

**INVITATION TO BID**  
**(PLEASE USE THE ENCLOSED BID SHEETS)**

**NOTICE IS HEREBY GIVEN** that the Board of County Commissioners of Custer County, Oklahoma will receive sealed bids either by **mail and ground delivery by Friday, March 26, 2021 at 4:00 o'clock p.m.**, or in person until Monday, March 29, 2021 until the hour of 9:00 a.m. on said day, in their office in the Courthouse in Arapaho, Oklahoma. Sealed bids shall be opened on Monday, March 29, 2021 at 9:30 o'clock a.m. for the following:

**Minimum Specifications For  
DISTRICT 2 – ASPHALT PROJECT  
Location 2420 Rd between 960 Rd and 970 Rd  
FEMA DR-4438, PW652  
Custer County, Oklahoma**

Specifications and information are on file in the Custer County Clerk's Office in Arapaho, Oklahoma and may be viewed on Custer County's website, <http://www.custer.okcounties.org>.

All bids must be in a sealed envelope, clearly marked BID, with the BID OPENING DATE and TIME.

All bids must be mailed or delivered to:

***(Mailing)***

CUSTER COUNTY CLERK'S OFFICE  
P.O. BOX 300  
ARAPAHO, OKLAHOMA 73620-0300

***(Physical)***

CUSTER COUNTY CLERK'S OFFICE  
675 WEST "B" STREET  
ARAPAHO, OKLAHOMA 73620-0300

Please follow all instructions for submitting bid proposals completely.

/S/MELISSA GRAHAM,  
CUSTER COUNTY CLERK  
(SEAL)

## INSTRUCTIONS FOR SUBMITTING BID PROPOSALS

1. This entire packet (Invitation to Bid, Instructions, Minimum Specifications, Affidavit for Filing with Competitive Bid, Affidavit for Contracts and Payments, and W-9) shall be known as the "Invitation to Bid" form. Fill out the "Invitation to Bid" form *completely*.
2. Identify the outside of the sealed envelope as follows:  
**SEALED BID – District #2 Asphalt Project**  
**CLOSING – March 29, 2021**  
**BID OPENING – 9:30 a.m.**
3. Place your company name and return address on the outside of the envelope.
4. File the bid proposal with the Custer County Clerk, either **by mail or ground delivery** by Friday, March 26, 2021 at 4:00 o'clock p.m., **or in person**, until **9:00 o'clock a.m. on March 29, 2021**. Bids received after this time will be rejected and unopened. Bids will be opened at **9:30 o'clock a.m., March 29, 2021** during the County Commissioner's meeting held in the Custer County Courthouse, Arapaho, Oklahoma, Room 104, at 675 West "B" Street, Arapaho, Oklahoma.
5. All forms must be filled out completely. Any incomplete forms could result in rejection if the Board of County Commissioners considers such action to be in the best interest of Custer County.
6. The address of the Custer County Clerk is as follows:  

<i>(Mailing)</i> CUSTER COUNTY CLERK'S OFFICE P.O. BOX 300 ARAPAHO, OKLAHOMA 73620-0300	<i>(Physical)</i> CUSTER COUNTY CLERK'S OFFICE 675 WEST "B" STREET ARAPAHO, OKLAHOMA 73620
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7. All bid information shall be typewritten, or legibly written in ink. All corrections shall be initialed by the person signing the form(s).
8. On all bids requiring services or contract labor, proof of liability insurance may be required. Read the bid specifications carefully.
9. FOR PROMPT PAYMENT OF ALL INVOICES, PLEASE NOTE:  
\* Payment for all expenses for Custer County is made twice a month. Approval of said claims is made on the second and fourth Monday of each month. For your claim to be considered for payment, the product(s) or service(s) must be delivered, and the appropriate paperwork on file with the County Clerk's office no later than five working days prior to the second and fourth Monday of the month.  
\* If the proper invoices and supporting documentation are not received by the cut-off date, payment will be rendered during the following payment issue period.  
\* Please contact Melissa Graham, Custer County Clerk, for a schedule for invoice submission in order to expedite payment processing.
10. If you have any questions regarding the bid specifications, or the bid deadlines, etc., please contact Melissa Graham, Custer County Clerk or Debbie Bright, Purchasing Agent at (580) 323-4420.

**NOTE: ALL BID PROPOSALS WHICH DO NOT CONTAIN THE "INVITATION TO BID" AND THE SIGNED/NOTARIZED "AFFIDAVIT FOR FILING WITH COMPETITIVE BID", WILL BE INVALID AND REJECTED.**

**THE BOARD OF COUNTY COMMISSIONERS RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.**

Please complete the following and return this page with your Bid.

**CHECKLIST OF ITEMS REQUIRED FOR BID RETURN**

1. \_\_\_ AFFIDAVIT FOR FILING WITH COMPETITIVE BID
2. \_\_\_ AFFIDAVIT FOR CONTRACTS AND PAYMENTS
3. \_\_\_ W-9 FOR YOUR BUSINESS
4. \_\_\_ YOUR BID – PLEASE RETURN ONLY THE PAGES OF INVITATION TO BID WHICH INDICATE YOUR PROPOSAL.

**THESE ITEMS MUST BE INCLUDED FOR BID TO BE CONSIDERED.**

**PLEASE COMPLETE THE FOLLOWING:**

VENDOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**MINIMUM SPECIFICATIONS**  
**District 2 Asphalt Project**  
**Location 2420 Rd between 960 Rd & 970 Rd**  
**FEMA DR-4438, PW652**  
**CUSTER COUNTY, OKLAHOMA**

The specifications outline the scope of work for this project. The Bidder will be expected to conform to these specifications should they be the successful awarded Bidder. The Bidder will be expected to list three references that the County may contact at its' discretion who can confirm the Bidder's successful experience installing the specified products.

The awarded bid effective dates to be for a 30 day period from Award Date, where the Bidder will be expected to perform the work for the County within 30 days from start. Work to be awarded by the Custer County Commissioners at their discretion.

**Asphalt Project consisting of Type C Asphalt laid in place and will be approximately 24 feet wide and 454 feet long to a depth of 2.5” inches.**

**Successful Bidder shall provide – Material, Labor, tools and equipment to complete Asphalt Project to meet Specifications.**

**COMPLETED PROJECT MUST BE APPROVED BY COMMISSIONER.**

**TOTAL BID \_\_\_\_\_**





