

## **NOTICE TO BIDDERS**

On behalf of the Ottawa County Commissioners, sealed bids will be received in the Office of the Ottawa County Clerk, Robyn Mitchell, at 102 East Central Avenue, Suite 103 in Miami, Oklahoma 74354 until 9:05 AM on July 10<sup>th</sup>, 2023. Bids will then be opened and publicly read aloud by the Ottawa County Board of Commissioners on the following:

### **Ottawa County Sheriff's Office Full Body Scan Machine**

**Must meet or exceed these requirements:**

Must have an ADA compliant scanning area.

Must have a radiation safety training course

Must have recalibration as needed for the life of the machine

Must offer remote support

Must have a method to view scans remotely

Must have a full training course for the machine and software

- Detailed pricing guide with pictures required
- Title 61 O.S. 107 Contractors must submit a bid bond equal to 5% of the bid submitted, or a certified check which shall be deposited with the awarding public agency.
- Title 61 O.S. 113 B (3) Contract must submit a warranty bond in a sum equal to the contract price
- Title 61 O.S. 113 B (4) Contractor must provide evidence of public liability and workers' compensation
- Title 61 O.S. 113 C Contractor may provide a single bond that covers payment, performance and warranty. Contract will not be excused until all bonds and insurance are provided

Bids submitted **must be clearly marked on the outside of a sealed envelope:**

**BID 2023-2024.01: Full Body Scan Machine**

**OPEN: July 10, 2023 @ 9:05 AM**

**and must be accompanied by a completed and notarized "Statement of Non-Collusion" as required by O.S. 74, Section 85.22.**

The successful bidder must comply with O.S. 19, Chapter 33 (Purchasing Procedures).

Bids received late will be returned unopened.

The Board of County Commissioners reserves the right to reject any or all bids and/or make an award to other than the low bidder, if such an award is deemed to be in the best interest of the County.

Robyn Mitchell  
Ottawa County Clerk

**OTTAWA COUNTY CLERK**  
**102 EAST CENTRAL AVENUE, SUITE 103**  
**MIAMI, OKLAHOMA 74354**  
(918) 542-3332  
FAX (918) 542-8260  
[countyclerk@ottawa.okcounties.org](mailto:countyclerk@ottawa.okcounties.org)

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

**INVITATION TO BID**

BID 2023-2024.01: Full Body Scan Machine

ISSUED: May 30, 2023

OPEN: JULY 10, 2023 @ 9:05 AM

**DESCRIPTION**

EQUIPMENT \_\_\_\_\_

SOFTWARE \_\_\_\_\_

INSTALLATION \_\_\_\_\_

ADMISTRATION COST \_\_\_\_\_

TOTAL PROJECT COST \$ \_\_\_\_\_

**CONDITIONS OF BID**

On behalf of the Ottawa County Commissioner, sealed bids will be opened in the Office of the County Commissioners located in the Ottawa County Courthouse at 102 East Central Avenue, Suite 104 in Miami, Oklahoma, at the time and date shown on the Invitation to Bid.

Late bids will not be considered. Bids must be received in sealed envelopes with Bid Number, Date and Time written on the outside of the envelope.

Unit prices will be guaranteed correct by the bidder.

Firm prices will be FOB Ottawa County.

Purchases by Ottawa County, Oklahoma are not subject to State or Federal taxes.

This bid is submitted as legal offer and any bid, when accepted by the County, constitutes a firm contract.

**Oklahoma laws require each vendor submitting a bid to a County for goods or services to furnish a notarized sworn Statement of Non-Collusion (form supplied below).**

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

**STATEMENT OF NON-COLLUSION**

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that 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 to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal) Firm: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_  
Address: \_\_\_\_\_

**Notary Public**

City: \_\_\_\_\_ State: \_\_\_\_\_

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

I CERTIFY COPIES OF **BID 2023-2024.01: Full Body Scan Machine**  
WERE MAILED TO THE FOLLOWING VENDORS ON JUNE 15, 2023.

Romine Company  
1720 East 9<sup>th</sup> Street  
Hopkinsville, KY 42240

OD Security North America  
416 Island Park Drive  
Daniel Island, SC 29492

Command Sourcing, INC  
6100 Horseshoe Bar Rd, STE A228  
Loomis, CA 95650

Natasha Brunner  
Ottawa County 1<sup>st</sup> Deputy