Cherokee St.  
Wagoner, OK 74467  
918.485.7716  
Fax 918.485.7718

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### Invitation to Bid

The Wagoner County Board of Commissioners is seeking is seeking sealed bids for  
**Woodland Hills III, IV, & South Overlay Project – See Spec Sheet Page 10**

**Bid # 2023-01**

**Date Published:** Wednesday, August 17 and August 24th, 2022. (Wagoner Tribune)

**Bidding Period Closing Date and Hour:** Friday, September 2, 2022 @ 4:00 PM

**Sealed Bid Opening Date and Hour:** Tuesday September 6, 2022 @ 9:00 AM

**Requesting Authority:** Wagoner County District 1

Bid submissions are to be addressed to:

**Wagoner County Clerk  
Attn: Purchasing Agent  
P O Box 156  
Wagoner, OK 74477**

OR

**Wagoner County Clerk  
Attn: Purchasing Agent  
307 E Cherokee  
Wagoner, OK 74467**

Please review the attached Terms and Conditions pertaining to the submission of this bid.

Please pay particular attention to Item 1 of the Terms and Conditions. This item specifies how the bid envelopes are to be identified to prevent inadvertent or premature opening of sealed bids. Your compliance will ensure consideration of your bid by the awarding body. Late bids will not be considered.

Included in this packet is an Affidavit for Filing with Competitive Bid which must be signed and submitted as part of the bid.

This packet contains:

1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Filing with Competitive Bid
4. Affidavit of Non-Collusion
5. Insurance Requirements
6. Bid Form
7. Bid Bond
8. Specifications

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### TERMS AND CONDITIONS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID  
NO EXCEPTIONS TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED

1. **Bids MUST be received in a Sealed envelope** by the date and time specified in the Invitation to bid. **Each envelope MUST be legibly marked on the outside with the following information in the lower left corner: The word "BID", the Bid Number and the closing date. This information must be readily observable along with the Supplier's name and return address.**

Bid packets should be addressed **EXACTLY** as: **Wagoner County Clerk, Attention: Purchasing Agent, P.O. Box 156, Wagoner, OK 74477** or if they are sent by Specialty Mail Service to: **Wagoner County Clerk, Attention: Purchasing Agent, 307 E. Cherokee, Wagoner, OK 74467**

Bids which are hand delivered must be submitted to the County Clerk's Office **ONLY** at: Wagoner County Clerk's Office, 307 E. Cherokee, Wagoner, OK 74467. Any bid submitted to a different Department, Office or District facility can and will be rejected.

2. Sealed bids will be opened by the authority requesting the bid, at the location and time specified in the published advertisement and on the "Invitation to Bid" form. Late bids will not be considered and will be rejected.
3. Bids must be submitted on the included forms only. Each SEALED Bid shall be placed in a separate envelope and enclosed in an outer Mailing or Express Mail envelope. Be sure that both envelopes are completely and properly identified and sealed, showing the bid name and number in the lower left-hand corner.
4. All bids shall be entered on the provided "Invitation to Bid Form" enclosed or a copy thereof. Bids are to be typewritten or in ink. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
5. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of the contract with Wagoner County.
6. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form
7. The enclosed Affidavit for Filing with Competitive Bid MUST be returned with the bid.
8. Wagoner County reserves the right to reject any and all bids and to waive any technicalities in the bidding.

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9. Direct purchase of certain items of equipment or material by Wagoner County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.
  10. Bid must show number of days required for delivery under normal conditions. Supplier or Contractor must keep the County advised at all times on the status of the order. For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval from the Purchasing Agent.
  11. Bidder agrees to defend and save Wagoner County from and against all demands, claims, costs expense, damage and judgments based upon infringement of any patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidder's direction.
  12. Firm prices will be F.O.B. destination.
  13. Unit prices will be guaranteed correct by the bidder.
  14. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
  15. Oklahoma laws require each bidder submitting a bid to a county for goods or services to Furnish Notarized sworn Affidavit for Filing with Competitive Bid (Affidavit forms included in this bid packet.)
  16. The Wagoner County Board of Commissioners reserves the right to accept or reject any or all bids, and to make the bid award in the best interest of Wagoner County whether it be lowest bid or best bid.
  17. Vendor does not need to return the entire bid packet with submission. The only Documents required to be submitted are the Affidavits provided, Bid Form and related equipment information sheets, documents or specifications along with Lease / Purchase proposals that might be offered.
  18. **NOTE: ALL BIDS MUST BE SUBMITTED ON OUR PROVIDED FORMS. BIDS SUBMITTED ON VENDOR LETTERHEAD OR OTHER FORMS WILL NOT BE ACCEPTED.**

**NOTE:** Please contact Wagoner County Purchasing Agent, Kathy Smith at (918) 485-7712, [ksmith@wagonercounty.ok.gov](mailto:ksmith@wagonercounty.ok.gov) or Lori Hendricks at 918 485-7700. for more information.

**S.A.&I. 425 (2000)**

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## **SPECIFICATIONS**

The Board of Wagoner County Commissioners is seeking sealed bids for:

Woodland Hills III, IV and South Overlay Project

### **Bid Specifications**

- 2 1/2" Overlay
- B Mix Asphalt
- Taper All Driveways
- Cut Butt Joint at E 71<sup>st</sup> St So & So 285<sup>th</sup> E Avenue
- Bidder to Supply all Asphalt and All Material Hauling
- SS1 Tack Oil Must Be Used
- Bidder is Responsible for Measurements & Quantities