

INVITATION TO BID

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Custer County, Oklahoma will receive sealed bids either by mail and ground delivery by Friday, May 4, 2018 at 4:00 p.m., or in person until May 7, 2018 until the hour of 9:30 a.m. on said day. All bids will be opened at **9:30 a.m., May 7, 2018**, during the County Commissioner’s meeting held in the Custer County Courthouse, Arapaho, Oklahoma, Room 104, at 675 West “B” Street, Arapaho, Oklahoma. **Any bids received prior to May 1, 2018 at 9:30 a.m. or after May 7, 2018 at 9:30 a.m. shall not be considered and shall be returned unopened to the bidder.** Sealed bids shall be opened on May 7, 2018 at 9:30 a.m. for the following:

**Minimum Specifications For
Chip/Scrub Seal Project for 2018 for Custer County Roads
Custer County, Oklahoma**

If you have any questions regarding the bid specifications contact Commissioner Kurt Hamburger at 580-772-3220 and if you have questions regarding bid deadlines, etc., please contact Melissa Parker, Custer County Clerk or Lauren Ellis, Purchasing Agent at (580) 323-4420.

Bid Packets and information are on file in the Custer County Clerk’s office in Arapaho, Oklahoma and may also be found on Custer County’s website, <http://www.custer.okcounties.org>.

All bids must be in a sealed envelope, clearly marked with the name of the project, with the Bid Number, Bid Opening date and must state Bidders name and address.

All bids must be mailed or delivered to:

(Mailing)

CUSTER COUNTY CLERK’S OFFICE
P.O. BOX 300
ARAPAHO, OKLAHOMA 73620-0300

(Physical)

CUSTER COUNTY CLERK’S OFFICE
675 WEST “B” STREET
ARAPAHO, OKLAHOMA 73620-0300

Please follow all instructions for submitting bid proposals completely.

The contract will be awarded to the lowest responsible bidder within 30 days from date of bid opening. Provided, the County may extend the date for awarding the contract for 15 days according to state law (90 days if funds utilized for the project are furnished by an agency of the United States Government).

The successful bidder and the County must execute a contract embodying the terms of the bid documents, within 60 days from the date the contract was awarded.

All matters concerning the contract and project are subject to the provisions of state law and federal law when applicable.

The Board of County Commissioners reserves the right to accept or reject any or all bids and waive any informalities. The Board of Custer County Commissioners also reserves the right to make awards by items, groups of items, or all or none, whichever is in the best interest of the county.

/S/MELISSA PARKER,
CUSTER COUNTY CLERK

(SEAL)

INSTRUCTIONS FOR SUBMITTING BID PROPOSALS

This entire packet (Invitation to Bid, Instructions, Minimum Specifications, Bid Form, Letter of Authorization, Affidavit for Filing with Competitive Bid, Non-Collusion Bidding Certification, Business Relationships Affidavit, Affidavit for Contracts and Payments, and W-9) shall be known as the "Invitation to Bid" form. Fill out the "Invitation to Bid" form *completely*.

Identify the outside of the sealed envelope as follows:

SEALED BID
CLOSING (Bid Date)
BID (Opening Time)
NAME OF PROJECT

Place your company name and return address on the outside of the envelope.

File the bid proposal with the Custer County Clerk, either **by mail or ground delivery** by Friday, May 4, 2018 at 4:00 p.m., *or in person*, until **9:30 a.m. on May 7, 2018**. All bids will be opened at **9:30 a.m., May 7, 2018**, during the County Commissioner's meeting held in the Custer County Courthouse, Arapaho, Oklahoma, Room 104, at 675 West "B" Street, Arapaho, Oklahoma. **Any bids received prior to May 1, 2018 at 9:30 a.m. or after May 7, 2018 at 9:30 a.m. shall not be considered and shall be returned unopened to the bidder.**

All forms must be filled out completely. Any incomplete forms could result in rejection if the Board of County Commissioners considers such action to be in the best interest of Custer County.

The address of the Custer County Clerk is as follows:

(Mailing)

CUSTER COUNTY CLERK'S OFFICE
P.O. BOX 300
ARAPAHO, OKLAHOMA 73620-0300

(Physical)

CUSTER COUNTY CLERK'S OFFICE
675 WEST "B" STREET
ARAPAHO, OKLAHOMA 73620

All bid information shall be typewritten, or legibly written in ink. All corrections shall be initialed by the person signing the form(s).

On all bids requiring services or contract labor, proof of liability insurance may be required. Read the bid specifications carefully.

FOR PROMPT PAYMENT OF ALL INVOICES, PLEASE NOTE:

- Payment for all expenses for Custer County is made twice a month. Approval of said claims is made on the second and fourth Monday of each month. For your claim to be considered for payment, the product(s) or service(s) must be delivered, and the appropriate paperwork on file with the County Clerk's office no later than five working days prior to the second and fourth Monday of the month.
- If the proper invoices and supporting documentation are not received by the cut-off date, payment will be rendered during the following payment issue period.
- Please contact Melissa Parker, Custer County Clerk, for a schedule for invoice submission in order to expedite payment processing.

Before submitting a BID, BIDDERS should carefully examine the specifications, visit the site of work, fully inform themselves as to the existing conditions and limitations and shall include in the Bid a sum to cover the cost of all items included in the Contract. The failure or omission of any BIDDER to do any of the foregoing shall in no way relieve the BIDDER from any obligation in respect to the BID. Extra payments will not be authorized for work that could have been foreseen by a careful examination of the site. Submission of a BID shall constitute acceptance by the BIDDER of existing site conditions as a part of the requirements for this work.

All applicable laws, ordinances and the rules and regulations of all authorities having jurisdiction over construction of the PROJECT shall apply to the contract throughout.

The CONTRACT DOCUMENTS contain the provisions required for the construction project. Information obtained from an officer, agent, or employee of the COUNTY or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve the CONTRACTOR from fulfilling any of the conditions of the contract.

Each BID must be accompanied by a Cashier's Check, a Certified Check or Bid Bond in the amount of five percent (5%) of the TOTAL BID as a guarantee of good faith. The check is to be drawn on an Oklahoma bank and made payable to the BOARD OF CUSTER COUNTY COMMISSIONERS. The BID BOND of the successful BIDDER will be retained until the CONTRACT, PERFORMANCE BOND, STATUTORY BOND and MAINTENANCE BOND have been executed and approved AND PROOF OF PUBLIC LIABILITY AND WORKERS COMP INSURANCE have been provided and approved. The Custer County Clerk's office, upon receipt of a written notice from the Successful Bidder, will return to them the 5% BID BOND. Checks of unsuccessful bidders will be returned by mail unless otherwise requested. Bonding companies must appear on Treasury Circular 570 and be authorized to transact business in the State of Oklahoma for an amount in excess of the bid.

A 100% PERFORMANCE BOND, 100% STATUTORY BOND AND 100% MAINTENANCE BOND in the amount of the CONTRACT PRICE, with a corporate surety approved by the COUNTY, will be required for the faithful performance of the contract. The Attorney-in-fact who signs the BID BONDS and PERFORMANCE, STATUTORY & MAINTENANCE BOND must file with each BOND a certified and effective dated copy of their Power of Attorney.

BIDDER will be responsible for overseeing the entire project.

The party to whom the contract is awarded will receive a NOTICE OF AWARD accompanied by the necessary AGREEMENT and BOND forms. The awarded bidder will be required to execute the Agreement and obtain the PERFORMANCE BOND, STATUTORY BOND, MAINTENANCE BOND, and PUBLIC LIABILITY & WORKERS COMP INSURANCE within ten (10) calendar days from the date the BID is awarded unless extended by mutual agreement between the COUNTY and the AWARDED BIDDER. In case of failure of the BIDDER to execute the AGREEMENT, the COUNTY may consider the BIDDER in default, in which case the BID BOND accompanying the proposal shall become the property of the COUNTY.

THE NOTICE TO PROCEED shall be issued within seven (7) days of the execution of the AGREEMENT by the COUNTY. Should there be reasons why the NOTICE TO PROCEED cannot be issued within such period, the time may be extended by mutual agreement between the COUNTY and CONTRACTOR. If the NOTICE TO PROCEED has not been issued within the seven (7) day period or within the period mutually agreed upon, the CONTRACTOR may terminate the AGREEMENT without further liability on the part of either party.

The COUNTY may make such investigations as deemed necessary to determine the ability of the BIDDER to perform the WORK, and the BIDDER shall furnish to the COUNTY all such information, data and not limited to financial statements for this purpose as the COUNTY may request. The COUNTY reserves the right to REJECT any BID if the evidence submitted by, or investigation of such BIDDER fails to satisfy the COUNTY that such BIDDER is properly qualified to carry out the obligations of the AGREEMENT and to complete the WORK contemplated therein.

ALL CONTRACTORS involved in the project shall have proper and current licensing in the State of Oklahoma and should be prepared to provide a copy of such if requested.

The Bidder must be able to financially carry on the work until project is completed.

PAYMENT

Original Documents required:

- Invoice with breakdown of labor
- Certification from Commissioner stating his approval (document will be provided by the District)

The invoice, with attached items listed above, shall be submitted by the Contractor to the Custer County District #2 Office at 23927 E 1010 Road, located in Weatherford, Oklahoma. Before the Commissioner's Office submits the invoice to the Custer County Clerk's Office to be paid, it shall contain certification by the Commissioner that states the work for which payment is claimed has been performed and that such work conforms to the specifications for the project. No such invoice shall be paid by the County without such certification. The Contractor must provide a signed Affidavit for Contracts & Payments which will be provided with the contract and bond forms.

Any spills of petroleum, oil and lubricant (POL) products, chemicals, or other hazardous materials must be reported immediately to the County Commissioner's office.

DOCUMENTS REQUIRED FOR THIS BID

- Bid Form, includes an attached Letter of Authorization
- Bid Security for 5% of the total bid
- Affidavit for Filing with Competitive Bid
- Business Relationship Affidavit
- IRS W9 Form

Bidder must submit the properly completed and executed documents listed on this page. All signatures must be original, not copied, faxed, computer generated or mechanical.

Bidder shall use the forms in this Bid packet or shall photocopy the forms and complete them. No alterations can be made to the forms except to add additional signature lines as required. Any other alteration or amendment of the forms may invalidate the Bid.

All correspondence will be in writing. In the event that it becomes necessary to revise any part of the Bid, addenda will be faxed, emailed or mailed to vendors on the Bid Holders List. Any oral interpretations or clarifications of this Bid shall not be relied upon. All changes to this Bid must be in writing and available to all bidders.

If a Bid document listed above is not included in the Bid Packet, it is the Bidder's responsibility to obtain the Bid document from the Custer County Clerk's Office. The Bidder shall also be responsible for contacting the Purchasing Agent prior to bid closing to ensure all addendums were received. A copy of each addendum must be present with the submitted Bid packet.

If you have any questions regarding the bid specifications contact Commissioner Kurt Hamburger at 580-772-3220 and if you have questions regarding bid deadlines, etc., please contact Melissa Parker, Custer County Clerk or Lauren Ellis, Purchasing Agent at (580) 323-4420.

NOTE: ALL BID PROPOSALS WHICH DO NOT CONTAIN THE "INVITATION TO BID" AND THE SIGNED/NOTARIZED "AFFIDAVIT FOR FILING WITH COMPETITIVE BID", WILL BE INVALID AND REJECTED.

**MINIMUM SPECIFICATIONS FOR
CHIP/SCRUB SEAL PROJECT FOR 2018**

Overview

Custer County Commissioners is issuing this solicitation for a vendor to provide chip sealing/scrub sealing services for roads located in Custer County.

CR 890 HWY 54 E to 2450
CR 1000 HWY 54 E to 2430
CR 2380 N of HWY 47
CR 2440 I-40 to 1070

And other specifications as detailed in the bid specs.

Specifications

1. County will provide the following labor force, equipment and product to complete the project:

- 1.1. Traffic Control
- 1.2. Loader and Operator for chip stockpile.
- 1.3. Water truck as needed.
- 1.4. Emulsion oil
- 1.5. Chips

2. County Commissioner shall determine oil and chip shot rates.

3. Contractor shall provide chip seal and scrub seal services using chips and oil provided by County for specified road to be completed by September 15, 2018 as follows:

3.1. Scrub seal up to 15 miles of road specified by Commissioner

3.2. New road surface chip seal of 1.6 miles of road to include:

- 3.2.1. Prime coat
- 3.2.2. Two layers of chip seal
- 3.2.3. Brooming
 - 3.2.3.1. Pre-chipping
 - 3.2.3.2. Post-chipping

3.3. Equipment to be provided by Contractor:

- 3.3.1. Broom for all pre and post chipping application
- 3.3.2. At a minimum, 12,000 lb Pneumatic Packer for rock embedment
 - 3.3.2.1. Steelwheel packer is acceptable for secondary pass
- 3.3.3. Distributor
- 3.3.4. Chipper
- 3.3.5. Dump Trucks

4. Bid price shall be on a per mile basis.

4.1 Scrub Seal	CR 890	HWY 54 E to 2450	5 miles
4.2 Scrub Seal	CR 1000	HWY 54 E to 2430	3 miles
4.3 Chip Seal	CR 2380	N of HWY 47	1.6 miles (x2) (New Surface)
4.4 Scrub Seal	CR 2440	I-40 to 1070	5 miles

Commissioners discretion to amend listed miles or additional miles can transpire at any time.