

NOTICE TO BIDDERS

On behalf of the Commerce Fire Department, 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 9:10 AM on August 26, 2013. Bids will then be publicly opened and read aloud by the Board of County Commissioners on the following:

USED 4x4 UTILITY VEHICLE LEASE

Lease/purchase option shall be exercised in accordance with O.S. 62, Section 430.1. **Vendor** must secure financing with a competitive interest rate not to exceed that allowed by State Statute.

One fully-serviced, 2006 or newer, used 4x4 Utility Vehicle that meets or exceeds the following minimum specifications:

ENGINE: Minimum V-8, diesel
MILEAGE: 150,000 or less
TRANSMISSION: 5-speed, automatic, overdrive
DRIVE TRAIN: Four-wheel drive
TIRES: Heavy-duty all-terrain
BRAKES: Hydraulic disc
STEERING: Power steering
SEAT CAPACITY: Crew cab (5-6)
CARGO BED: Minimum 11'
BODY COLOR: White or red preferred

Additional equipment to be included:

Headache rack
Mounted tool boxes

Bids submitted shall be honored for a minimum of ten days, to allow sufficient time for review.

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

BID 2013-2014.12: COMMERCE FIRE USED UTILITY VEHICLE LEASE

OPEN: AUGUST 26, 2013 @ 9:10 AM

A completed “**Invitation to Bid**” and notarized “**Statement of Non-Collusion**” (pages 2 and 3) must be included, as required by O.S. 74, Section 85.22.

Following award of bid, the Financial Institution used shall be required to submit an **amortization schedule and completed SA&I Form 120b** on equipment that is lease/purchased.

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

Bids received late will be returned unopened.

Upon the recommendation of the Commerce Fire Department, 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.

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

INVITATION TO BID

BID 2013-2014.12: COMMERCE FIRE USED UTILITY VEHICLE LEASE

ISSUED: AUGUST 14, 2013

OPEN: AUGUST 26, 2013 @ 9:10 AM

DESCRIPTION

Used Four-Wheel Drive Utility Vehicle

MAKE _____

MODEL _____

MILEAGE _____

TRANSMISSION _____

DRIVE TRAIN _____

CARGO BED _____ **feet**

COLOR _____

COST OF UNIT \$ _____

LEASE/PURCHASE OPTIONS

48 PAYMENTS OF \$ _____ @ _____ % INTEREST

54 PAYMENTS OF \$ _____ @ _____ % INTEREST

60 PAYMENTS OF \$ _____ @ _____ % INTEREST

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: _____

SUGGESTED FINANCIAL
INSTITUTION
For County Lease / Purchase
Agreements

Welch State Bank

Contact: Sherri Mount
PO Box 129
Welch, OK 74369

Phone: (918) 788-3373

Fax: (918) 788-3364

E-mail: smount@welchstatebank.com

*We have learned – through years of experience – that **Welch State Bank** does an outstanding job of meeting the State Auditor & Inspector's requirements for the Lease / Purchase of County equipment.*

Many Financial Institutions refuse to comply with SA&I's requirements and cannot be used.

*If a Financial Institution will not complete an **unaltered** State Auditor & Inspector's Form 120b, they **may not** be used.*

I CERTIFY COPIES OF **BID 2013-2014.12: COMMERCE FIRE USED UTILITY VEHICLE LEASE** WERE MAILED TO THE FOLLOWING VENDORS ON AUGUST 13, 2013 –

CornerStone Electric
Attn: Al Vorst alvorst@yahoo.com
150 Cedar Ridge Rd
Ozark, MO 65721

John's Tractor Works & Equipment Inc
444934 E Hwy 60
Vinita, OK 74301

Legacy Farm & Lawn
404 S Prosperity
Joplin, MO 64801

Mosier & Hatfield
105 S East Ave
Columbus, KS 66725

Murphy Farm & Lawn Inc
PO Drawer 437
Anderson, MO 64831

P & K Equipment Inc
4385 W 520
Pryor, OK 74361

Randy Adams LLC
Attn: Ed Woolsey trwoolsey@yahoo.com
1687 Business Loop 35 South
New Braunfels, TX 78130

Swartz Tractor Sales
12483 Hwy 59
Neosho, MO 64850

Wholesale Specialty Auto
1108 N 3rd St
Grove, OK 74344

Brenda M. Ellis,
First Deputy County Clerk