

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 **10:30 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
CONCRETE CONSTRUCTION PROJECTS
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)

Custer County Clerk
P. O. Box 300
Arapaho, OK 73620-0300

(Physical)

Custer County Clerk
675 West 'B' Street
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 **10:30 o'clock a.m.** on **August 26, 2013**. Bids received after this time will be rejected and unopened. All bids will be opened at **10:30 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) CUSTER COUNTY CLERK P.O. BOX 300 ARAPAHO, OK 73620-0300	(PHYSICAL) 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, 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", WILL BE INVALID AND REJECTED.

**MINIMUM SPECIFICATIONS FOR
CONCRETE CONSTRUCTION PROJECTS
Custer County, Oklahoma**

Full Construction Crew Price Per Hour - \$_____

REQUIREMENTS:

At Least 20 Years of Experience in Concrete Work

Contractor shall be responsible for placement of all reinforcement steel and concrete forms for all projects

Contractor shall provide all forms and tools as required for each project

