

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 9:05 AM on July 24th, 2023. Bids will then be opened and publicly read aloud by the Ottawa County Board of Commissioners on the following:

Ottawa County Fairgrounds HVAC units

Scope:

This project will be installed in the historical WPA built Expo Building located at 1129 E SW Miami, Oklahoma. The building is approximately 180' x 77' with 28' ceiling height. The utmost care must be considered while designing and installing. Structural Integrity of the building must not be compromised at any time. Be mindful that this installation is in a flood prone area. Equipment must be installed for quick removal when necessary.

The Contractor shall furnish all material, insulation, labor, supervision, tools, supplies and equipment necessary to provide a fully operational system in continuous use at their established capacity and efficiency and for their intended purpose. System must be able to maintain an ambient temperature of 73 degrees Fahrenheit. Site Visits must be scheduled in advance with the Facilities Manager 918-961-0958 or the Parks Manager 918-961-0912.

Contractor shall provide an itemized breakdown of costs for the following major components:

- A. Install (2) 25-ton electric 208/230 3 phase package HVAC units on platforms with horizontal discharge. System must be able to maintain an ambient temperature of 73 degrees Fahrenheit.
- B. Install (2) 100-amp 3 phase fused disconnects at each unit for quick connect/disconnect from city supplied power.
- C. Install plenum supply/return in metal ducting from the outside to the inside of the building transitioning into internal duct socks.
- D. Install a minimum of two removable duct socks to the service areas.
- E. Install metal return air grates that are sized appropriately for the building.
- F. Include all materials and labor to install elevated framing to support units.
- G. Tape and mask the entire area to prevent overspray. Apply closed cell foam insulation to roofline. Paint to desired color. Applied insulation must be able to obtain an R-value of 12-14.
- H. Start-Up & Check-out required.
- I. 5-Year NDL Warranty for all components and services.
- J. Detailed pricing guide with pictures required
- K. Title 61 O.S. 107 Contractors must submit a bid bond equal to 5% of the bid submitted, or a certified check which shall be deposited with the awarding public agency.
- L. Title 61 O.S. 113 B (3) Contract must submit a warranty bond in a sum equal to the contract price
- M. Title 61 O.S. 113 B (4) Contractor must provide evidence of public liability and workers' compensation
- N. Title 61 O.S. 113 C Contractor may provide a single bond that covers payment, performance and warranty. Contract will not be excused until all bonds and insurance are provided

- O. Pricing shall include all fees, permits and inspections. Work should be planned for performance during normal work hours unless otherwise agreed upon. The contractor must be registered with the state Construction Industry Board and the City of Miami. Contractor shall submit plan design, manufacturer cut sheet and standard warranty/extended warranty information for all major components with submittal.
- P. One contract shall be awarded for the design, purchase, and installation of the entire system.

A Mandatory Pre-Bid Conference and Project Site Visit is scheduled for July 11th, 2023 @ 10:00am. The meeting shall begin at the Ottawa County Fairgrounds. 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 2023.1: Ottawa County Fairgrounds HVAC units](#)

OPEN: July 24th, 2023 @ 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.

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 2023.1: Ottawa County Fairground HVAC units

ISSUED: June 26th, 2023

OPEN: July 24th, 2023 @ 9:05 AM

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 2023.1: OTTAWA COUNTY FAIRGROUNDS HVAC UNITS WERE MAILED OR EMAILED TO THE FOLLOWING VENDORS ON June 26th, 2023.**

Company	Business Phone	E-Mail
Bolton Heat and Air	918 540 0242	52900 E 110 Rd Miami, OK 74354
B & B Heat and Air	918 372 3069	busch1959@gmail.com
3D HVAC	918 542 8088	threedhvac@yahoo.com
Frye Heating and Air	918 325 1634	fryeheatingandair@yahoo.com
Trussler Service	918 542 4418	philtrussler@att.net
Rouse Heating & Air Conditioning	417 782 7272	rsm@joplin.com
Satterlee Plumbing & HVAC	417 624 3660	estimating@sattcorp.net
Satterlee Plumbing & HVAC	417 624 3660	service@sattcorp.net
Service Solutions	918 542 7797	tobys@seVICESolutionsincorporated.com
Service Solutions	918 542 7797	terryj@servicesolutionsincorporated.com
RITE-TEMP REFRIGERATION	918 244 4116	office@ritetempservices.com
CLIMATECH HEATING & AIR CONDITIONING	918 786 2600	office@climatechgrandlake.com
BALDWIN SERVICE COMPANY	918 542 1473	mlbaldwin@sbcglobal.net
TM CARTWRIGHTHEATING & AIR	918 299 5161	admin@cartwrightvac.com
GROVE HEATING & AIR	918 964 0255	ejmjlo@gmail.com GROVEHEATAIR@YAHOO.COM

Natasha Brunner
Ottawa County Clerk
1st Deputy/Purchasing Agent