

Creek County Clerk
 County Purchasing Office
 Collins Building Annex
 317 E. Lee Room 100
 Sapulpa, Ok. 74066
 918-227-4909



Creek County Clerk
 Jennifer Mortazavi
jmortazavi@creekcountyonline.com

Purchasing Agent
 Jana Thomas
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INVITATION TO BID

<u>BID NUMBER</u>	<u>BID CLOSING DATE & HOUR</u>	<u>DESCRIPTION</u>	<u>DATE ISSUED</u>
22-5	3/7/22 8:59 A.M.	1 or more new or used – Service Truck	2/22/2022 Page 1 of 6

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner’s Conference Room, SUITE 103, COLLINS BUILDING ANNEX TO CREEK, County Courthouse, Sapulpa, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope. Bids must be marked **“Service Truck” with Bid #22-5 & received in the County Clerk’s office at 317 E. Lee Room 100 Sapulpa, OK. 74066 by 8:59 a.m. March 7, 2022.**
3. The bid will be awarded to the lowest/best bidder as determined by the county.
4. Unit prices will be guaranteed correct by the bidder. County reserves the right to accept or reject any or all bids and to waive informalities or minor irregularities in any bid. Successful bidders must verify workers’ compensation coverage & general liability of company & outsource. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion, business relationship affidavit, & an affidavit for contracts & payments & W-9.
5. The County procurement process is an open process that allows all business owners to participate regardless of race, color, natural origin or sex and we encourage minority and women-owned businesses to bid on any of our projects.
6. Firm fixed prices will be F.O.B. destination.
7. Purchases by Creek County, Oklahoma, are not subject to state or federal taxes.
8. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
9. The County reserves the right to terminate the contract with a 30 day written notice of termination for convenience.
10. The County reserves the right to terminate the contract without notice due to non-performance to any & all portions of the bid award.
11. Bids will be firm for 30 days upon opening.

Subscribed and sworn before this _____ day of _____, 20__.

Firm: _____

My commission expires _____

Signed by: _____ Title: _____

Commission No: _____

Address: _____ Phone: _____

 NOTARY PUBLIC (CLERK OR JUDGE)

City: _____ State: _____ Zip: _____

Email: _____

**Invitation to Bid
Bid #22-5**

1 or More New or Used Service Truck

Creek County Board of County Commissioners is currently accepting sealed bids to purchase (1) One or More New or Used Service Truck Bid #22-5.

The lowest and/or best bid, which meets or exceeds the following specifications for the desired equipment will be accepted. Creek County Board of County Commissioners reserves the right to accept or reject any and/or all bids or any portions thereof or award contact that is in the best interest of the county.

The service truck shall be a minimum of the following:

Mark each line item with yes or no. List any differences. Use additional page if needed.

Bid Specifications

2010 or newer model service truck	Yes / No
ENGINE (Minimum Requirements): <ul style="list-style-type: none"> • Diesel • 250,000 miles or less 	Yes / No _____ miles
REGULAR CAB, Two (2) Door	Yes / No
GVWR: 23,500 lb.	Yes / No
WHEELBASE: 145 inches - minimum	Yes / No
TRANSMISSION: SIX (6) SPEED AUTOMATIC	Yes / No
POWER STEERING	Yes / No
10,000 lb CRANE	Yes / No
HYDRAULIC AIR COMPRESSOR	Yes / No
HYDRAULIC OUTRIGGERS	Yes / No
FUEL TANK: 50 Gallon – minimum	Yes / No
FACTORY AIR CONDITIONING/ HEATING	Yes / No
HYDRAULIC AIR COMPRESSOR UNIT	Yes / No
HOSE REEL MUST BE ½ in. x 50 ft. w/ SELF- LOCKING RETRACTION DRUM TO HOLD HOSE IN A WORKING POSITION – requirement	Yes / No
MINIMUM OF THREE COMPARTMENT BINS ON EACH SIDE	Yes / No

Signature: _____ Vendor: _____

Notary Public (or Clerk or Judge)

S. A. & I. 1-4001 (2005)

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

By _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 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.

Business Relationships Affidavit

Service Truck Bid #22-5

State of Oklahoma)
) SS
County of _____)

_____, of lawful age, being duly sworn, on oath says that he or she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, or other business relationship presently in effect, of which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect of which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein above mentioned exist, affiant should so state.)

Signature of Affiant _____

S.A.&I. 425 (2000)

Affidavit for filing with competitive bid

State of Oklahoma)
) SS
County of _____)

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by bidder 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 county official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Bidder: _____

Signature: _____

Subscribed and sworn to before me this _____ day of _____ 20_____.

Commission # _____

Expires _____

Notary Public (or Clerk or Judge)

Purchasing Department
317 E Lee Room 100
Sapulpa, OK 74066
918-227-4909 phone 918-227-6301 fax
jthomas@creekcountyonline.com



Vendor Registration

Company Name: _____

Order From Address (This is the name and address that will appear on purchase orders and checks)

Division (if applicable): _____

Street: _____ PO Box: _____

City, State, Zip+4: _____

Contact Person/Title: _____

Prompt Payment Discount Terms*: _____

Telephone: () _____ FAX: () _____

E-Mail: _____ Website: _____

Address for Legal Service of Process: (if different than Order From Address and where checks will be sent)

Division (if applicable): _____

Street: _____

City, State, Zip+4: _____

Contact Person _____

Contact's Title: _____

Telephone: () _____ FAX: () _____

E-Mail: _____

Type of Business

Products: _____

Services: _____

State Contract, Purchasing Cooperative or GSA Contract: _____

Is your company: **Insured** Yes/No **Licensed** Yes/No **Bonded** Yes/No

License Number: _____

Tax Information – Required (a vendor’s registration will not be considered without the following information.)

Tax Reporting Name (Name shown on your income tax return): _____

Taxpayer ID Number:

Federal Tax ID #: _____ or Social Security #: _____

Note: The Federal Tax ID # or Social Security # provided must be the correct number for the Tax Reporting Name.

Mailing Address for Tax Forms or Correspondence:

Division (if applicable): _____

Street/PO Box: _____

City, State, ZIP+4: _____

Organization Type (Check One):

- Corporation (includes S-Corp)
- Individual/Sole Proprietor
- Partnership
- Government Agency
- Limited Liability Company
- Other _____

Size and/or Diversity Classification per Code of Federal Regulations:

Other:

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 that I am subject to backup withholding, 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 person. For federal tax purposes, you are considered a U.S. person if you are 1) an individual who is a U.S. citizen or U.S. resident alien, 2) A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, 3) An estate (other than a foreign estate), or 4) A domestic trust (as defined in Regulations section 301.7701-7).

Authorized Printed Name: _____

Authorized Signature: _____ Date: _____

**By completing this form, you are registered with the Creek County Purchasing Department. Registration does not guarantee or replace a contract or contract documents.