

## NOTICE TO BIDDERS

Sealed bids will be received in the Office of the Ottawa County Clerk, Reba G. Sill, at 102 East Central Avenue, Suite 103 in Miami, Oklahoma 74354 until 9:05 AM on July 23, 2012. Bids will then be opened and read aloud by the Ottawa County Board of Commissioners on the following:

### SHERIFF HEAT / AIR UNIT

Provide all labor, materials, equipment and accessories necessary for the installation of a commercial heat / air conditioning unit on the roof of the Ottawa County Jail Facility located at 28 B Street SE in Miami, Oklahoma

### **SPECIAL INSTRUCTIONS:**

Interested Contractors shall be **REQUIRED** to attend a Pre-Bid Conference on **Tuesday, July 17 @ 9:00 AM**. Contractors are to meet with representatives from the Ottawa County Sheriff's Department **in the Courthouse parking lot beside the Jail** in order to review this Project prior to the submission of a Bid. Contractors shall be **REQUIRED** to sign an Attendance Roster. The Board of County Commissioners will only consider Bids submitted by Contractors who attended this **mandatory** Pre-Bid Conference.

### **SPECIFICATIONS:**

Unit offered must meet or exceed the following minimum specifications:

1. Minimum 15-ton, self-contained commercial heat / air unit
2. Dual gas / electric package
3. Three (3) phase
4. Minimum 180,000 BTU cooling capacity
5. Minimum 350,000 BTU heating capacity
6. High-efficiency scroll compressor
7. Dual-diameter tubular heat exchanger
8. Copper tube / aluminum fin coils
9. Contactor w/ lugs
10. High-capacity, steel-cased filter dryer
11. Single-point entry
12. 24-volt terminal strip
13. ARI certified; ETL listed
14. Heavy-gauge, galvanized-steel cabinet with UV-resistant powder-paint finish and full perimeter rail

**Contractor** shall be responsible for:

1. Appropriate signage and barricades necessary to prevent the public from entering the construction area
2. Providing and operating equipment (i.e. crane) required for the removal of the existing heat / air unit and the placement of the new heat / air unit
3. The proper disposal of the old unit
4. Coordinating installation with Jail Facility security system provider
5. The complete installation a minimum 15-ton, three-phase, dual gas / electric commercial heat / air unit
6. Coordinating with City of Miami officials for required inspections
7. At the end of each day, incomplete installation must be sealed to prevent leaks
8. Work must be completed within fifteen (15) calendar days of Bid Award

**WARRANTY:**

Minimum ten (10) years on chamber, five (5) years on compressor, one (1) year on parts and one (1) year on installation. In the event of malfunction, the awarded Contractor must agree to have a Service Technician on site within twenty-four (24) hours.

**CONDITIONS OF AWARD & PAYMENT TERMS:**

1. First half of total Bid price within seven (7) days after the following Conditions of Award are met:
  - a. The successful Bidder must provide the Ottawa County Clerk's Office with a satisfactory Certificate of Liability Insurance
  - b. Complete an Internal Revenue Service Form W-9 in the Office of the Ottawa County Clerk
2. Second half of total Bid price within seven (7) days following the completion, inspection and acceptance of the Project as complete and **receipt of Invoice**

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

**BID 2012-2013.09: SHERIFF HEAT / AIR UNIT**

**OPEN: JULY 23, 2012 @ 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.

Based upon the recommendation of Sheriff Terry Durborow, the Board of County Commissioners reserves the right to reject any or all Bids and/or select other than the low Bid, if such an Award is deemed to be in the County's best interest.

Brenda M. Ellis, First Deputy County Clerk

**OTTAWA COUNTY PURCHASING OFFICE**

102 EAST CENTRAL AVENUE, SUITE 103

MIAMI, OKLAHOMA 74354

(918) 542-3332

FAX (918) 542-8260

[ottawacntyclerk@att.net](mailto:ottawacntyclerk@att.net)

**INVITATION TO BID**

BID 2012-2013.09: SHERIFF HEAT / AIR UNIT

ISSUED: JULY 11, 2012

OPEN: JULY 23, 2012 @ 9:05 AM

**DESCRIPTION**

All labor, materials, equipment and accessories necessary for the installation of a commercial heat / air unit on the roof of the Ottawa County Jail Facility

\_\_\_\_\_ ton, self-contained commercial heat / air unit

\_\_\_\_\_ BTU cooling capacity

\_\_\_\_\_ BTU heating capacity

**WARRANTY**

\_\_\_\_\_ on Chamber

\_\_\_\_\_ on Compressor

\_\_\_\_\_ on Parts

\_\_\_\_\_ on Installation

**In the event of malfunction, the awarded Contractor must agree to have a Service Technician on site within twenty-four (24) hours**

\$ \_\_\_\_\_ **TOTAL COST**

**CONDITIONS OF BID**

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 (one to an envelope) 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 2012-2013.09: SHERIFF HEAT / AIR UNIT** WERE MAILED TO THE FOLLOWING VENDORS ON JULY 11, 2012:

AAA Heat & Air  
57101 E Hwy 59  
Fairland, OK 74343

B & B Heating & Air  
64211 E 290 Rd  
Grove, OK 74344

Bolton Heating & Air LLC  
52900 E 110 Rd  
Miami, OK 74354

Highland Heat & Air  
PO Box 908  
Miami, OK 74355

Maxson Plumbing, Heat & Air  
808 Eastgate Blvd  
Miami, OK 74354

McBrien Heating & Air Conditioning  
12541 S Hwy 137  
Miami, OK 74354

Service Solutions  
Attn: Tony McCoy  
605 Henley Blvd  
Miami, OK 74354

Stines Heating & Cooling  
124 7th SE  
Miami, OK 74354

Trussler Service Co Inc  
9 2<sup>nd</sup> Ave SE  
Miami, OK 74354

Brenda M Ellis,  
First Deputy County Clerk