

INVITATION TO BID

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Custer County, Oklahoma will receive sealed bids either by **mail and ground delivery** by Friday, September 6, 2019 at 4:00 p.m., or **in person** until September 9, 2019 until the hour of 9:00 a.m. on said day. All bids will be opened at **9:15 a.m., September 9, 2019**, during the County Commissioner's meeting held in the Custer County Courthouse, Arapaho, Oklahoma, Room 104, at 675 West "B" Street, Arapaho, Oklahoma. Sealed bids shall be opened on September 9, 2019 at 9:15 a.m. for the following:

**Minimum Specifications For
NEW BUILDING AUTOMATION SYSTEM
CUSTER COUNTY LAW ENFORCEMENT CENTER
Custer County, Oklahoma**

If you have any questions regarding the bid specifications contact Sheriff Kenneth Tidwell at 580-323-1616 and if you have questions regarding bid deadlines, etc., please contact Melissa Graham, Custer County Clerk or Debbie Bright, Purchasing Agent at (580) 323-4420.

Bid Packets and information are on file in the Custer County Clerk's office in Arapaho, Oklahoma and may also be found on Custer County's website, <http://www.custer.okcounties.org>.

All bids must be in a sealed envelope, clearly marked with the name of the project, Bid Opening date and must state Bidders name and address.

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.

The Board of County Commissioners reserves the right to accept or reject any or all bids and waive any informalities. The Board of Custer County Commissioners also reserves the right to make awards by items, groups of items, or all or none, whichever is in the best interest of the county.

/S/MELISSA GRAHAM,
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 – NEW BUILDING AUTOMATION SYSTEM - CCLEC
BID CLOSING (Bid Date and 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 ground delivery** by Friday, September 6, 2019 at 4:00 p.m., **or in person**, until **9:00 a.m. on September 9, 2019**. All bids will be opened at **9:15 a.m., September 9, 2019**, 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> CUSTER COUNTY CLERK'S OFFICE P.O. BOX 300 ARAPAHO, OKLAHOMA 73620-0300	<i>(Physical)</i> CUSTER COUNTY CLERK'S OFFICE 675 WEST "B" STREET ARAPAHO, OKLAHOMA 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 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 Graham, Custer County Clerk, for a schedule for invoice submission in order to expedite payment processing.

Before submitting a BID, BIDDERS should carefully examine the specifications, visit the site of work, fully inform themselves as to the existing conditions and limitations and shall include in the Bid a sum to cover the cost of all items. The failure or omission of any BIDDER to do any of the foregoing shall in no way relieve the BIDDER from any obligation in respect to the BID. Extra payments will not be authorized for work that could have been foreseen by a careful examination of the site. Submission of a BID shall constitute acceptance by the BIDDER of existing site conditions as a part of the requirements for this work.

NOTE: ALL BID PROPOSALS WHICH DO NOT CONTAIN THE "INVITATION TO BID" AND THE SIGNED/NOTARIZED "AFFIDAVIT FOR FILING WITH COMPETITIVE BID", WILL BE DECLARED INVALID AND REJECTED.

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

MINIMUM SPECIFICATIONS

New Building Automation System

Custer County Law Enforcement Center is soliciting proposals for a new building automation system (BAS) to replace our existing Alerton system. This new system must be completely open and non-proprietary, utilizing an open NICs, and be fully capable to support BACnet, 3rd party, and other open protocols.

Qualified contractors must have a minimum of five years' experience in designing and installing building automation controls in the State of Oklahoma. BAS system hardware distributor must have an office and parts depot located within the State of Oklahoma and have at least 5 certified employees on staff. The installing contractor must also have a minimum of 2 certified employees on staff. The installing contractor must also be able to respond to warranty and/or service-related issues within 24 hours of notification. Contractors will need to submit references from past completed projects upon request

All software and hardware supplied must be of current design which has passed BACnet Testing Laboratories certification. Supplied materials must also be entirely open from top to bottom and will not require the use of special software or hardware that is restricted to limited purchasers. The intent is to ensure that the system installed is completely open and non-proprietary, which will enable the County to utilize a larger array of companies for future expansion and service work.

We will expect this new system to operate locally and over the internet via an IP data network. The software platform must have a graphical web interface. The interface must be capable of notifying personnel when certain points are in alarm or other conditions exist as selected by the system operator. These notification methods must include text, e-mail, and via a personal computer at one or more monitoring stations. The software must be capable of remote log-in via laptop, tablet, and smartphone.

The project scope of work includes the following items:

- Provide and Install new BAS system hardware built open and non-proprietary
- Integration of existing Alerton Controls ASC style controllers for split systems and RTUs
 - Points to include:
 - Unit Occupancy
 - Fan Status
 - Space Temperature
 - Space Setpoint
- Provide and Install new open protocol programmable controller to replace programmable controller for exhaust fan/smoke evac control
 - Points to include:
 - Exhaust fan request and status
 - Manual override status
 - Fire alarm status
- Provide and Install hardware necessary to monitor domestic water booster pump status
 - Points to include:
 - Pump status
- Provide and Install hardware necessary to monitor lift station pump/sump status
 - Points to include:
 - Lift station high alarm
- Provide new graphics for facility layout and each piece of equipment controlled
- Operator training on system

TOTAL BID PROPOSAL \$ _____

ESTIMATED DATE OF INSTALLATION _____

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><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</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	<p>CUSTER COUNTY PO BOX 300 ARAPAHO, OK 73620</p>
	<p>7 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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
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Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.