

**BID Number: 2025-Custer County Sheriff's Office Remodel**

## **INVITATION TO BID**

**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 29, 2025 at 4:00 p.m., or in person until September 2, 2025 until the hour of 9:00 a.m. on said day. All bids will be opened at **9:30 a.m., September 2, 2025**, during the County Commissioner's meeting held in the Custer County Courthouse, Arapaho, Oklahoma, Room 104, at 675 West "B" Street, Arapaho, Oklahoma. **Any bids received prior to August 26, 2025 at 9:00 a.m. or after September 2, 2025 at 9:00 a.m. shall not be considered and shall be returned unopened to the bidder.** Sealed bids shall be opened on September 2, 2025 at 9:30 a.m. for the following:

**MINIMUM SPECIFICATIONS**  
**Custer County Sheriff's Office Remodel**  
**MATERIALS and LABOR**  
**Custer County Law Enforcement Center, Arapaho**  
**CUSTER COUNTY, OKLAHOMA**

**A MANDATORY PRE-BID MEETING IS TO BE HELD AUGUST 18, 2025, 1:00 P.M. ON LOCATION. NON-ATTENDANCE SHALL CAUSE BID TO BE REJECTED.**

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

If you have any questions regarding the bid specifications, contact Sheriff Dan Day, 580-323-1616 and if you have questions regarding bid deadlines, etc., please contact Melissa Graham, Custer County Clerk or Debbie Bright, Purchasing Agent at (580) 323-4420.

**All bids must be in a sealed envelope, clearly marked with the name of the project, with the Bid Number, Bid Opening date and must state Bidders' name and address.**

All bids must be mailed or delivered to:

***(Mailing)***

CUSTER COUNTY CLERK'S OFFICE  
P.O. BOX 300  
ARAPAH0, OKLAHOMA 73620-0300

***(Physical)***

CUSTER COUNTY CLERK'S OFFICE  
675 WEST "B" STREET  
ARAPAH0, OKLAHOMA 73620-0300

Please follow all instructions for submitting bid proposals completely.

The contract will be awarded to the lowest responsible bidder within 30 days from date of bid opening. Provided, the County may extend the date for awarding the contract for 15 days according to state law (90 days if funds utilized for the project are furnished by an agency of the United States Government).

The successful bidder and the County must execute a contract embodying the terms of the bid documents, within 60 days from the date the contract was awarded.

All matters concerning the contract and project are subject to the provisions of state law and federal law when applicable.

The Board of County Commissioners reserves the right to accept or reject any or all bids and waive any informalities. The Board of Custer County Commissioners also reserves the right to make awards by items, groups of items, or all or none, whichever is in the best interest of the county.

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

## INSTRUCTIONS FOR SUBMITTING BID PROPOSALS

1. This entire packet (Invitation to Bid, Instructions, Minimum Specifications, Bid Form, Letter of Authorization, Affidavit for Filing with Competitive Bid, Non-Collusion Bidding Certification, Business Relationships Affidavit, 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 – Custer County Sheriff’s Office Remodel**  
**CLOSING (Bid Date) – September 2, 2025, 9:00 a.m.**  
**BID (Opening Time) – SEPTEMBER 2, 2025, 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, August 29, 2025 at 4:00 o’clock p.m., *or in person*, until 9:00 o’clock a.m. on September 2, 2025. Bids received after this time will be rejected and unopened. Bids will be opened at **9:30 o’clock a.m., September 2, 2025** during the County Commissioner’s meeting held in the Custer County Courthouse, Arapaho, Oklahoma, Room 104, at 675 West “B” Street, Arapaho, Oklahoma. **Any bids received prior to August 26, 2025 at 9:00 a.m. or after September 2, 2025 at 9:00 a.m. shall not be considered and shall be returned unopened to the bidder.**
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 ARAPAH0, OKLAHOMA 73620-0300	<i>(Physical)</i> CUSTER COUNTY CLERK’S OFFICE 675 WEST “B” STREET ARAPAH0, 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.

Before submitting a BID, BIDDERS should carefully examine the specifications, visit the site of work, fully inform themselves as to the existing conditions and limitations and shall include in the Bid a sum to cover the cost of all items included in the Contract. The failure or omission of any BIDDER to do any of the foregoing shall in no way relieve the BIDDER from any obligation in respect to the BID. Extra payments will not be authorized for work that could have been foreseen by a careful examination of the site. Submission of a BID shall constitute acceptance by the BIDDER of existing site conditions as a part of the requirements for this work.

All applicable laws, ordinances and the rules and regulations of all authorities having jurisdiction over construction of the PROJECT shall apply to the contract throughout.

The CONTRACT DOCUMENTS contain the provisions required for the construction project. Information obtained from an officer, agent, or employee of the COUNTY or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve the CONTRACTOR from fulfilling any of the conditions of the contract.

Each BID must be accompanied by a Cashier's Check, a Certified Check or Bid Bond in the amount of five percent (5%) of the TOTAL BID as a guarantee of good faith. The check is to be drawn on an Oklahoma bank and made payable to the BOARD OF CUSTER COUNTY COMMISSIONERS. The BID BOND of the successful BIDDER will be retained until the CONTRACT, PERFORMANCE BOND, STATUTORY BOND and MAINTENANCE BOND have been executed and approved, AND PROOF OF PUBLIC LIABILITY AND WORKERS COMP INSURANCE have been provided and approved. The Custer County Clerk's office, upon receipt of a written notice from the Successful Bidder, will return to them the 5% BID BOND. Checks of unsuccessful bidders will be returned by mail unless otherwise requested. Bonding companies must appear on Treasury Circular 570 and be authorized to transact business in the State of Oklahoma for an amount in excess of the bid.

A 100% PERFORMANCE BOND, 100% STATUTORY BOND AND 100% MAINTENANCE BOND in the amount of the CONTRACT PRICE, with a corporate surety approved by the COUNTY, will be required for the faithful performance of the contract. The Attorney-in-fact who signs the BID BONDS and PERFORMANCE, STATUTORY & MAINTENANCE BOND must file with each BOND a certified and effective dated copy of their Power of Attorney.

BIDDER will be responsible for overseeing the entire project.

The party to whom the contract is awarded will receive a NOTICE OF AWARD accompanied by the necessary AGREEMENT and BOND forms. The awarded bidder will be required to execute the Agreement and obtain the PERFORMANCE BOND, STATUTORY BOND, MAINTENANCE BOND, and PUBLIC LIABILITY & WORKERS COMP INSURANCE within ten (10) calendar days from the date the BID is awarded unless extended by mutual agreement between the COUNTY and the AWARDED BIDDER. In case of failure of the BIDDER to execute the AGREEMENT, the COUNTY may consider the BIDDER in default, in which case the BID BOND accompanying the proposal shall become the property of the COUNTY.

THE NOTICE TO PROCEED shall be issued within seven (7) days of the execution of the AGREEMENT by the COUNTY. Should there be reasons why the NOTICE TO PROCEED cannot be issued within such period, the time may be extended by mutual agreement between the COUNTY and CONTRACTOR. If the NOTICE TO PROCEED has not been issued within the seven (7) day period or within the period mutually agreed upon, the CONTRACTOR may terminate the AGREEMENT without further liability on the part of either party.

The COUNTY may make such investigations as deemed necessary to determine the ability of the BIDDER to perform the WORK, and the BIDDER shall furnish to the COUNTY all such information, data and not limited to financial statements for this purpose as the COUNTY may request. The COUNTY reserves the right to REJECT any BID if the evidence submitted by, or investigation of such BIDDER fails to satisfy the COUNTY that such BIDDER is properly qualified to carry out the obligations of the AGREEMENT and to complete the WORK contemplated therein.

ALL CONTRACTORS involved in the project shall have proper and current licensing in the State of Oklahoma and should be prepared to provide a copy of such if requested.

The Bidder must be able to financially carry on the work until project is completed.

## **PAYMENT**

### Original Documents required:

- Invoice with breakdown of labor and materials
- Certification from Custer County Sheriff stating his approval (document will be provided by the Sheriff's Department)

The invoice, with attached items listed above, shall be submitted by the Contractor to the Custer County Sheriff's Department at PO Box 40, Arapaho, OK 73620. Before the Custer County Sheriff's Department submits the invoice to the Custer County Clerk's Office to be paid, it shall contain certification by the Custer County Sheriff that states the work for which payment is claimed has been performed and that such work conforms to the specifications for the project. No

such invoice shall be paid by the County without such certification. The Contractor must provide a signed Affidavit for Contracts & Payments which will be provided with the contract and bond forms.

Any spills of petroleum, oil and lubricant (POL) products, chemicals, or other hazardous materials must be reported immediately to the County Commissioner's office.

### **DOCUMENTS REQUIRED FOR THIS BID**

- Bid Form, includes an attached Letter of Authorization
- Bid Security for 5% of the total bid
- Affidavit for Filing with Competitive Bid
- Non-collusion Bidding Certification
- Business Relationship Affidavit
- IRS W9 Form

Bidder must submit the properly completed and executed documents listed on this page. All signatures must be original, not copied, faxed, computer generated or mechanical.

Bidder shall use the forms in this Bid packet or shall photocopy the forms and complete them. No alterations can be made to the forms except to add additional signature lines as required. Any other alteration or amendment of the forms may invalidate the Bid.

All correspondence will be in writing. In the event that it becomes necessary to revise any part of the Bid, addenda will be faxed, emailed or mailed to vendors on the Bid Holders List. Any oral interpretations or clarifications of this Bid shall not be relied upon. All changes to this Bid must be in writing and available to all bidders.

If a Bid document listed above is not included in the Bid Packet, it is the Bidder's responsibility to obtain the Bid document from the Custer County Clerk's Office. The Bidder shall also be responsible for contacting the Purchasing Agent prior to bid closing to ensure all addendums were received. A copy of each addendum must be present with the submitted Bid packet.

If you have any questions regarding the bid specifications, contact Sheriff Dan Day, 580-323-1616 and if you have questions regarding 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
- 5. \_\_\_\_ BID PROPOSAL
- 6. \_\_\_\_ 5% BID BOND (Cashier’s Check, Certified Check or Bid Bond)
- 7. \_\_\_\_ NON COLLUSION BIDDING CERTIFICATE
- 8. \_\_\_\_ BUSINESS RELATIONSHIPS AFFIDAVIT

**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  
SHERIFF’S OFFICE REMODEL  
CUSTER COUNTY LAW ENFORCEMENT CENTER  
ARAPAHO, OKLAHOMA**

**REMODEL AND REALIGN EXISTING OFFICE AREA SPACE  
REMOVE EXISTING DIVIDING WALLS, CABINETRY, FLOORING**

**1. GENERAL REQUIREMENTS**

- GENERAL LIABILITY INSURANCE
- WORKMANS COMPENSATION INSURANCE
- BUILDERS RISK INSURANCE
- RESPONSIBLE FOR HAULING OFF TRASH

**Proposed Cost:**

<b>2. RECEPTION PONY WALL</b>	_____
<b>3. SUPPORTS</b>	_____
<b>4. GATE</b>	_____
<b>5. DISPATCH SUPPORTS</b>	_____
<b>6. DISPATCH DOOR ADDITION</b>	_____
<b>7. ALL CABINETS</b>	_____
<b>8. COUNTERTOPS</b>	_____
<b>9. CARPET</b>	_____
<b>10. TILE</b>	_____
<b>11. LABOR AND PAINT 6 LOCKERS</b>	_____
<b>12. SINK / FAUCET / PLUMBING HOOKUP</b>	_____
<b>13. TRIM PAINT AND WALL PAINT</b>	_____

Vendor must include scaled drawings with dimensions and product location in Bid. All materials must withstand usage and time. Please provide documentation of materials

**TOTAL BID – ENTIRE PROJECT.....\$\_\_\_\_\_**

**ESTIMATED COMPLETION DATE ..... \_\_\_\_\_**

**REQUIRED COMPLETION DATE:  
DECEMBER 31, 2025**

**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**

## AFFIDAVIT FOR CONTRACTS AND PAYMENTS

STATE OF OKLAHOMA               )  
  ) ss  
COUNTY OF                             )

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 PURCHASE ORDER.

(CONTRACTOR, ARCHITECT, SUPPLIER, OR ENGINEER)

By \_\_\_\_\_

ATTESTED TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

NOTARY PUBLIC (OR 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.



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

Print or type.  
See Specific Instructions on page 3.

1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
2	Business name/disregarded entity name, if different from above.	
3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <div><input type="checkbox"/> Individual/sole proprietor    <input type="checkbox"/> C corporation    <input type="checkbox"/> S corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> 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. <input type="checkbox"/> Other (see instructions)</div>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
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 . . . . . <input type="checkbox"/>	
5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional) <b>CUSTER COUNTY</b> <b>PO BOX 300</b> <b>ARAPAHO, OK 73620</b>
6	City, state, and ZIP code	
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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
<div></div>	<div></div>
or	
Employer identification number	
<div></div>	<div></div>

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
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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](https://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

**BID BOND**

KNOWN ALL MEN BY THESE PRESENTS, that we, the undersigned, \_\_\_\_\_  
\_\_\_\_\_ as Principal, and \_\_\_\_\_  
\_\_\_\_\_, as Surety, are hereby held and firmly  
bound unto Custer County Commissioners, as OWNER in the penal sum of:  
\_\_\_\_\_for the  
payment of which, well and truly to be made, we hereby jointly and severally bind ourselves,  
successors, and assigns.

Signed, this \_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_.

The Condition of the above obligation is such that whereas the Principal has submitted to Custer  
County Commissioners a certain BID, attached hereto and hereby made a part hereof to enter  
into a contract in writing, for the: **CUSTER COUNTY SHERIFF’S OFFICE REMODEL**

NOW, THEREFORE,

- (a) If said BID shall be rejected, or
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a contract in  
the Form of Contract attachment hereto (property completed in accordance with said  
BID) and shall furnish a BOND for faithful performance of said contract, and for the  
payment of all persons performing labor, furnishing materials in connection therewith,  
and shall in all other respects perform the agreement created by the acceptance of said  
BID, then this obligation shall be void, otherwise the same shall remain in force and  
effect; it being expressly understood and agreed that the liability of the Surety for any  
and all claims hereunder shall, in no event, exceed the penal amount of this obligation  
as herein stated.

The surety, for value received, hereby stipulates and agrees that the obligations of said Surety and  
its BOND shall be in no way impaired or affected by any extension of the time within which the  
OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS THEREOF, the Principal and the Surety have hereunto set their hands and seals,  
and such of them as are corporations have caused their corporate seals to be hereto affixed, and  
these presents to be signed by their proper officers, the day and year first set forth above.

\_\_\_\_\_  
Principal

ATTEST: (if by Corporation)

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Name & Title

By: \_\_\_\_\_

Corporate Seal

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department’s  
most current list (Circular 570 as amended) and be authorized to transact business in the state  
where the project is located.

**NOTE: This form is to be submitted with the BID.**

**BID PROPOSAL**

Proposal of \_\_\_\_\_ (hereinafter called “BIDDER”), organized and existing under the laws of the State of Oklahoma doing business as \_\_\_\_\_. To the Custer County Commissioners (hereinafter called “OWNER”) in compliance with your Advertisement for Bids, BIDDER hereby proposes to perform all WORK for the construction of **CUSTER COUNTY SHERIFF’S OFFICE REMODEL** in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein and at the prices stated below. By submission of this BID, each BIDDER certifies, and in the case of a joint BID, each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this contract within ninety (90) days of the date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within thirty (30) consecutive calendar days once work has commenced thereafter BIDDER further agrees to pay as liquidated damages, the sum of \$2,000.00 for each calendar day thereafter.

No Bidder may withdraw a BID within sixty (60) days after the actual opening thereof. Each BID must be accompanied by a BID BOND payable to OWNER for 5% of the amount bid. BIDDER acknowledges receipt of the following ADDENDUM: \_\_\_\_\_

\_\_\_\_\_ BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the following unit prices or lump sum given in the Bid Schedule.

Respectfully Submitted,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Employee I.D. No.

\_\_\_\_\_  
Address

(SEAL) – If BID is by a corporation

\_\_\_\_\_  
Telephone No.

ATTEST:

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Secretary/Witness

\_\_\_\_\_  
Date

**NOTE: This form is to be submitted with the BID.**

[illegible]

1. I am the duly authorized agent of \_\_\_\_\_,  
The bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a Party to the following:
  - a. Any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - b. Any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract; and
  - c. 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.

Certified this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Position in the Company)

**NOTE: This form is to be submitted with the BID.**

STATE OF OKLAHOMA     )  
                                      )SS  
COUNTY OF \_\_\_\_\_)

**NOTE: This form is to be submitted with the BID.**

**All Bids must include assurances that the following provisions will be complied with:**

1. Federal Labor Standards Provisions, US Department of Labor, 29 CFR5;
2. Section 3 of the Housing and Urban Development Act of 1974, as amended; 12 U.S.C. 1701U, which requires that, to the greatest extent feasible, opportunities for training and employment be given lower-income residents of the project area and contracts for work in substantial part by persons residing in the area of the project;
3. Section 109 of the Housing and Community Development Act of 1974, which assures that no person shall, on the grounds of race, color, natural origin or sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination;
4. Certification of Non-Segregated Facilities, which assures the bidder does not maintain or provide any segregated facilities;
5. Equal Opportunity Provisions – Executive Order 11246, as amended, which assures non-discrimination;
6. Minority Business Enterprise and Women Business Enterprise provisions which encourage minority-owned businesses and women-owned businesses to bid on the project;
7. Assurance that surety companies executing bonds appear on the Treasury Department's list and are authorized to transact business in the State where the project is located.