

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, April 22, 2022 at 4:00 o'clock p.m., or *in person* until Monday, April 25, 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, April 25, 2022 at 9:30 o'clock a.m. for the following:

Minimum Specifications
SOIL STABILIZER FOR COUNTY ROADS
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 – Soil Stabilizer
CLOSING – April 25, 2022
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, April 22, 2022 at 4:00 o’clock p.m., **or in person**, until 9:00 o’clock a.m. on April 25, 2022. Bids received after this time will be rejected and unopened. Bids will be opened at **9:30 o’clock a.m., April 25, 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> 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: _____

CUSTER COUNTY SEEKS BIDS FOR THE FOLLOWING:

SOIL STABILIZER FOR ROAD PROJECTS.

BIDS FOR SHOULD BE FIRM FOR THE FOLLOWING TIME PERIOD:

APRIL 25, 2022 THROUGH DECEMBER 31, 2022.

BID PRICE PER GALLON, TO INCLUDE DELIVERY COSTS:

TOTAL BID..... \$_____

