

## **NOTICE TO BIDDER**

**NOTICE IS HEREBY GIVEN** that the Board of County Commissioners of Custer County, Oklahoma will, on the 11th day of October, 2011 up until the hour of 9:00 o'clock a.m. on said day, in their office in the Courthouse in Arapaho, Oklahoma, receive sealed bids for the following:

**Minimum Specifications For  
Lease Purchase on  
One or More  
Used Reclaimer(s)  
For Custer County, Oklahoma District(s)**

Specifications and information are on file in the Custer County Clerk's office in Arapaho, Oklahoma.

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**

*(Physical)*

**CUSTER COUNTY CLERK'S OFFICE  
675 WEST "B" STREET  
ARAPAHO, OKLAHOMA 73620**

Please follow all instructions for submitting bid proposals completely.

**/s/ Karen Fry, Custer County Clerk  
(SEAL)**

# **INSTRUCTIONS FOR SUBMITTING BID PROPOSALS**

1. This entire packet (Notice, Instructions, Minimum Specifications and Affidavit) 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  
CLOSING (Bid Date)  
(BID Opening time)**
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 in person, before 9:00 o'clock a.m. on October 11, 2011. Bids received after this time will be rejected and unopened. **All bids will be opened at 9:00 o'clock a.m., October 11, 2011** 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:  

<b>(MAILING)</b>	<b>(PHYSICAL)</b>
CUSTER COUNTY CLERK	CUSTER COUNTY CLERK
P.O. BOX 300	675 WEST 'B' STREET
ARAPAHO, OK 73620-0098	ARAPAHO, OK 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 maintenance & operational expenses for Custer County is made once a month. Approval of said claims is made on the second 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 Monday of the month.  
\* If the proper invoices and supporting documentation are not received by the monthly cut-off date, payment will be rendered during the following month's business.  
\* Please contact Karen Fry, Purchasing Agent, 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 Karen Fry, Custer County Clerk 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.**

**MINIMUM SPECIFICATIONS FOR  
LEASE PURCHASE ON  
ONE OR MORE  
USED RECLAIMER(S)  
FOR CUSTER COUNTY DISTRICT(S)**

Custer County reserves the right to accept or reject any and all bids.

**MINIMUM SPECS:**

One or more used 2000 or newer reclaimer  
350 net horse power diesel engine  
28Lx26 rear tires 50% or better  
11.25 x 24 front tires 40% or better  
33,200 lbs. total operating weight  
7 foot reclaimer drum with bullet teeth  
Hydrostatic drive transmission  
2400 hours or less  
Machine must be priced delivered and ready to work

**Total Price**

\$ \_\_\_\_\_

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Vendor Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Vendor Contact Number

**AFFIDAVIT FOR FILING WITH COMPETITIVE BID**

STATE OF OKLAHOMA        )  
  ) SS  
COUNTY OF CUSTER)

\_\_\_\_\_, 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 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 officials concerning exchange of money or  
other things of value for special consideration in the letting of a contract.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me \_\_\_\_\_, 2011.

\_\_\_\_\_  
Notary Public (or Clerk or Judge)

**Note: Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 74 O.S. 19 81s 85.24.**