

**INVITATION TO BID**  
**(PLEASE USE THE ENCLOSED BID SHEETS)**

**NOTICE IS HEREBY GIVEN** that the Board of County Commissioners of Custer County, Oklahoma will, on June 19, 2017 until the hour of 9:45 o'clock a.m. on said day, in their office in the Courthouse in Arapaho, Oklahoma, receive sealed bids for the following:

**MINIMUM SPECIFICATIONS  
LABOR ONLY FOR REPAIRS TO  
EXISTING HEAT AND AIR UNITS  
FOR CUSTER COUNTY COURTHOUSE  
CUSTER COUNTY, OKLAHOMA**

Specifications and information are on the file in the Custer County Clerk's Office in Arapaho, Oklahoma and may be viewed on Custer County's website, <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/ MELISSA PARKER, CUSTER COUNTY CLERK  
(SEAL)

## INSTRUCTIONS FOR SUBMITTING BID PROPOSALS

1. This entire packet (Invitation to Bid, Instructions, Minimum Specifications, Affidavit for Filing with Competitive Bid, Affidavit for Contracts and Payments, 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 **9:45 o'clock a.m. on June 19, 2017**. ***Due to time of delivery by US mail as well as ground delivery, it is suggested that all mail or ground delivered bids be received no later than 4:00 p.m. the Friday prior to Bid Opening. Bids delivered in person will accepted up to the time of Bid Opening.*** All bids will be opened at **9:45 o'clock a.m., June 19, 2017** during the County Commissioner's meeting held in the Custer County Courthouse, Arapaho, Oklahoma, Room 104, at 675 West "B" Street, Arapaho, Oklahoma. Bids received after this time will be rejected and unopened.
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><br>CUSTER COUNTY CLERK'S OFFICE<br>P.O. BOX 300<br>ARAPAHO, OKLAHOMA 73620-0300 | <i>(Physical)</i><br>CUSTER COUNTY CLERK'S OFFICE<br>675 WEST "B" STREET<br>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 all expenses for Custer County is made twice a month. Approval of said claims is made on the second and fourth 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 and fourth Monday of the month.  
\* If the proper invoices and supporting documentation are not received by the cut-off date, payment will be rendered during the following payment issue period.  
\* Please contact Melissa Parker, 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 Melissa Parker, 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  
LABOR ONLY FOR REPAIRS TO  
EXISTING HEAT AND AIR UNITS  
FOR CUSTER COUNTY COURTHOUSE  
CUSTER COUNTY, OKLAHOMA**

1. **THIS IS FOR LABOR COST ONLY PER HOUR**
2. TERM WILL BE FROM **JULY 1, 2017** THROUGH **JUNE 30, 2018**
3. RESPONSE TIME FROM INITIAL REQUEST TO TIME OF ARRIVAL SHOULD BE NO LONGER THAN ONE (1) HOUR.
4. BID MUST INDICATE LICENSE OF APPLICANT AND PROOF OF GENERAL LIABILITY AND WORKER'S COMP INSURANCE.

**BID – COST PER HOUR ..... \$ \_\_\_\_\_**

**THE BOARD OF COUNTY COMMISSIONERS RESERVES THE  
RIGHT TO REJECT ANY AND ALL BIDS.**





## Request for Taxpayer Identification Number and Certification

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

|   |  |
|---|--|
| Print or type<br>See Specific Instructions on page 2. | <p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes:<br/> <input type="checkbox"/> Individual/sole proprietor or single-member LLC            <input type="checkbox"/> C Corporation            <input type="checkbox"/> S Corporation            <input type="checkbox"/> Partnership            <input type="checkbox"/> Trust/estate<br/> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____<br/> <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.<br/> <input type="checkbox"/> Other (see instructions) ▶ _____</p> <p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br/>         Exempt payee code (if any) _____<br/>         Exemption from FATCA reporting code (if any) _____<br/> <i>(Applies to accounts maintained outside the U.S.)</i></p> <p><b>5</b> Address (number, street, and apt. or suite no.) _____ Requester's name and address (optional)<br/> <b>Custer County</b><br/> <b>PO Box 300</b><br/> <b>Arapaho, OK 73620</b></p> <p><b>6</b> City, state, and ZIP code</p> <p><b>7</b> List account number(s) here (optional)</p> |
|---|--|

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

|   |                                       |   |                 |   |   |  |   |   |   |
|---|---------------------------------------|---|-----------------|---|---|--|---|---|---|
| <b>Social security number</b>   | <b>Employer identification number</b> |   |                 |   |   |  |   |   |   |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">[ ] [ ] [ ] [ ]</td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; text-align: center;">[ ] [ ] [ ] [ ]</td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; text-align: center;">[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]</td> </tr> </table> | [ ] [ ] [ ] [ ]                       | -   | [ ] [ ] [ ] [ ] | -                                       | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]</td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; text-align: center;">[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]</td> </tr> </table> | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] | - | [ ] |
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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); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 3.

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

**General Instructions**

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- 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, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.