NOTICE TO BIDDER

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Custer County, Oklahoma will, on the 26th day of August, 2013 up until the hour of 10:00 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
Cleaning and Repairing Metal Roof Systems
Patrick Center Building
Arena Barn (Quonset)
At the Custer County Fairgrounds
Custer County, Oklahoma

Specifications and information are on file in the Custer County Commissioner's office, Room 104 in Arapaho, Oklahoma, and can also be found on Custer County's website, 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:

(Mail) (Physical)

Custer County Clerk
P. O. Box 300
Custer County Clerk
675 West 'B' Street
Arapaho, OK 73620-0300
Arapaho, OK 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 10:00 o'clock a.m. on August 26, 2013. Bids received after this time will be rejected and unopened. All bids will be opened at 10:00 o'clock a.m., August 26, 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:

(MAILING) (PHYSICAL)
CUSTER COUNTY CLERK
P.O. BOX 300 C73620-0300 C75 WEST 'B' STREET
ARAPAHO, OK 73620-0300 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 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", <u>WILL BE INVALID AND REJECTED</u>.

MINIMUM SPECIFICATIONS FOR Cleaning and Repairing Metal Roof Systems Patrick Center Building Arena Barn (Quonset) At the Custer County Fairgrounds Custer County, Oklahoma

- 1. Clean roof surfaces using a minimum of 3200 psi pressure washer with rotary cutting tip.
- 2. Remove and replace (14 each) existing skylight panels with like profile commercial skylight panels.
- 3. Quonset Roof only Prime with commercial grade rust inhibiting primer .25-300 s.f./gallon.
- 4. Quonset Roof only Remove existing fascia flashing.
- 5. Spray/apply commercial grade premium coatings (white acrylic elastomeric) & 4'' 6'' fabric to all seams.
- 6. Cap seal all fastener heads using thermo-flex industrial grade acrylic caulk.
- 7. Spray/apply premium acrylic elastomeric coating (white) to entire roof surface area (minimum 25 wet mils thick) (3000 psi airless sprayer).

TOTAL: \$	
Option: Replacement of L-Flashing if needed to seal eaves.	\$

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA)					
COUNTY OF) SS					
, of lawful ag	e, being first duly sworn,				
on oath says, that (s)he is the agent authorized by the bid	lder 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 count	y official or employee as to				
quantity, quality or price in the prospective contract, or a	any other terms of said				
prospective contract; or in any discussions between bidd	lers and any county official				
concerning exchange of money or other thing of value for	or 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	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	-
ву	_
SUBSCRIBED AND SWORN TO BEFORE ME THIS DAY OF	. 20
	, 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.

Form W-9 (Rev. December 2011) Department of the Treasury Internal Revenue Service

Request for Taxpayer **Identification Number and Certification**

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

	Name (as shown on your income tax return)								
le 2.	Business name/disregarded entity name, if different from above	115-11-11					e cent	S UNE 40	
Print or type See Specific Instructions on page	Check appropriate box for federal tax classification: Individual/sole proprietor C Corporation S Corporation Partnership True	st/estate				T			
	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶				□	Exempt payee			
	☐ Other (see instructions) ▶								
_ iffi	Address (number, street, and apt. or suite no.)	Requester's name and address			ddress (o	(optional)			
å		uster (Cour	nty					
See 5	1 - 30% - 30%	P.O. Box 300 Arapaho, OK 73620-0300							
33	List account number(s) here (optional)	upun	, 0.	. ,,,,,	.0000				
to ave reside entitie	Taxpayer Identification Number (TIN) your TIN in the appropriate box. The TIN provided must match the name given on the "Name" loid backup withholding. For individuals, this is your social security number (SSN). However, for ent allien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other as, it is your employer identification number (EIN). If you do not have a number, see How to get an page 3.		Social	security	number]-		П	
	. If the account is in more than one name, see the chart on page 4 for guidelines on whose	E	Employer identification nu				mber		
number to enter.				-					
Par	t II Certification		-	-		-			
	r penalties of perjury, I certify that:								
1. Th	e number shown on this form is my correct taxpayer identification number (or I am waiting for a	number	to be	e issued	to me),	and			
Se	m not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) prvice (IRS) that I am subject to backup withholding as a result of a failure to report all interest or longer subject to backup withholding, and								
3. I a	m a U.S. citizen or other U.S. person (defined below).								
becau intere	fication instructions. You must cross out item 2 above if you have been notified by the IRS that use you have failed to report all interest and dividends on your tax return. For real estate transact st paid, acquisition or abandonment of secured property, cancellation of debt, contributions to cally, payments other than interest and dividends, you are not required to sign the certification, but ally, payments other than interest and dividends, you are not required to sign the certification, but all you have been notified by the IRS that the property is a property of the property of t	tions, ite an indivi	m 2	does no	ot apply.	For n	nortgag	ge), and	

Signature of U.S. person ▶ **General Instructions**

Section references are to the Internal Revenue Code unless otherwise

Purpose of Form

instructions on page 4.

Sign

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:

- 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 - 2. Certify that you are not subject to backup withholding, or
- 3. 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 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.