

PAWNEE COUNTY
BOARD OF COUNTY COMMISSIONERS
PAWNEE, OKLAHOMA

NOTICE TO BIDDERS

Notice is hereby given that the Pawnee County Board of Commissioners, State of Oklahoma, will receive sealed bids for the following:

BID # 2425-14

ASPHALT OVERLAY DISTRICT 3

Bid documents may be picked up at the Pawnee County Clerk's Office, 500 Harrison Room 202, Pawnee, Oklahoma; or you can download them from our website: www.pawneecountyok.org. Bids should be mailed or hand-delivered to the Pawnee County Clerk. Sealed bids will be received by the Board of County Commissioners Office at the County Commissioners Office no later than 9:00 a.m., MONDAY, JULY 7, 2025.

BIDS WILL BE OPENED MONDAY, JULY 7, 2025 at 9:30 a.m.

All bids must be on file with the Pawnee County Clerk at the hour and date set above. Bids shall be submitted in a separate sealed envelope addressed to the Pawnee County Clerk's Office and shall bear: (1) a legible notation that it is a sealed bid, (2) the bid number and (3) the bid closing date. Envelopes must have the name and address of the bidders inserted in the upper left-hand corner. PLEASE NOTE THAT ALL MAIL: US MAIL, FED EX AND UPS, ARE ALL DELIVERED IN OUR OFFICE AFTER 11:00 AM, MONDAY THROUGH FRIDAY.

The items listed herein are to be used as a guide for the bidder's agreement to sell and shall not be considered as the County's agreement to buy. The Board of County Commissioners will evaluate all bids and reserves the right to reject any or all bids; and reserves the right to waive any of the listed specifications. The Board of County Commissioners reserves the right to accept the bid determined to best serve the needs of Pawnee County.

Pawnee County hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.

KRISTIE MOLES
COUNTY CLERK

Office of
KRISTIE MOLES
Pawnee County Clerk

BID # 2425-14

ASPHALT OVERLAY DISTRICT 3

PAWNEE COUNTY DISTRICT 3, CURT MULLIN

Vendor and/or Company Representative,

Included in this correspondence you will find information regarding bid specifications, packet information, and instructions per the Pawnee County Commissioners who are requesting your company submit a bid for the enclosed project or materials.

The enclosed packet has been developed and approved by the Pawnee County Commissioners; the content of the packet is per their instruction. The Pawnee County Clerk's office is the facilitator of the bid process and is required to receive and hold all sealed bids per Oklahoma State Statutes to present to the Board of County Commissioners in an open session.

If you have any questions in regards to the packet content, specifications and instructions, please contact the following:

CURT MULLIN, DISTRICT 3 COMMISSIONER – (918) 358-2812

We appreciate your bid and time in regards to the process. We look forward to hearing from you.

Kind Regards,

Kristie Moles, Pawnee County Clerk
State of Oklahoma

All bids can be mailed or emailed to vendors upon request, or can be downloaded for completion from our website: www.pawneecountyok.org

Contact Kristi Vandaveer, 2nd Deputy Clerk, for emailed or mailed bids at: deputyclerk@pawnee.okcounties.org

ALL BIDS MUST BE SUBMITTED BACK TO THE PAWNEE COUNTY CLERK'S OFFICE BY MAIL OR IN PERSON – SEALED – BEFORE 9:00 A.M. THE DATE OF BID OPENING.

Pawnee County Courthouse • 500 Harrison Room 202 • Pawnee, Oklahoma 74058
918-762-2732 • pawneecountyok.org • countyclerk@pawnee.okcounties.org

PAWNEE

County, Oklahoma

COUNTY PURCHASING OFFICE

PAWNEE

County Court House

PAWNEE

, Oklahoma

Phone Number +1 (918) 762-2732

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 Jun 11, 2025

Page 1 of 2

BID NUMBER

2425-14

BID CLOSING DATE AND HOUR

July 7, 2025 at 9:00 a.m.

REQUIRED DELIVERY DATE

(Days after award of Purchase Order)

TERMS

DISTRICT 3 ASPHALT OVERLAY ON 5700 ROAD

Date of Delivery

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			<p>Pawnee County District 3 is Seeking Bids for: 2" Asphalt Overlay, 22' Wide, for One Mile on 5700 Road Between 36700 Rd and 36800 Rd.</p> <p>Contact Curt Mullin at (918) 358-2812 for any questions.</p> <p>Please review the attached Terms and Conditions pertaining to the submission of this bid.</p> <p>IMPORTANT: ONLY FIRM BIDS WILL BE ACCEPTED. LATE BIDS WILL NOT BE CONSIDERED. THE NON-COLLUSION AFFIDAVIT ON THE BACK OF THIS FORM MUST BE COMPLETED BY THE BIDDER AND HIS/HER SIGNATURE NOTARIZED.</p> <p>Please see Notice to Bidders for information on submitting your bid.</p>	\$ _____	\$ _____

TERMS and CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, 500 Harrison Room 104
County Courthouse, Pawnee, 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 Pawnee 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 Sept 30, 2025 (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.

Office of
KRISTIE MOLES
Pawnee County Clerk

INSTRUCTIONS FOR SUBMITTING BID PROPOSALS

1. Fill out "Invitation to Bid" form completely.
2. Sign "Invitation to Bid" form (TERMS AND CONDITIONS) and have signature notarized.
3. Identify outside sealed envelope as follows:

**ASPHALT OVERLAY DISTRICT 3
BID #2425-14**

4. File Bid Proposal with the Pawnee County Clerk, either by mail or in person on or before 9:00 a.m. on JULY 7, 2025. Bids received after this time will be rejected and unopened.
5. The mailing address of the Pawnee County Clerk is as follows:

**PAWNEE COUNTY CLERK
500 HARRISON ROOM 202
PAWNEE, OK 74058**

6. All forms must be filled out completely. Any incomplete forms could result in rejection of bid if the Board of County Commissioners considers such action to be in the best interest of Pawnee County.
7. 61 OS 107 – Bid Bond: Each bidder on a public construction contract shall accompany his/her bid by a certified or cashier's check or bid bond equal to 5% of the bid. Said certified or cashier's check or bid bond shall be returned to the successful bidder on execution and delivery of the contract and required bonds and insurance. Checks of unsuccessful bidders shall be returned to them in accordance with the terms of the proposal.
8. 61 OS 113 – Execution of contract: Contract shall be executed within 60 days. Within said period of time the following shall be provided by the contract to the awarding public agency.
 - a. Statutory Bond: Sum not less than the total amount of the contract, conditioned that such contractor shall pay all indebtedness incurred by such contractors or subcontractor who perform work in the performance of such contract, for labor and materials and repairs to and parts for equipment used.
 - b. Performance Bond: Sum equal to the contract price with adequate surety to insure the proper and prompt completion of work in accordance with the provision of the contract and bidding documents.
 - c. Maintenance Bond: Sum equal to the contract price to protect the agency against defective workmanship and materials for a period of one year after acceptance or longer as stated in the specifications.
 - d. Public liability and workman's compensation insurance during construction in reasonable amounts.
9. All bid information shall be typewritten or legibly written in ink. All corrections shall be initialed by the person signing the invitation to bid form.
10. If you have any questions concerning the bid specifications, please contact Curt Mullin, District 3 Commissioner, at 918-358-2812.
11. If you have any questions regarding bid deadline, please call Kristie Moles or Kristi Vandaveer at 918-762-2732.

Office of
KRISTIE MOLES
Pawnee County Clerk

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 submitted on the included form only. Each bid shall be placed in a separate envelope. Be sure the envelope is completely and properly identified and sealed, showing the bid name and number in the lower left-hand corner.
2. All bids shall be entered on the 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.
3. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type model numbers descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be 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 Pawnee County.
4. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.
5. The enclosed affidavit for Filing with Competitive Bid MUST be returned with the bid.
6. Pawnee County reserves the right to reject any and all bids and to waive any technicalities in the bidding.
7. Direct purchase of certain items of equipment or material by Pawnee 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.
8. Bid must show number of days required for delivery under normal conditions. Contractor must keep the County advised at all times of 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. Default in promised delivery date or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge the full increase of cost and handling to defaulting contractor.
9. Bidder agrees to defend and save Pawnee County from and against all demands, claims costs expense, damage and judgements based upon infringement of any patent to goods specified in this order or the ordinary use of operation of such goods by the County or use or operation of such goods in accordance with the bidder's direction.
10. If the bid requires a written contract, the successful bidders shall execute a written contract with the county within ten (10) days after submission of the contracts to said bidder.
11. This bid is submitted as a legal offer, and any bid when accepted by the County constitutes a firm contract.
12. If the bid is \$50,000.00 or greater, bidder must furnish a bid bond or cashier's check in the amount of 5% of the bid with bid submission.
13. If the bid is \$50,000.00 or greater, successful bidder must be able to bond. (Performance, Maintenance, and Payment Bonds.)
14. Successful bidder will be required to furnish their own Workman's Comp and General Liability Insurance as required by Oklahoma State Law and by Pawnee County.