

*Jennifer Mortazavi*

Creek County Clerk  
317 E Lee, Room 100  
Sapulpa, OK 74066  
Purchasing 918-227-4909

The Board of Creek County Commissioners will receive sealed written bids for “Indexing of Scanned Documents”. An Affidavit of Non-Collusion and Specifications may be obtained from the Creek County Clerk’s Office, 317 E Lee, Suite 100, Sapulpa, Oklahoma, email a request to [jthomas@creekcountyonline.com](mailto:jthomas@creekcountyonline.com) or call 918-227-4909. Electronic bid submission will not be accepted. Bidders must attend the mandatory pre-bid meeting December 8, 2022 at 10:00 a.m. in the Creek County Clerk’s office at 317 E Lee , Room 100 Sapulpa, OK 74066.

“This project is being supported, in whole or in part, by federal award number 21.027 awarded to Creek County by the U.S. Department of the Treasury.” Entities must be registered in SAM.gov and have a valid UEI number before entering into a contract for this project. Information for this process can be found at SAM.gov.

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.

Bids must be marked on the outer envelope “Indexing of Scanned Documents”, Bid # 23-7 and accompanied with a notarized affidavit of non-collusion & business relationship affidavit as well as all required documents referenced in the invitation to bid. Bids must be received in the Creek County Clerk’s Office no later than 8:59 am December 28, 2022 to be considered eligible.

Newt Stephens, Jr., Chairman  
Board of County Commissioners  
Creek County, Oklahoma

ATTEST:  
Jennifer Mortazavi  
County Clerk