

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 or ground delivery up to 4:00 o'clock p.m. on Friday, the 13th day of December, 2024**, or **in person up to 9:00 o'clock a.m., the 16th day of December, 2024**. Sealed Bids shall be opened in a regular meeting of the Board of County Commissioners on the **16th day of December, 2024 at the hour of 9:15 o'clock a.m.**, in their office in the Courthouse in Arapaho, Oklahoma, for the following:

**Minimum Specifications For
Law Library Remodel
Custer County Courthouse
Arapaho, Custer County, Oklahoma**

A MANDATORY PRE-BID MEETING WILL BE HELD MONDAY, DECEMBER 2, 2024, 1:00 P.M. ON LOCATION. WITH APPROVAL OF CHAIRMAN, AN ALTERNATE DATE FOR PRE-BID MEETING MAY BE ALLOWED. BID WILL NOT BE ACCEPTED IF NOT SIGNED IN AT A PRE-BID MEETING.

Specifications and information are on the file in the Custer County Clerk's Office in Arapaho, Oklahoma and may also be found 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.

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, 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 – Law Library Remodel
CLOSING (Bid Date) December 16, 2024
BID (Opening Time) 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 up to 4:00 o’clock p.m. on Friday, the 13th day of December, 2024**, or **in person up to 9:00 o’clock a.m., the 16th day of December, 2024**, in their office in the Courthouse in Arapaho, Oklahoma. Sealed bids shall be opened in a regular meeting of the Board of County Commissioners on the **16th day of December, 2024 at the hour of 9:15 o’clock a.m.**, in the office in the Courthouse in 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.

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. ____ BID

THESE ITEMS MUST BE INCLUDED FOR BID TO BE CONSIDERED.

PLEASE COMPLETE THE FOLLOWING:

VENDOR: _____
SIGNATURE: _____
TITLE: _____
ADDRESS: _____
CITY/STATE/ZIP _____
PHONE _____
FAX _____
EMAIL _____

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

**MINIMUM SPECIFICATIONS
LAW LIBRARY REMODEL
CUSTER COUNTY COURTHOUSE
ARAPAHO, OK**

**CONVERT THE LAW LIBRARY AREA INTO OFFICES AND
CONFERENCE ROOMS**

SCOPE OF WORK

1. In an area consisting of approximately 900 square feet, 2 attorney client rooms, 1 large conference room, and 1 small conference room will need to be constructed using 2x4 conventional wood framing.
2. Walls shall be constructed from floor to ceiling and sound barrier insulation installed at the wall ceiling interface. Currently a false wall is present between the library and the county office, this false wall shall be removed and a permanent 2x4 insulated wall installed.
3. Electrical: Install all wiring, plugs, switches, boxes, covers and lighting to meet plan specifications and building codes. Electrical contractor must be licensed, insured and bonded, and meet Custer County Approval and maintain at least \$2,000,000.00 in general liability insurance.
4. HVAC: Move and add all required HVAC ducting and registers to provide adequate heating and air conditioning to new rooms. No new units are required.
5. Insulation: Provide sound deadening insulation to all walls in the new area, insulation will be adequate to provide occupants privacy while conducting meetings.
6. Drywall: Install 5/8” drywall, tape and texture.
7. Trip out: Install solid core wood security doors, with security locksets, install wood trim as to match existing space.
8. Paint: Paint and stain all walls and woodwork with Sherwin-Williams materials which match quality used throughout the building.
9. All work to conform to building code and done in a professional manner, and to conform to plan. Work shall be performed during normal courthouse hours and done such as to minimize any disturbance to normal courthouse procedures. *Special arrangements may be allowable for after-hours work.* The work area shall be left clean and safe each day. All work needs to be completed by reputable licensed personnel as required. All sub-contractors must meet Custer County approval.
10. Project duration: Total project shall be completed in no more than 45 days from the time of awarding of bid and agreed upon start date.

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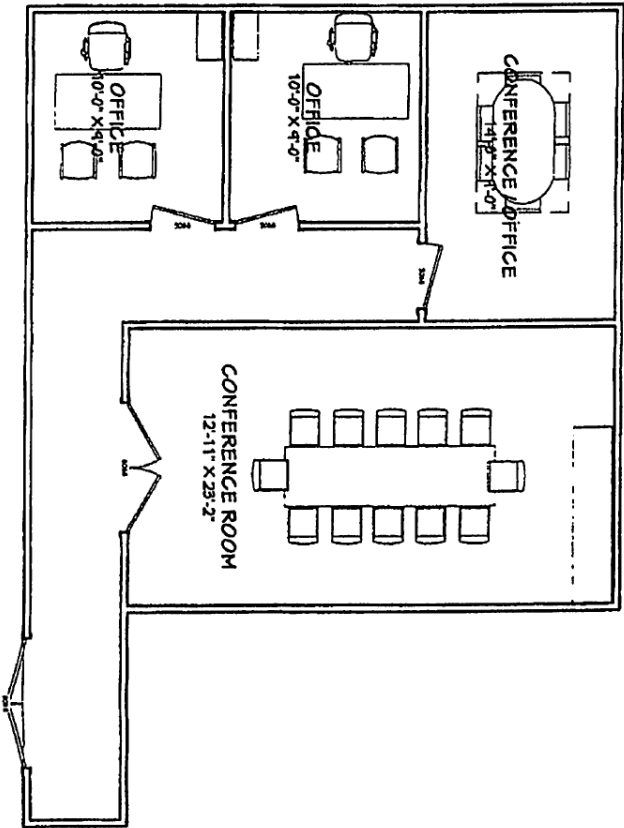
SUCCESSFUL BIDDER SHALL PROVIDE PROOF OF LIABILITY/WORKERS COMP INSURANCE.

TOTAL BID \$ _____

PLEASE PROVIDE ANTICIPATED START DATE:

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

1st Draft
 For Layout Purposes only



Working Plan View

DATE:		9/11/2024	
SCALE:		1/4" = 1'	
SHEET:		P-1	

Custer County
 Court House

NO.	DATE	REVISION MADE	REVISION BY	DESCRIPTION

