

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 1:45 PM on September 4th, 2024. Bids will then be opened and publicly read aloud by the Ottawa County Board of Commissioners on the following:

Ottawa County Annex Building Digital Door Access

Must meet or exceed these requirements:

- Total of 22 doors with digital access.
- 3 manual buttons.
- All equipment must be compatible with the current hardware and software including connectivity to current server at Courthouse.
- Bid must include configuration for all digital locks in current door lock program.
- Installation of all required power circuits, cables, hardware, and software.
- Bidder must use their equipment to remove all debris from installation.
- Detailed pricing guide with pictures is required.

A Mandatory Pre-Bid Conference and Project Site Visit is scheduled for August 12th, 2024 @ 10:30am. The meeting shall begin at the Ottawa County Courthouse, Commissioners Conference Room. All prospective bidders are required to attend the Pre-Bid Conference and Project Site Visit in order to be considered a Responsive Bidder. As verification of attendance, the prospective bidder representative must complete the Pre-Bid Conference/ Project Site Visit sign on sheet.

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

BID 2024-2025.8: Ottawa County Annex Building Digital Door Locks

OPEN: September 4th, 2024 @ 1:45 PM

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

Business Name: _____

Contact Name: _____

Address: _____

Phone number: _____

INVITATION TO BID

BID 2024-2025. 8: Ottawa County Annex Digital Door Locks
ISSUED: July 22nd, 2024
OPEN: September 4th, 2024 @ 1:45 PM

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 2024-2025.8: OTTAWA COUNTY ANNEX BUILDING** DIGITAL DOOR LOCKS WERE MAILED TO THE FOLLOWING VENDORS ON August 7th, 2024.

Wyandotte Technologies

15 Turtle Drive

Wyandotte, OK 74370

York Electronic Systems INC

2628 N Hemlock Circle

Broken Arrow, OK 74012

Capital Technology

430 W 10th Street

Joplin, MO 64801

Natasha Brunner

Ottawa County 1st Deputy/Purchasing Agent