

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 9:00 AM on March 25th, 2024. Bids will then be opened and read aloud by the Board of Ottawa County Commissioner on the following:

Building Specification:

Courthouse Judge Office 1

- Replace the current reception window with a clear see-through bullet-resistant material with a tray.
- Replace the reception door glass with see-through bullet-resistant material.

Courthouse Judge Office 2

- Replace the current reception window with a clear see-through bullet-resistant material with a tray.
- Replace the reception door glass with see-through bullet-resistant material.

Courthouse Judge Office 3

- Replace the current reception window with a clear see-through bullet-resistant material with a tray.
- Replace the reception door glass with see-through bullet-resistant material.

Courthouse District Attorney Office

- Replace the current (3) reception windows with a clear see-through bullet-resistant material with a tray.
- Replace the reception door glass with see-through bullet-resistant material.

Annex Building Office

- Add a full-size clear see-through bullet-resistant material to the reception desk with a pass-thru area.
- Replace reception area door.

*Bidder must include pictures and detailed pricing with bid packet.

* Work will need to be done after hours or on weekend when Courthouse is closed.

A Mandatory Pre-Bid Conference and Project Site Visit is scheduled for March 11th, 2024 @ 10:00am. 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.

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

[BID 2023-2024.14: Bullet-Resistant Window Upgrades](#)

OPEN: March 25th, 2024 @ 9:00 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 lowest bidder if such an award is deemed to be in the County's best interest.

Robyn Mitchell
Ottawa County Clerk
S A & I 1-4040 (1982) MODIFIED

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 2023-2024.14: Bullet-Resistant Window Upgrades
ISSUED: February 12th, 2024
OPEN: March 25th, 2024 @ 9:00 AM

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 # 2023-2024.14 Bullet Resistant Windows Upgrade](#) were mailed to the following vendors on February 22, 2024

Simon Shyers Construction 911 22nd Ave SW Miami, OK 74354

Prestige Construction 11300 South HWY 69 Miami, OK 74354

Oklahoma Glass & Mirror 61100 E 100 Rd Miami, OK 74354

Door and Glass Company 8267-B Causeway Blvd Tampa, FL 33619

Glass Doctor of Oklahoma City 1300 N May Ave Oklahoma City, OK 743107

Commercial Glass & Metal 615 W. 10th Joplin, MO 64801