# 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 <u>by mail or ground</u> <u>delivery</u> up to 4:00 o'clock p.m. on Friday, the 13th day of December, 2024, or <u>in person</u> 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) (Physical)

CUSTER COUNTY CLERK'S OFFICE CUSTER COUNTY CLERK'S OFFICE

P.O. BOX 300 675 WEST "B" STREET

ARAPAHO, OKLAHOMA 73620-0300 ARAPAHO, OKLAHOMA 73620-0300

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:

(Mailing) (Physical)

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.

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

## CHECKLIST OF ITEMS REQUIRED FOR BID RETURN

1 AFFIDA	VIT FOR FILING WITH COMPETITIVE E	BID
2 AFFIDA	AVIT FOR CONTRACTS AND PAYMENTS	S
3 W-9 FC	OR YOUR BUSINESS	
4 BID		
THESE ITEM CONSIDEREI	S MUST BE INCLUDED FOR BID  O.	то ве
PLEASE COMPI	LETE 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

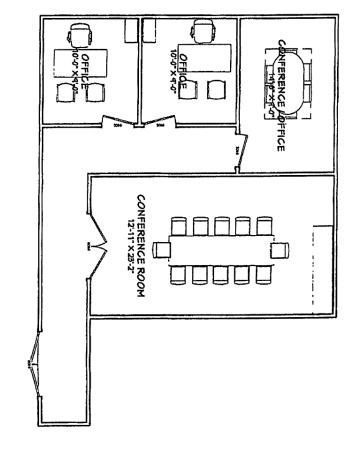
- 1. In an area consisting of approximately 900 square feet, 2 attorney client rooms, 1 large conference room, and 1 small conference room will need to be constructed using 2x4 conventional wood framing.
- 2. Walls shall be constructed from floor to ceiling and sound barrier insulation installed at the 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 subcontractors 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.

A MANDATORY PRE-BID MEETING IS TO 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.

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

TOTAL BID	\$
PLEASE PROVIDE	ANTICIPATED START DATE

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



Morking Plan View

LIVING AREA 861 50 FT

1st Draft For Layout Purposes only

P-1 SCALE: County Court House	POERIDATE RAVISOR DESCRIPTION

### **AFFIDAVIT FOR FILING WITH COMPETITIVE BID**

STATE OF OKLAHOMA )	)	
COUNTY OF )	) SS	
on oath says that (s)he is the age	, of lawful age, being first duent authorized by the bidder to submit the	
bid.	and additionized by the blader to submit the	ic attached
among bidders in restraint of free fixed price or to refrain from bidd quantity, quality or price in the prospective contract; or in any di	bidder has not been a party to any collu- edom of competition by agreement to bi- ding; or with any county official or em- prospective contract, or any other terms iscussions between bidders and any cou- or other thing of value for special consid-	id at a ployee as to of said inty official
	BIDDER:	
	Signature	
Subscribed and sworn to before	re me this day of, 2	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.

Bids which are submitted without this Affidavit will be considered invalid and rejected.

#### AFFIDAVIT FOR CONTRACTS AND PAYMENTS

)

	)	
	S	
	S	
COUNTY OF	)	
THE UNDERSIGNED (A)	RCHITECT, CONTRACTO	R,
ENGINEER) OF LAWFUL	AGE BEING FIRST DULY	SW

STATE OF OKLAHOMA

THE UNDERSIGNED (ARCHITECT, CONTRACTOR, SUPPLIER OR ENGINEER), OF LAWFUL AGE, BEING FIRST DULY SWORN, ON OATH SAYS THAT THIS INVOICE OR CLAIM IS TRUE AND CORRECT. AFFIANT FURTHER STATES THAT THE (WORK, SERVICES OR MATERIALS) WILL BE (COMPLETED OR SUPPLIED) IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, ORDERS OR REQUESTS FURNISHED THE AFFIANT. AFFIANT FURTHER STATES THAT (S)HE HAS MADE NO PAYMENT DIRECTLY OR INDIRECTLY TO ANY ELECTED OFFICIAL, OFFICER OR EMPLOYEE OF THE STATE OF OKLAHOMA, ANY COUNTY OR LOCAL SUBDIVISION OF THE STATE, OF MONEY OR ANY OTHER THING OF VALUE TO OBTAIN PAYMENT OF THE INVOICE OR PROCURE THE CONTRACT OR PURCHASEORDER.

(CO	NTRACTOR, ARCHITE	ECT, SUPPLIER, OR ENGINEER)
Ву		
	BEFORE METHIS	DAYOF
		DR CLERK OR JUDGE)

NOTE: 62 O.S. § 310.9 (B), authorizes counties executing a contract with any architect, contractor, supplier or engineer for construction work, services or materials which are needed on a continual basis from such architect, contractor, supplier or engineer under the terms of such contract, or executing more than one contract during the fiscal year with such architect, contractor, supplier or engineer, may require that the architect, contractor, supplier or engineer complete a signed affidavit as provided for in subsection A of this section which shall apply to all work, services or materials completed or supplied under the terms of the contract or contracts.

# Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

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

Before you begin. For guidance related to the purpose of Form W-9, see Purpose of Form, below.

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

	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the c entity's name on line 2.)	wner's na	me on line	1, and enter the	e busir	ness/dis	regarded
	2	Business name/disregarded entity name, if different from above.						
n page 3.	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.    Individual/sole proprietor			4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):				
.s		LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)			Exempt payee	code	(if any)	
Print or type. c Instruction	Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.			Exemption fro				
ri ji ji		Other (see instructions)			code (if any)			
Print or type. See Specific Instructions on page	3b	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions			(Applies to accounts maintained outside the United States.)			
See	5	Address (number, street, and apt. or suite no.). See instructions.	Request	er's name a	and address (op	tional)		
			CUSTE	R COUN	ITY			
	6	City, state, and ZIP code PO BOX 300			72620			
	7	ARAPAHO, OK 73620  ist account number(s) here (optional)						
Par	tΙ	Taxpayer Identification Number (TIN)						
Enter	vour	TIN in the appropriate box. The TIN provided must match the name given on line 1 to av	oid	Social sec	curity number			
		ithholding. For individuals, this is generally your social security number (SSN). However, f lien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other	or a		_	_		
		is your employer identification number (EIN). If you do not have a number, see <i>How to ge</i>	et a					
TIN, la	iter.		-	or Employer	identification	numb	or	
Note:	If th	e account is in more than one name, see the instructions for line 1. See also What Name	and [	Lilipioyei	r Identification number			=
		o Give the Requester for guidelines on whose number to enter.		-	-			
Par	t III	Certification						
		nalties of perjury, I certify that:						
		mber shown on this form is my correct taxpayer identification number (or I am waiting for	a numbe	r to be iss	sued to me); a	nd		
2. I an Ser	n no vice	t subject to backup withholding because (a) I am exempt from backup withholding, or (b) (IRS) that I am subject to backup withholding as a result of a failure to report all interest or subject to backup withholding; and	I have no	ot been no	otified by the	Intern		
3. I an	nal	J.S. citizen or other U.S. person (defined below); and						
4. The	FAT	TCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reportir	ng is corr	ect.				
becau acquis	se yo	on instructions. You must cross out item 2 above if you have been notified by the IRS that you have failed to report all interest and dividends on your tax return. For real estate transaction or abandonment of secured property, cancellation of debt, contributions to an individual ret	ons, item irement a	2 does no irrangeme	ot apply. For m nt (IRA), and, o	ortga genera	ge inter ally, pa	rest paid, yments
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.

#### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they