

## NOTICE TO BIDDERS

Sealed bids will be received in the Office of the Ottawa County Clerks at 102 East Central Avenue, Suite 103 in Miami, Oklahoma 74354 until 1:45 PM on June 4th, 2024. Bids will then be opened and read aloud by the Board of Ottawa County Commissioner on the following:

### Building Specification:

Building locations Ottawa County Courthouse 102 E Central Ave. Miami, OK 74354  
Ottawa County Annex Building 123 E Central Ave. Miami, OK 74354

Install (2) touch screen alert panel at courthouse  
Removal of all existing wireless panic buttons  
Adequate amount of wireless repeaters  
All current wired panic buttons must work with system.

Panic buttons- (57) Wireless Panic buttons at Courthouse  
Double press panic alert button  
Must work with current panic alert system  
Must ensure each button is programmed and functioning as desired per office.

Panic buttons: (8) eight wireless panic buttons at Annex  
Double press panic alert button  
Must work with current panic alert system  
Must ensure each button is programmed and functioning as desired per office.

Install (1) touch screen alert panel at Annex  
Adequate amount of wireless repeaters (if needed)

Full system inspection and testing will be required prior to project closing.

**A Mandatory Pre-Bid Conference and Project Site Visit is scheduled for May 20<sup>th</sup>, 2024 @ 1:30 PM. The meeting shall begin at the Ottawa County Courthouse. 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. During Pre-Bid meeting Panic Alert system specifications will be discussed about using current equipment or upgrading to new equipment.**

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

**BID 2023-2024.17: Panic Buttons**  
**OPEN: June 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 lowest bidder if such an award is deemed to be in the County's best interest.

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

**INVITATION TO BID**

BID 2023-2024.17: Panic Buttons  
ISSUED: April 8th, 2024  
OPEN: June 4th, 2024 @ 1:45 PM

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

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

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

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

**DESCRIPTION**

**Cost for Material**            \$ \_\_\_\_\_

**Cost for Labor**            \$ \_\_\_\_\_

**Total Cost for Project**    \$ \_\_\_\_\_

**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 Ottawa County, constitutes a firm contract.

**Oklahoma laws require each vendor submitting a bid to a County Entity 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 2023-2024.17: Panic Buttons** WERE  
MAILED TO THE FOLLOWING VENDORS ON APRIL 22, 2024.

Wyandotte Technologies 15 Turtle Drive Wyandotte, OK 74370

VSC Fire Security 2628 N Hemlock Circle Broken Arrow, OK 74012

Capital Technology 430 W 10th Street Joplin, MO 64801