

**NOTICE TO BIDDER**  
**(PLEASE USE THE ENCLOSED BID SHEETS)**

**NOTICE IS HEREBY GIVEN** that the Board of County Commissioners of Custer County, Oklahoma will, on **June 17, 2013 until the hour of 10:00 o'clock a.m.** on said day, in their office in the Courthouse in Arapaho, Oklahoma, receive sealed proposals for the furnishing of the following materials for Custer County Highway projects, for a period from **July 1, 2013 up to and including December 31, 2013.**

*Welding for Custer County highway projects, vehicle and or equipment repairs, maintenance for county owned or leased facilities, Custer County bridge projects.*

THE BOARD OF COUNTY COMMISSIONERS is asking proposals for the furnishing of the above set out materials to be furnished at any time from **July 1, 2013 up to and including December 31, 2013** without any stated or estimated quantities being given and the Board of County Commissioners does not agree by the acceptance of these quotations to purchase at any time any given or stated amount, but reserves the right to purchase in such amounts and at such times as it may deem necessary. The Contractor in making a proposal or quotation on any such item(s) will be expected to agree to furnish any material(s) upon which may bid under this plan, in such amounts and at such times and at the prices quoted in the proposal, that the County Commissioners may hereafter decide.

FORMS, PROPOSALS and specifications covering all material(s) and construction on which bids or proposals are asked, may be obtained in the Custer County Commissioner's Office, Room 104 in Arapaho, Oklahoma where approved copies of the same are on file, and can also be found on Custer County's website, [www.custer.okcounties.org](http://www.custer.okcounties.org).

PROPOSALS must be filed with Karen Fry, Custer County Clerk before the hour stated above; after which they will be opened, read and considered. Bidders and other interested persons are invited to be present. The Board of County Commissioners reserves the right to reject any and all bids, to waive any and all irregularities and formalities, and award as the County's interest may seem to be best served.

/s/Karen Fry, Custer County Clerk

(SEAL)

## INSTRUCTIONS FOR SUBMITTING BID PROPOSALS

1. This entire packet (Notice, Instructions, Minimum Specifications, Affidavit for Filing, Affidavit for Contracts 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**  
**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 **10:00 o'clock a.m. on June 17, 2013**. Bids received after this time will be rejected and unopened. All bids will be opened at **10:00 o'clock a.m. June 17, 2013** 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> CUSTER COUNTY CLERK P.O. BOX 300 ARAPAHO, OK 73620-0300	<b>(PHYSICAL)</b> CUSTER COUNTY CLERK 675 WEST ‘B’ STREET ARAPAHO, OK 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 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, 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 Karen Fry, 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.**

**CUSTOM WELDING**

**(SHOP PROJECTS FOR)  
CUSTER COUNTY, OKLAHOMA**

DISTRICT #1.....\$\_\_\_\_\_ Hourly Bid

DISTRICT #2.....\$\_\_\_\_\_ Hourly Bid

DISTRICT #3.....\$\_\_\_\_\_ Hourly Bid

*Bid must be firm for a period from:*

**July 1, 2013 up to and including December 31, 2013**

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**CUSTOM WELDING**

**(CONSTRUCTION PROJECTS FOR)  
CUSTER COUNTY, OKLAHOMA**

DISTRICT #1.....\$\_\_\_\_\_ Hourly Bid

DISTRICT #2.....\$\_\_\_\_\_ Hourly Bid

DISTRICT #3.....\$\_\_\_\_\_ Hourly Bid

*Bid must be firm for a period from:*

**July 1, 2013 up to and including December 31, 2013**

**SPECIFICATIONS & REQUIREMENTS  
REFERENCE PORTABLE WELDER  
USED BY CUSTER COUNTY**

The following requirements are necessary and are imperative for service requirements needed and provided for Districts #1, #2 and #3, Custer County Oklahoma.

1. The welder must be certified, and certification must be provided for processing to include certification of insurance (both workers' compensation for all employees that will be doing work for Custer County, and general liability coverage of one million dollars or more). Said certifications to be filed with the bid.
2. The welder must have at least two (2) years experience with references provided for review.
3. The welder must have knowledge in the construction of a bridge in accordance with the federal and state construction regulations.
4. The welder must know of all stress points and daily development points on all types of bridges whether they are banister railing type, steel construction, with concrete flooring, or partial steel foundation with creosote lumber flooring, with creosote back-walling, etc.
5. It is also imperative that with the two (2) experience requirements, it is necessary to have the working knowledge of the size and type of steels and iron used in each and every stage of bridge construction of any size or type, to include materials such as H-Beam and I-Beam, angle iron, all other types of construction steels, and/or wood materials needed, interlocking sheeting, etc.
6. It is further a desired requirement that the welder awarded the bid has immediate access to the following equipment/machinery:

A. Bench Press	B. Drill Press
C. Both Arc and Mig Type Welders	D. Large Overhead Hoist
E. Band Saw	F. Cut-Off Saws
7. The welder must also have two (2) years experience in prefabrication and straightening processes such as:
  1. Replacing and repairing damaged truck and/or heavy equipment frames
  2. Repairing and aligning axles, front and rear
  3. Repairing axle springs and front ends
  4. Prefabrication of truck beds with or without headache racks
  5. Repairing severely damaged truck tail gates
  6. Building and/or repairing drive shafts to include bearing installation
  7. General repairs on all other types of machinery used by the County
8. Also, the welder must have a working knowledge of any and all types of heavy equipment and their operations. (Recommend resume on previous experience as to repairs and actual operating experience on all types of equipment).
9. It is recommended that the welder have access to his or her own place of business for welding construction, for fabrication and needed repairs. It is necessary at times to send equipment out to be repaired while the county shop is being temporarily used for preventative maintenance and both minor and major repairs to the equipment and these repairs are performed by qualified employees of the county.
10. Furthermore, not only should the welder have a place of business or access to, but must also have immediate access or sources to obtain necessary iron, or metals and it is recommended that the welder have in stock assorted sizes, to include metals and iron used for emergency repairs, because unfortunately, quite often many vehicles need immediate repairs both in the county yards and on work site locations.

Therefore, as mentioned, the welder must meet the requirements listed above and must show verification of same or otherwise the presented bid will be reviewed and possibly immediately disallowed.

THE CUSTER COUNTY BOARD OF  
COUNTY COMMISSIONERS

**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.

**VENDOR:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY/STATE/ZIP** \_\_\_\_\_  
**PHONE** \_\_\_\_\_  
**FAX** \_\_\_\_\_  
**EMAIL** \_\_\_\_\_

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) AS SHOWN BY THIS INVOICE OR CLAIM HAVE BEEN (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 PURSUANT TO WHICH AN INVOICE IS REQUIRED.

\_\_\_\_\_
BUSINESS NAME

By \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_
NOTARY PUBLIC (OR CLERK OR JUDGE)

NOTE: 62 OKL.ST.ANN. § 310.9 (B), AUTHORIZES COUNTIES EXECUTING MORE THAN ONE CONTRACT, EXCEEDING \$ 25,000.00 DURING THE FISCAL YEAR, WITH AN ARCHITECT, CONTRACTOR, ENGINEER OR SUPPLIER OF CONSTRUCTION MATERIALS TO ACCEPT ONE AFFIDAVIT APPLYING TO ALL WORK, SERVICES OR MATERIALS COMPLETED OR SUPPLIED UNDER THE TERMS OF AWARDED CONTRACTS, OR WHICH ARE NEEDED ON A CONTINUAL BASIS; SUCH AFFIDAVIT TO BE IN LIEU OF ALL INDIVIDUAL AFFIDAVITS FOR EACH INVOICE SUBMITTED IN RELATION TO SUCH CONTRACT.





**Request for Taxpayer  
 Identification Number and Certification**

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <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"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional) <b>Custer County</b> <b>P.O. Box 300</b> <b>Arapaho, OK 73620-0300</b>
	City, state, and ZIP code	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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>																		
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**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).

**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 on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.