

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, August 5, 2022 at 4:00 o'clock p.m., or *in person* until Monday, August 8, 2022 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, August 8, 2022 at 9:15 o'clock a.m. for the following:

Minimum Specifications
CONSULTING SERVICE FOR
HAZARD MITIGATION PLAN and PREPARATION
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 – Consulting Service for Hazard Mitigation Plan and Preparation
CLOSING – August 8, 2022
BID OPENING – 9:15 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, August 5, 2022 at 4:00 o'clock p.m., **or in person**, until 9:00 o'clock a.m. on August 8, 2022. Bids received after this time will be rejected and unopened. Bids will be opened at **9:15 o'clock a.m., August 8, 2022** 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>	<i>(Physical)</i>
CUSTER COUNTY CLERK'S OFFICE	CUSTER COUNTY CLERK'S OFFICE
P.O. BOX 300	675 WEST "B" STREET
ARAPAHO, OKLAHOMA 73620-0300	ARAPAHO, OKLAHOMA 73620
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 CONSULTING SERVICE FOR HAZARD MITIGATION PLAN AND PREPARATION

Custer County Emergency Management is undertaking a selection process to find a well-qualified consultant to review, rewrite and provide an up-to-date Hazard Mitigation Plan.

1. Comprehensive plan update
2. Comprehensive plan maps
3. A plan that meets current State of Oklahoma Department of Emergency Management (OEM) standards
4. A plan that meets current FEMA standards
5. A plan staff can easily update to remain current with threats and mitigation projects
6. A checklist for updating, adding and reviewing projects.
7. A project the State of Oklahoma OEM and FEMA can complete and approve by _____ 2022.
8. A plan that includes the vast array of Custer County Public School systems.

The minimum qualifications outlined below are not intended to be a comprehensive list of the services that might be required. It is encouraged to submit responses that suggest and detail services Custer County might need or desire, but that are not listed here.

Responses must describe abilities and experience related to writing, reviewing and creating a Hazard Mitigation Plan. Responses must contain the steps and processes needed to complete an effective plan and describe what makes a plan acceptable for state and federal approval. Firms that are unable to provide this information may be eliminated from consideration.

Describe experience and qualifications related to the following:

1. Technical approach/understanding of comprehensive planning for a County with our community dynamics.
2. Experience and knowledge in developing similar plans by consultant personnel who will be directly involved with the project.
3. Maintain communication on plan development.

How best to use the following for soliciting input and keeping the community notified of progress:

1. Webpage use.
2. Social media use.
3. Online surveys
4. How to involve internal partners, external partners, the community and stakeholders.
5. How to include the various school systems in the plan.
6. Create a Hazard Mitigation Plan that staff can update regularly and keep perpetually current.

Responses are limited to no more than 10 pages and must include:

1. Qualifications.
2. Describe the approach and experience relevant to each of the items listed under minimum qualifications.
3. Describe any important services that are recommended but not specifically listed in this Invitation to Bid.
4. Staff Experience.
5. Provide resumes and experience information on leadership and key staff to be assigned to the project.
6. References.
7. Provide contact information for at least three past clients for whom you completed similar work.
8. Provide a list of all clients you completed similar work for over the past three years.
9. Work product examples (Examples are not included in the page limit for the response.)
10. Provide the completed final report document that was submitted to each of the three references along with a brief explanation of the process and approach of each.

11. Note whether the key employees for whom you submitted this work still employed with the company or not.

TOTAL BID \$ _____

Completed Plan due March 1, 2023.

S.A. & I. 425 (2000)

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA)
) SS
COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached 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 county 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 county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Subscribed and sworn to before me this _____, 20__.

Notary Public (Clerk or Judge)

My Commission Expires: _____
(SEAL)

Note: Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okla.St.Ann.§138

**Request for Taxpayer
Identification Number and Certification**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	CUSTER COUNTY PO BOX 300 ARAPAHO, OK 73620
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number																					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> </tr> </table>																					
OR																					
Employer identification number																					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> <td style="width:15px; height:20px;"></td> </tr> </table>																					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.