

**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 January 21, 2014 until the hour of 9:30 a.m. on said day, in their office in the Courthouse in Arapaho, Oklahoma, receive sealed bids for the following:

**Minimum Specifications For**  
**Carpet and Installation**  
**Custer County Courthouse**  
**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, [www.custer.okcounties.org](http://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:

***(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/ 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, until **9:30 o'clock a.m. on January 21, 2014**. Bids received after this time will be rejected and unopened. All bids will be opened at **9:30 o'clock a.m., January 21, 2014** 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>	<i>(Physical)</i>
CUSTER COUNTY CLERK'S OFFICE	CUSTER COUNTY CLERK'S OFFICE
P.O. BOX 300	675 WEST "B" STREET
ARAPAHO, OKLAHOMA 73620-0300	ARAPAHO, OKLAHOMA 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, 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.**

**BID SPECIFICATIONS**

**CARPET and INSTALLATION FOR  
CUSTER COUNTY COURTHOUSE**

1. Style - Modular
2. Pile Yarn Content - 100% color strand solution dyed nylon
3. Construction - Textured loop
4. Dye Method – Solution
5. Gauge – 1/8
6. Stitches per inch – 9.8
7. Tufted weight – 20 ounce
8. Width – 24” wide x 24” long
9. Performance – Heavy commercial with minimum 10 year warranty
10. Radiant Panel – Class 1. ASTM E – 648
11. Smoke Density – Less than 450, E-662 (Flaming Mode)

**TOTAL:           \$ \_\_\_\_\_ SQ.FT.**  
**OR**  
**\$ \_\_\_\_\_ SQ.YD.**

**VENDORS MUST CONTACT KAREN FRY, CUSTER  
COUNTY CLERK AT (580) 323-4420 FOR  
MEASUREMENTS OF COURTHOUSE.**





