

PAYNE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
STILLWATER, OKLAHOMA

**"NOTICE TO BIDDERS"**

Notice is hereby given that the Payne County Board of Commissioners State of Oklahoma, will receive sealed bids for the following:

**1 YEAR SERVICE CONTRACT  
BID # 2019-17  
ELECTRICAL SERVICES & SUPPLIES  
BID # 2019-18  
PLUMBING SERVICES & SUPPLIES  
BID # 2019-19  
PEST CONTROL SERVICES  
BID # 2019-20  
LAWN SERVICES  
BID # 2019-21  
ELEVATOR MAINTENANCE SERVICES  
BID # 2019-22  
ENVIRONMENTAL SYSTEM SERVICES & SUPPLIES  
BID # 2019-23  
JANITORIAL SERVICES FOR COURTHOUSE  
BID # 2019-24  
JANITORIAL SERVICES FOR COUNTY ADMINISTRATION BUILDING**

Bid documents may be picked up at the Payne County Clerk's Office at 315 W. 6<sup>th</sup>, Suite 202, Payne County Administration Building, Stillwater, Oklahoma, or you can request that the Bid Documents be E-mailed to you, call 405-747-8348 to request that they be mailed or E-mailed.

Bids should be mailed or hand delivered to the Payne County Clerk, 315 W. 6th, Suite 202, Stillwater, OK. 74074, Bids must be filed with the Payne County Clerk on or before 9:30 A.M. on MAY 21, 2018. Bids must be sealed and clearly marked:

**1 YEAR SERVICE CONTRACT  
BID # 2019-17  
FOR  
ELECTRICAL SERVICES & SUPPLIES  
BID # 2019-18  
FOR  
PLUMBING SERVICES & SUPPLIES  
BID # 2019-19  
FOR  
PEST CONTROL SERVICES  
BID # 2019-20  
FOR  
LAWN SERVICES  
BID # 2019-21  
FOR  
ELEVATOR MAINTENANCE SERVICES  
BID # 2019-22  
FOR**

**ENVIRONMENTAL SYSTEM SERVICES & SUPPLIES  
BID # 2019-23  
FOR  
JANITORIAL SERVICES FOR COURTHOUSE  
BID # 2019-24  
FOR  
JANITORIAL SERVICES FOR COUNTY ADMINISTRATION BUILDING  
OPENING: MAY 21, 2018 @ 9:30 A.M.  
PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING, (405) 624-9300**

The Board of County Commissioners, or their appointed representative, will evaluate all bids, and reserves the right to reject any or all of the bids, and reserves the right to waive any of the listed specifications. The Board of County Commissioners reserves the right to accept the bid determined to best serve the needs of Payne County.

Payne County hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.

**KYLA MCCOMBS  
PURCHASING AGENT**



*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



### INVITATION TO BID

The Board of County Commissioners, Payne County, Oklahoma is seeking sealed bids for:

**BID # 2019-17**

**1 YEAR SERVICE CONTRACT  
ELECTRICAL SERVICES & SUPPLIES**

**BID # 2019-17**

**Date Published: MAY 9, 2018**

**Bidding Period Closing Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Sealed Bid Opening Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Location: Commissioners Hearing Room 200, Payne County Administration Building**

**Address: 315 W. 6<sup>th</sup>, Ste. 202, Stillwater, OK. 74074**

**Requesting Authority: PAYNE COUNTY COMMISSIONER**

**Payne County Commissioner, District # 2, CHRIS REDING**

**PHONE: 405-624-9300**

**Bid submissions are to be addressed to:**

**ATTN: Payne County Purchasing Agent**

**Payne County Clerk's Office**

**315 W. 6<sup>th</sup>, Suite 202**

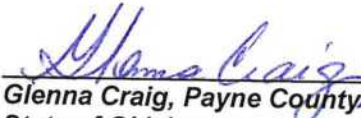
**Stillwater, OK 74074**

Please review the attached Terms and Conditions pertaining to the submission of this bid.

Please pay particular attention to item (1) of the Terms and Conditions. This item specifies how the bid envelopes are to be identified to prevent inadvertent or premature opening of sealed bids. Your compliance will ensure consideration of your bid by the awarding body. Late bids will not be considered. The Non-Collusions Affidavit bearing original signature must be notarized and returned with the bid submission.

This packet contains:

1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Filing with Competitive Bid
4. Specifications/Bid forms for desired item(s) (may be more than one page of information).

  
\_\_\_\_\_  
**Glenna Craig, Payne County Clerk**  
**State of Oklahoma**  
**315 W. 6<sup>th</sup>, Suite 202**  
**Stillwater, OK 74074**



*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



**BID # 2019-17**

**1 YEAR SERVICE CONTRACT – ELECTRICAL SERVICES & SUPPLIES**

**PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING**

Vendor and or company representative,

Included in this correspondence you will find information in regards to bid specifications, packet information, and instructions per the Payne County Commissioners who are requesting your company submit a bid for the enclosed project or materials.

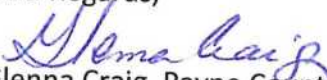
***The enclosed packet has been developed and approved by the Payne County Commissioners, the content of the packet is per their instruction.*** The Payne County Clerk's office is the facilitator of the bid process and is required to receive and hold all sealed bids per Oklahoma State Statutes to present to the Board of Commissioners in an open session.

If you have any questions, in regards, to the pack content, specifications, and instructions please contact the following:

**CHRIS REDING, DISTRICT 2 COMMISSIONER- 405-624-9300**

We appreciate your bid and time, in regards, to the process. We look forward to hearing from you.

Kind Regards,

  
Glenna Craig, Payne County Clerk  
State of Oklahoma

All bids posted after November 1<sup>st</sup> can be mailed, or emailed to vendors, or can be downloaded for completion from our website: [www.countyclerk.paynecounty.org](http://www.countyclerk.paynecounty.org)  
CONTACT KYLA MCCOMBS-PAYNE COUNTY PURCHASING AGENT FOR EMAIL OR MAILED BIDS AT: [kmccombs@paynecountyclerk.org](mailto:kmccombs@paynecountyclerk.org)

**ALL BIDS MUST BE SUBMITTED BACK TO THE PAYNE COUNTY CLERKS OFFICE BY MAIL, OR IN PERSON SEALED BEFORE 9:30 THE DATE OF BID OPENING.**





*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



TERMS AND CONDITIONS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID

NO EXCEPTIONS TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED

1. Bids must be submitted on the included form only. Each bid shall be placed in a separate envelope. Be sure the envelope is completely and properly identified and sealed, showing the bid name and number in the lower left hand corner.
2. All bids shall be entered on the Bid Form enclosed or a copy thereof. Bids are to be typewritten or in ink. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type model numbers descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of the contract with Payne County.
4. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.
5. The enclosed affidavit for Filing with Competitive Bid MUST be returned with the bid.
6. Payne County reserves the right to reject any and all bids and to waive any technicalities in the bidding.
7. Direct purchase of certain items of equipment or material by Payne County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.
8. Bid must show number of days required for delivery under normal conditions. Contractor must keep the County advised at all times of the status of the order. For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval from the Purchasing Agent. Default in promised delivery date or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge the full increase of cost and handling to defaulting contractor.
9. Bidder agrees to defend and save Payne County from and against all demands, claims costs expense, damage and judgments based upon infringement of any patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidder's direction.
10. If the bid requires a written contract, the successful bidders shall execute a written contract with the county within (10) days after submission of the contracts to said bidder.
11. This bid is submitted as a legal offer, and any bid when accepted by the County constitutes a firm contract.
12. If the bid is \$50,000.00 or greater, Bidder must furnish a bid bond or cashier's check in the amount of 5% of the bid with bid submission.
13. If the bid is \$50,000.00 or greater, successful Bidder must be able to bond. (Performance, Maintenance and Payment Bonds)
14. Successful bidder will be required to furnish their own Workmen's Comp and General Liability Insurance as required by Oklahoma State Law and by Payne County.



Glenna Craig

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



S.A.&I. 425/1-4040 (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 the 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.

Firm: \_\_\_\_\_

Signed by: \_\_\_\_\_  
(manual signature of undersigned)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Notary Public (or Clerk or Judge)

My commission expires: \_\_\_\_\_

Note:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl.St. Ann. § 138

1 Year Bid Specifications, Building Services and Maintenance, 2018-2019

For All:

TERM: July 1, 2018 through June 30, 2019

Service:

**Electrical Services and Supplies as Needed**

REQ: Licensed and Bonded Electrician, Journeyman Electrician can assist as needed. Provides electrical services as requested upon receipt of a completed purchase order. Copy of insurance and bonding shall be required upon signing the service contract.

The bid should provide the rate per hour for the Master Electrician, and the Journeyman Electrician both during regular business hours and after business hours:

Electrical Services	Rate Unit	Regular Business Hours	After Business Hours
Master Electrician	Per Hour	\$	\$
Journeyman Electrician	Per Hour	\$	\$

TERM: July 1, 2018 through June 30, 2019



ELECTRICAL SERVICE VENDORS:

**AAE Electric, Inc.**

3502 N Star Drive  
Stillwater, OK 74074  
405-372-1191

[ljohnson@aaeok.com](mailto:ljohnson@aaeok.com)

**Ace Electric, LLC**

214 W 10<sup>th</sup> Ave  
Stillwater, OK 74074  
405-612-7182

[afeelectric@gmail.com](mailto:afeelectric@gmail.com)

**Bizmark Electric**

6024 S. Jardot Rd  
Stillwater, OK 74074  
405-780-7240

[Bizmarkelectric@att.net](mailto:Bizmarkelectric@att.net)

**Brecin Electric LLC**

1013 S Walnut  
Stillwater, OK 7407  
405-624-0055

**Bunney Electric**

4920 S Vista Ct  
Stillwater, OK 74074  
405-372-3894

[elwinb@brightok.net](mailto:elwinb@brightok.net)

**Dane & Associates Electric Co**

4721 SW 18<sup>th</sup> St  
OKC, OK 73128  
405-624-0594

[Jeff@daneelectric.com](mailto:Jeff@daneelectric.com)

[kevin@daneelectric.com](mailto:kevin@daneelectric.com)

[ben@daneelectric.com](mailto:ben@daneelectric.com)

**Favco Electric**

121 S Duck St  
Stillwater, OK 74074  
405-780-7480

[office@favcoelectric.com](mailto:office@favcoelectric.com)

[john@favcoelectric.com](mailto:john@favcoelectric.com)

**Field Electric**

109 S Main St  
Stillwater, OK 74074  
405-372-5413

[customerservice@mklighting.net](mailto:customerservice@mklighting.net)

**Harris Electric**

107 NE 3<sup>rd</sup> St  
Perkins, OK 74059  
405-547-4064

**Harrison Electric**

914 S Main  
Stillwater, OK 74074  
405-372-7171

**Kastl Electric**

1004 S Perkins Rd  
Stillwater, OK 74074  
405-547-4200

**Main Electric**

810 N Country Club Rd  
Stillwater, OK 74075  
405-372-1352

**RSS Electrical**

11919 W 56<sup>th</sup> St  
Stillwater, OK 74074  
405-762-6072

**Wilson Electric & Alarm Co.**

408 N Wildwood Acres Dr  
Stillwater, OK 74075  
405-372-0245

[rangooson@gmail.com](mailto:rangooson@gmail.com)



PAYNE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
STILLWATER, OKLAHOMA

BID # 2019-17  
1 YEAR SERVICE CONTRACT-ELECTRICAL SERVICES

I, Kyla McCombs, Purchasing Agent for Payne County do hereby certify that the following vendors were issued an "Invitation To Bid" for "1 YEAR SERVICE CONTRACT-ELECTRICAL SERVICES" for PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING. The bids were sent out on MAY 9, 2018. The opening is scheduled for MAY 21, 2018 @ 9:30 a.m.

Vendors:

**AAE Electric, Inc. (email)**  
3502 N Star Drive  
Stillwater, OK 74074  
405-372-1191  
[ljohnson@aaeok.com](mailto:ljohnson@aaeok.com)

**Ace Electric, LLC (email)**  
214 W 10<sup>th</sup> Ave  
Stillwater, OK 74074  
405-612-7182  
[afeelectric@gmail.com](mailto:afeelectric@gmail.com)

**Bizmark Electric**  
6024 S. Jardot Rd  
Stillwater, OK 74074  
405-780-7240  
[Bizmarkelectric@att.net](mailto:Bizmarkelectric@att.net)

**Brecin Electric LLC**  
1013 S Walnut  
Stillwater, OK 7407  
405-624-0055

**Bunney Electric (email)**  
4920 S Vista Ct  
Stillwater, OK 74074  
405-372-3894  
[elwinb@brightok.net](mailto:elwinb@brightok.net)

**Dane & Associates Electric Co (email)**  
4721 SW 18<sup>th</sup> St  
OKC, OK 73128  
405-624-0594  
[Jeff@daneelectric.com](mailto:Jeff@daneelectric.com)  
[kevin@daneelectric.com](mailto:kevin@daneelectric.com)  
[ben@daneelectric.com](mailto:ben@daneelectric.com)

**Favco Electric (email)**

121 S Duck St  
Stillwater, OK 74074  
405-780-7480  
[office@favcoelectric.com](mailto:office@favcoelectric.com)  
[john@favcoelectric.com](mailto:john@favcoelectric.com)

**Field Electric (email)**

109 S Main St  
Stillwater, OK 74074  
405-372-5413  
[customerservice@mklighting.net](mailto:customerservice@mklighting.net)

**Harris Electric**

107 NE 3<sup>rd</sup> St  
Perkins, OK 74059  
405-547-4064

**Harrison Electric**

914 S Main  
Stillwater, OK 74074  
405-372-7171

**Kastl Electric**

1004 S Perkins Rd  
Stillwater, OK 74074  
405-547-4200

**Main Electric**

810 N Country Club Rd  
Stillwater, OK 74075  
405-372-1352

**RSS Electrical**

11919 W 56<sup>th</sup> St  
Stillwater, OK 74074  
405-762-6072

**Wilson Electric & Alarm Co. (email)**

408 N Wildwood Acres Dr  
Stillwater, OK 74075  
405-372-0245  
[rangooson@gmail.com](mailto:rangooson@gmail.com)

**Eplan (email)**

4115 S Providence Rd, Suite 105  
Columbia, MO 65203  
573-447-7130  
[sharonp@eplanbidding.com](mailto:sharonp@eplanbidding.com)



*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



**INVITATION TO BID**

The Board of County Commissioners, Payne County, Oklahoma is seeking sealed bids for:

**BID # 2019-18**

**1 YEAR SERVICE CONTRACT  
PLUMBING SERVICES & SUPPLIES**

**BID # 2019-18**

**Date Published: MAY 9, 2018**

**Bidding Period Closing Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Sealed Bid Opening Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Location: Commissioners Hearing Room 200, Payne County Administration Building**

**Address: 315 W. 6<sup>th</sup>, Ste. 202, Stillwater, OK. 74074**

**Requesting Authority: PAYNE COUNTY COMMISSIONER**

**Payne County Commissioner, District # 2, CHRIS REDING**

**PHONE: 405-624-9300**

**Bid submissions are to be addressed to:**

**ATTN: Payne County Purchasing Agent**

**Payne County Clerk's Office**

**315 W. 6<sup>th</sup>, Suite 202**

**Stillwater, OK 74074**

Please review the attached Terms and Conditions pertaining to the submission of this bid.

Please pay particular attention to item (1) of the Terms and Conditions. This item specifies how the bid envelopes are to be identified to prevent inadvertent or premature opening of sealed bids. Your compliance will ensure consideration of your bid by the awarding body. Late bids will not be considered. The Non-Collusions Affidavit bearing original signature must be notarized and returned with the bid submission.

This packet contains:

1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Filing with Competitive Bid
4. Specifications/Bid forms for desired item(s) (may be more than one page of information).

  
\_\_\_\_\_  
**Glenna Craig, Payne County Clerk**  
**State of Oklahoma**  
**315 W. 6<sup>th</sup>, Suite 202**  
**Stillwater, OK 74074**



*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



**BID # 2019-18**

**1 YEAR SERVICE CONTRACT – PLUMBING SERVICES & SUPPLIES  
PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING**

Vendor and or company representative,

Included in this correspondence you will find information in regards to bid specifications, packet information, and instructions per the Payne County Commissioners who are requesting your company submit a bid for the enclosed project or materials.

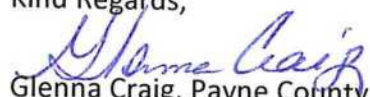
***The enclosed packet has been developed and approved by the Payne County Commissioners, the content of the packet is per their instruction.*** The Payne County Clerk's office is the facilitator of the bid process and is required to receive and hold all sealed bids per Oklahoma State Statutes to present to the Board of Commissioners in an open session.

If you have any questions, in regards, to the pack content, specifications, and instructions please contact the following:

**CHRIS REDING, DISTRICT 2 COMMISSIONER- 405-624-9300**

We appreciate your bid and time, in regards, to the process. We look forward to hearing from you.

Kind Regards,

  
Glenna Craig, Payne County Clerk  
State of Oklahoma

All bids posted after November 1<sup>st</sup> can be mailed, or emailed to vendors, or can be downloaded for completion from our website: [www.countyclerk.paynecounty.org](http://www.countyclerk.paynecounty.org)  
CONTACT KYLA MCCOMBS-PAYNE COUNTY PURCHASING AGENT FOR EMAIL OR MAILED BIDS AT: [kmccombs@paynecountyclerk.org](mailto:kmccombs@paynecountyclerk.org)

**ALL BIDS MUST BE SUBMITTED BACK TO THE PAYNE COUNTY CLERKS OFFICE BY MAIL, OR IN PERSON SEALED BEFORE 9:30 THE DATE OF BID OPENING.**





*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



TERMS AND CONDITIONS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID

NO EXCEPTIONS TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED

1. Bids must be submitted on the included form only. Each bid shall be placed in a separate envelope. Be sure the envelope is completely and properly identified and sealed, showing the bid name and number in the lower left hand corner.
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3. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type model numbers descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of the contract with Payne County.
4. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.
5. The enclosed affidavit for Filing with Competitive Bid MUST be returned with the bid.
6. Payne County reserves the right to reject any and all bids and to waive any technicalities in the bidding.
7. Direct purchase of certain items of equipment or material by Payne County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.
8. Bid must show number of days required for delivery under normal conditions. Contractor must keep the County advised at all times of the status of the order. For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval from the Purchasing Agent. Default in promised delivery date or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge the full increase of cost and handling to defaulting contractor.
9. Bidder agrees to defend and save Payne County from and against all demands, claims costs expense, damage and judgments based upon infringement of any patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidder's direction.
10. If the bid requires a written contract, the successful bidders shall execute a written contract with the county within (10) days after submission of the contracts to said bidder.
11. This bid is submitted as a legal offer, and any bid when accepted by the County constitutes a firm contract.
12. If the bid is \$50,000.00 or greater, Bidder must furnish a bid bond or cashier's check in the amount of 5% of the bid with bid submission.
13. If the bid is \$50,000.00 or greater, successful Bidder must be able to bond. (Performance, Maintenance and Payment Bonds)
14. Successful bidder will be required to furnish their own Workmen's Comp and General Liability Insurance as required by Oklahoma State Law and by Payne County.



Glenna Craig

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



S.A.&I. 425/1-4040 (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 the 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.

Firm: \_\_\_\_\_

Signed by: \_\_\_\_\_  
(manual signature of undersigned)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

\_\_\_\_\_ Notary Public (or Clerk or Judge)

My commission expires: \_\_\_\_\_

*Note:*

*Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl.St.Ann. § 138*

1 Year Bid Specifications, Building Services and Maintenance, 2018-2019

For All:

TERM: July 1, 2018 through June 30, 2019

Service:

**Plumbing Services and Supplies as Needed**

REQ: Licensed and Bonded Plumber, Journeyman plumber with one helper to assist as needed. Provides plumbing services as requested upon receipt of a completed purchase order. Copy of insurance and bonding shall be required upon signing the service contract.

The bid should provide the rate per hour for the Master plumber, and the Journeyman plumber both during regular business hours and after business hours:

**COURTHOUSE AND ADMINISTRATION BUILDING**

Plumbing Services	Rate Unit	Regular Business Hours	After Business Hours
Master Plumber and 1 helper	Per Hour	\$	\$
Journeyman Plumber and 1 helper	Per Hour	\$	\$

TERM: July 1, 2018 through June 30, 2019

**PAYNE COUNTY JAIL**

Plumbing Services	Rate Unit	Regular Business Hours	After Business Hours
Master Plumber and 1 helper	Per Hour	\$	\$
Journeyman Plumber and 1 helper	Per Hour	\$	\$

TERM: July 1, 2018 through June 30, 2019



PLUMBING VENDORS:

**Accurate Plumbing LLC**

708 E 104th St  
Perkins, OK 74059  
405-547-8345

**Ace Plumbing Co**

1224 S Main St  
Stillwater, OK 74074  
405-377-0214

*No longer  
in business*

**Advantage Plumbing, Heating & Cooling**

PO Box 196  
Stillwater, OK 74076  
405-533-2483

[macy@advantagephcok.com](mailto:macy@advantagephcok.com)

**Affordable Plumbing**

Stillwater, OK  
405-714-5429

**Captain Rooter LLC**

812 Fairgrounds Rd  
Stillwater, OK 74074  
405-377-8111

**Consolidated Service Co**

702 E 6<sup>th</sup> Ave  
Stillwater, OK 74074  
405-372-8448

**Cowboy Plumbing & Heating**

5519 W 56<sup>th</sup> St  
Stillwater, OK 74074  
45-377-0650

**Hometown Mechanical LLC**

12215 E 32<sup>nd</sup> St  
Stillwater, OK 74074  
405-377-3943

[hometownmechanicallc@yahoo.com](mailto:hometownmechanicallc@yahoo.com)

**LK Wilson Companies**

213 S Main  
Stillwater, OK 74074  
405-372-7300

**Mr. Rooter Plumbing**

4304 E 68<sup>th</sup> St  
Stillwater, OK 74074  
405-372-7473

*Rescue Right Plumbing*

**Patriot Mechanical**

824 W Ute  
Stillwater, OK 74074  
405-377-8500

*Sewer + Drain*

[tonyminshall@rocketmail.com](mailto:tonyminshall@rocketmail.com)

**Roto Rooter Sewer-Drain Service3**

706 E 8<sup>th</sup>  
Stillwater, OK 74074  
405-624-0310



PAYNE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
STILLWATER, OKLAHOMA

BID # 2019-18  
1 YEAR SERVICE CONTRACT-PLUMBING SERVICES

I, Kyla McCombs, Purchasing Agent for Payne County do hereby certify that the following vendors were issued an "Invitation To Bid" for "1 YEAR SERVICE CONTRACT-PLUMBING SERVICES" for PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING. The bids were sent out on MAY 9, 2018. The opening is scheduled for MAY 21, 2018 @ 9:30 a.m.

Vendors:

**Accurate Plumbing LLC**

708 E 104th St  
Perkins, OK 74059  
405-547-8345

**Advantage Plumbing, Heating & Cooling (email)**

PO Box 196  
Stillwater, OK 74076  
405-533-2483  
[macy@advantagephcok.com](mailto:macy@advantagephcok.com)

**Affordable Plumbing**

Stillwater, OK  
405-714-5429

**Captain Rooter LLC**

812 Fairgrounds Rd  
Stillwater, OK 74074  
405-377-8111

**Consolidated Service Co**

702 E 6<sup>th</sup> Ave  
Stillwater, OK 74074  
405-372-8448

**Cowboy Plumbing & Heating**

5519 W 56<sup>th</sup> St  
Stillwater, OK 74074  
405-377-0650

**Hometown Mechanical LLC (email)**

12215 E 32<sup>nd</sup> St  
Stillwater, OK 74074  
405-377-3943  
[hometownmechanicallc@yahoo.com](mailto:hometownmechanicallc@yahoo.com)

**LK Wilson Companies**

213 S Main  
Stillwater, OK 74074

405-372-7300

**Rescue Right Plumbing**

4304 E 68<sup>th</sup> St  
Stillwater, OK 74074  
405-372-7473

**Patriot Sewer & Drain (email)**

824 W Ute  
Stillwater, OK 74074  
405-377-8500  
[tonyminshall@rocketmail.com](mailto:tonyminshall@rocketmail.com)

**Roto Rooter Sewer-Drain Service**

706 E 8th  
Stillwater, OK 74074  
405-624-0310

**Eplan (email)**

4115 S Providence Rd, Suite 105  
Columbia, MO 65203  
573-447-7130  
[sharonp@eplanbidding.com](mailto:sharonp@eplanbidding.com)



*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



### INVITATION TO BID

The Board of County Commissioners, Payne County, Oklahoma is seeking sealed bids for:

**BID # 2019-19**

**1 YEAR SERVICE CONTRACT**

**PEST CONTROL SERVICES**

**BID # 2019-19**

**Date Published: MAY 9, 2018**

**Bidding Period Closing Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Sealed Bid Opening Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Location: Commissioners Hearing Room 200, Payne County Administration Building**

**Address: 315 W. 6<sup>th</sup>, Ste. 202, Stillwater, OK. 74074**

**Requesting Authority: PAYNE COUNTY COMMISSIONER**

**Payne County Commissioner, District # 2, CHRIS REDING**

**PHONE: 405-624-9300**

**Bid submissions are to be addressed to:**

**ATTN: Payne County Purchasing Agent**

**Payne County Clerk's Office**

**315 W. 6<sup>th</sup>, Suite 202**

**Stillwater, OK 74074**

Please review the attached Terms and Conditions pertaining to the submission of this bid.

Please pay particular attention to item (1) of the Terms and Conditions. This item specifies how the bid envelopes are to be identified to prevent inadvertent or premature opening of sealed bids. Your compliance will ensure consideration of your bid by the awarding body. Late bids will not be considered. The Non-Collusions Affidavit bearing original signature must be notarized and returned with the bid submission.

This packet contains:

1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Filing with Competitive Bid
4. Specifications/Bid forms for desired item(s) (may be more than one page of information).

A handwritten signature in blue ink, appearing to read "Glenna Craig".

**Glenna Craig, Payne County Clerk**

**State of Oklahoma**

**315 W. 6<sup>th</sup>, Suite 202**

**Stillwater, OK 74074**



*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



**BID # 2019-19**

**1 YEAR SERVICE CONTRACT – PEST CONTROL SERVICES**

**PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING**

Vendor and or company representative,

Included in this correspondence you will find information in regards to bid specifications, packet information, and instructions per the Payne County Commissioners who are requesting your company submit a bid for the enclosed project or materials.

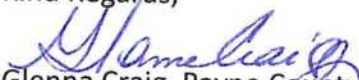
***The enclosed packet has been developed and approved by the Payne County Commissioners, the content of the packet is per their instruction.*** The Payne County Clerk's office is the facilitator of the bid process and is required to receive and hold all sealed bids per Oklahoma State Statutes to present to the Board of Commissioners in an open session.

If you have any questions, in regards, to the pack content, specifications, and instructions please contact the following:

**CHRIS REDING, DISTRICT 2 COMMISSIONER- 405-624-9300**

We appreciate your bid and time, in regards, to the process. We look forward to hearing from you.

Kind Regards,

  
Glenna Craig, Payne County Clerk

State of Oklahoma

All bids posted after November 1<sup>st</sup> can be mailed, or emailed to vendors, or can be downloaded for completion from our website: [www.countyclerk.paynecounty.org](http://www.countyclerk.paynecounty.org)  
CONTACT KYLA MCCOMBS-PAYNE COUNTY PURCHASING AGENT FOR EMAIL OR MAILED BIDS AT: [kmccombs@paynecountyclerk.org](mailto:kmccombs@paynecountyclerk.org)

**ALL BIDS MUST BE SUBMITTED BACK TO THE PAYNE COUNTY CLERKS OFFICE BY MAIL, OR IN PERSON SEALED BEFORE 9:30 THE DATE OF BID OPENING.**





*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



TERMS AND CONDITIONS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID  
NO EXCEPTIONS TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED

1. Bids must be submitted on the included form only. Each bid shall be placed in a separate envelope. Be sure the envelope is completely and properly identified and sealed, showing the bid name and number in the lower left hand corner.
2. All bids shall be entered on the Bid Form enclosed or a copy thereof. Bids are to be typewritten or in ink. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type model numbers descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of the contract with Payne County.
4. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.
5. The enclosed affidavit for Filing with Competitive Bid MUST be returned with the bid.
6. Payne County reserves the right to reject any and all bids and to waive any technicalities in the bidding.
7. Direct purchase of certain items of equipment or material by Payne County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.
8. Bid must show number of days required for delivery under normal conditions. Contractor must keep the County advised at all times of the status of the order. For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval from the Purchasing Agent. Default in promised delivery date or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge the full increase of cost and handling to defaulting contractor.
9. Bidder agrees to defend and save Payne County from and against all demands, claims costs expense, damage and judgments based upon infringement of any patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidder's direction.
10. If the bid requires a written contract, the successful bidders shall execute a written contract with the county within (10) days after submission of the contracts to said bidder.
11. This bid is submitted as a legal offer, and any bid when accepted by the County constitutes a firm contract.
12. If the bid is \$50,000.00 or greater, Bidder must furnish a bid bond or cashier's check in the amount of 5% of the bid with bid submission.
13. If the bid is \$50,000.00 or greater, successful Bidder must be able to bond. (Performance, Maintenance and Payment Bonds)
14. Successful bidder will be required to furnish their own Workmen's Comp and General Liability Insurance as required by Oklahoma State Law and by Payne County.



Glenna Craig

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



S.A.&I. 425/1-4040 (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 the 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.

Firm: \_\_\_\_\_

Signed by: \_\_\_\_\_  
(manual signature of undersigned)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Notary Public (or Clerk or Judge)

My commission expires: \_\_\_\_\_

*Note:*

*Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl.St. Ann. § 138*

1 Year Bid Specifications, Building Services and Maintenance, 2018-2019

For All:

TERM: July 1, 2018 through June 30, 2019

Service:

**Pest Control Services**

The Contractor agrees to provide the services as requested by the Department upon receipt of a properly executed purchase order. Service will include monthly spraying of the Courthouse and the County Administration Building for the control and eradication of, ants, roaches, mice, spiders, silverfish, and gnats. The price also includes any special applications outside the normal schedule. The bid is also for the Jail, which will get two services per month. The jail will require treatment for flies, the cost of the pesticide being reimbursed at cost. The bid does not include termite service. Copy of insurance and bonding shall be required upon signing the service contract.

Pest Control Services	Rate Unit	Monthly Rate
Courthouse	Per Month	\$
County Administration Building	Per Month	\$
Jail	2-Monthly visits	

TERM: July 1, 2018 through June 30, 2019

PEST CONTROL VENDORS:

**A & B Eco-Safe Pest Control, Inc.**

6010 S Perkins Rd

Stillwater 74074

(405) 372-4934

[accounts@abpestonline.com](mailto:accounts@abpestonline.com)

[james@abpestonline.com](mailto:james@abpestonline.com)

**Bussell Pest Control**

5620 N Washington

Stillwater 74075

(405) 533-5399

**Hansen Pest Control**

PO Box 1894

Stillwater 74076

(405) 780-5005

[ryan@hansenpestcontrol.com](mailto:ryan@hansenpestcontrol.com)

**Mr. Sniffer Termite & Pest Control**

1016 S Main

Stillwater 74074

(405) 372-4477

**Murray Pest Control**

3021 S Rocky Ridge St

Stillwater 74074

(405) 377-7777

[sara.murraypestcontrol@gmail.com](mailto:sara.murraypestcontrol@gmail.com)

**Peak Pest Services LLC**

712 E 6th Suite A

Stillwater 74074

(405) 372-7774

[peakpestservices@gmail.com](mailto:peakpestservices@gmail.com)



PAYNE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
STILLWATER, OKLAHOMA

BID # 2019-19  
1 YEAR SERVICE CONTRACT-PEST CONTROL SERVICES

I, Kyla McCombs, Purchasing Agent for Payne County do hereby certify that the following vendors were issued an "Invitation To Bid" for "1 YEAR SERVICE CONTRACT-PEST CONTROL SERVICES" for PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING. The bids were sent out on MAY 9, 2018. The opening is scheduled for MAY 21, 2018 @ 9:30 a.m.

Vendors:

**A & B Eco-Safe Pest Control, Inc. (email)**

6010 S Perkins Rd  
Stillwater 74074  
(405) 372-4934  
[accounts@abpestonline.com](mailto:accounts@abpestonline.com)  
[james@abpestonline.com](mailto:james@abpestonline.com)

**Bussell Pest Control**

5620 N Washington  
Stillwater 74075  
(405) 533-5399

**Hansen Pest Control (email)**

PO Box 1894  
Stillwater 74076  
(405) 780-5005  
[ryan@hansenpestcontrol.com](mailto:ryan@hansenpestcontrol.com)

**Mr. Sniffer Termite & Pest Control**

1016 S Main  
Stillwater 74074  
(405) 372-4477

**Murray Pest Control (email)**

3021 S Rocky Ridge St  
Stillwater 74074  
(405) 377-7777  
[sara.murraypestcontrol@gmail.com](mailto:sara.murraypestcontrol@gmail.com)

**Peak Pest Services LLC (email)**

712 E 6th Suite A  
Stillwater 74074  
(405) 372-7774  
[peakpestservices@gmail.com](mailto:peakpestservices@gmail.com)

**Erwin's Pest Control (picked up)**

PO Box 1111  
Claremore, OK 74018  
(918) 342-0638

[erwinspestcontrol@cox.net](mailto:erwinspestcontrol@cox.net)

**Eplan (email)**

4115 S Providence Rd, Suite 105

Columbia, MO 65203

573-447-7130

[sharonp@eplanbidding.com](mailto:sharonp@eplanbidding.com)



*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



### INVITATION TO BID

The Board of County Commissioners, Payne County, Oklahoma is seeking sealed bids for:

**BID # 2019-20**

**1 YEAR SERVICE CONTRACT**

**LAWN SERVICES**

**BID # 2019-20**

**Date Published: MAY 9, 2018**

**Bidding Period Closing Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Sealed Bid Opening Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Location: Commissioners Hearing Room 200, Payne County Administration Building**

**Address: 315 W. 6<sup>th</sup>, Ste. 202, Stillwater, OK. 74074**

**Requesting Authority: PAYNE COUNTY COMMISSIONER**

**Payne County Commissioner, District # 2, CHRIS REDING**

**PHONE: 405-624-9300**

**Bid submissions are to be addressed to:**

**ATTN: Payne County Purchasing Agent**

**Payne County Clerk's Office**

**315 W. 6<sup>th</sup>, Suite 202**

**Stillwater, OK 74074**

Please review the attached Terms and Conditions pertaining to the submission of this bid.

Please pay particular attention to item (1) of the Terms and Conditions. This item specifies how the bid envelopes are to be identified to prevent inadvertent or premature opening of sealed bids. Your compliance will ensure consideration of your bid by the awarding body. Late bids will not be considered. The Non-Collusions Affidavit bearing original signature must be notarized and returned with the bid submission.

This packet contains:

1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Filing with Competitive Bid
4. Specifications/Bid forms for desired item(s) (may be more than one page of information).

  
\_\_\_\_\_  
Glenna Craig, Payne County Clerk

State of Oklahoma  
315 W. 6<sup>th</sup>, Suite 202  
Stillwater, OK 74074



*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



**BID # 2019-20**

**1 YEAR SERVICE CONTRACT – LAWN SERVICES**

**PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING**

Vendor and or company representative,

Included in this correspondence you will find information in regards to bid specifications, packet information, and instructions per the Payne County Commissioners who are requesting your company submit a bid for the enclosed project or materials.

***The enclosed packet has been developed and approved by the Payne County Commissioners, the content of the packet is per their instruction.*** The Payne County Clerk's office is the facilitator of the bid process and is required to receive and hold all sealed bids per Oklahoma State Statutes to present to the Board of Commissioners in an open session.

If you have any questions, in regards, to the pack content, specifications, and instructions please contact the following:

**CHRIS REDING, DISTRICT 2 COMMISSIONER- 405-624-9300**

We appreciate your bid and time, in regards, to the process. We look forward to hearing from you.

Kind Regards,

A handwritten signature in blue ink that reads "Glenna Craig".

Glenna Craig, Payne County Clerk

State of Oklahoma

All bids posted after November 1<sup>st</sup> can be mailed, or emailed to vendors, or can be downloaded for completion from our website: [www.countyclerk.paynecounty.org](http://www.countyclerk.paynecounty.org)  
CONTACT KYLA MCCOMBS-PAYNE COUNTY PURCHASING AGENT FOR EMAIL OR MAILED BIDS AT: [kmccombs@paynecountyclerk.org](mailto:kmccombs@paynecountyclerk.org)

**ALL BIDS MUST BE SUBMITTED BACK TO THE PAYNE COUNTY CLERKS OFFICE BY MAIL, OR IN PERSON SEALED BEFORE 9:30 THE DATE OF BID OPENING.**





*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



TERMS AND CONDITIONS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID  
NO EXCEPTIONS TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED

1. Bids must be submitted on the included form only. Each bid shall be placed in a separate envelope. Be sure the envelope is completely and properly identified and sealed, showing the bid name and number in the lower left hand corner.
2. All bids shall be entered on the Bid Form enclosed or a copy thereof. Bids are to be typewritten or in ink. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type model numbers descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of the contract with Payne County.
4. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.
5. The enclosed affidavit for Filing with Competitive Bid MUST be returned with the bid.
6. Payne County reserves the right to reject any and all bids and to waive any technicalities in the bidding.
7. Direct purchase of certain items of equipment or material by Payne County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.
8. Bid must show number of days required for delivery under normal conditions. Contractor must keep the County advised at all times of the status of the order. For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval from the Purchasing Agent. Default in promised delivery date or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge the full increase of cost and handling to defaulting contractor.
9. Bidder agrees to defend and save Payne County from and against all demands, claims costs expense, damage and judgments based upon infringement of any patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidder's direction.
10. If the bid requires a written contract, the successful bidders shall execute a written contract with the county within (10) days after submission of the contracts to said bidder.
11. This bid is submitted as a legal offer, and any bid when accepted by the County constitutes a firm contract.
12. If the bid is \$50,000.00 or greater, Bidder must furnish a bid bond or cashier's check in the amount of 5% of the bid with bid submission.
13. If the bid is \$50,000.00 or greater, successful Bidder must be able to bond. (Performance, Maintenance and Payment Bonds)
14. Successful bidder will be required to furnish their own Workmen's Comp and General Liability Insurance as required by Oklahoma State Law and by Payne County.



Glenna Craig

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



S.A.&I. 425/1-4040 (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 the 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.

Firm: \_\_\_\_\_

Signed by: \_\_\_\_\_  
(manual signature of undersigned)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Notary Public (or Clerk or Judge)

My commission expires: \_\_\_\_\_

*Note:*

*Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl.St. Ann. § 138*

1 Year Bid Specifications, Building Services and Maintenance, 2018-2019

For All:

TERM: July 1, 2018 through June 30, 2019

Service:

**Lawn Services**

The Contractor agrees to provide the lawn services as requested by the Department upon receipt of a properly executed purchase order. Services will be provided as needed, as arranged with the Department. A copy of insurance and bonding shall be required upon signing the service contract.

Lawn Services	Services	Rate Unit	Rate
Courthouse	Mowing, Edging, Weed-eating, and Clean Sidewalks. Weed-Control Spraying as needed.	Per job	\$
County Administration Building	Mowing, Edging, Weed-eating, and Clean Sidewalks. Weed-Control Spraying as needed.	Per Job	\$

TERM: July 1, 2018 through June 30, 2019



LAWN SERVICE VENDORS:

**Central Lawn & Landscape**  
PO Box 1753 *JMail*  
Stillwater 74076  
(405) 743-4376  
[Centrallawn.info@gmail.com](mailto:Centrallawn.info@gmail.com)

**Derek's Lawn & Tree Service**  
PO Box 1261  
Stillwater 74076  
(405) 377-8999

**Tru Green (Grass Roots-old name)**  
3721 Land Run Dr  
Stillwater 74075  
(405) 707-0778

[johnmartin@trugreenmail.com](mailto:johnmartin@trugreenmail.com)

**GreenMaster**  
PO Box 1291  
Stillwater 74076  
(405) 707-0151

[jenn@greenmasterstillwater.com](mailto:jenn@greenmasterstillwater.com)

**Mowing & More**  
802 S Lewis  
Stillwater 74074  
(405) 747-6415

**Poke's Landscaping**  
6412 W 19th Ave  
Stillwater 74074  
(405) 338-3473

**Prairie's Edge Landscaping**  
9409 E Meadow Brook Ln  
Stillwater 74075  
(405) 372-2551

[prairies-edge@att.net](mailto:prairies-edge@att.net)

**Prolawn Turf Services**  
3615 S. Scissortail Dr  
Stillwater 74074  
(405) 612-9374

[service@prolawnpride.com](mailto:service@prolawnpride.com)

**The Groundskeeper LLC**  
4402 N Parkview Ct  
Stillwater 74074  
(405) 714-2359

**TNT Lawn & Landscape Mgmt Inc**  
5808 N Washington St  
Stillwater 74075  
(405) 377-2440

**Weed man aka Pro Care**  
520 S Lowry St  
Stillwater 74074  
(405) 707-0044  
[rangooson@gmail.com](mailto:rangooson@gmail.com)



PAYNE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
STILLWATER, OKLAHOMA

BID # 2019-20  
1 YEAR SERVICE CONTRACT-LAWN SERVICES

I, Kyla McCombs, Purchasing Agent for Payne County do hereby certify that the following vendors were issued an "Invitation To Bid" for "1 YEAR SERVICE CONTRACT-LAWN SERVICES" for PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING. The bids were sent out on MAY 9, 2018. The opening is scheduled for MAY 21, 2018 @ 9:30 a.m.

Vendors:

**Central Lawn & Landscape (email & mail)**

PO Box 1753  
Stillwater 74076  
(405) 743-4376  
[Centrallawn.info@gmail.com](mailto:Centrallawn.info@gmail.com)

**Derek's Lawn & Tree Service**

PO Box 1261  
Stillwater 74076  
(405) 377-8999

**Tru Green (email)**

3721 Land Run Dr  
Stillwater 74075  
(405) 707-0778  
[johnmartin@trugreenmail.com](mailto:johnmartin@trugreenmail.com)

**GreenMaster (email)**

PO Box 1291  
Stillwater 74076  
(405) 707-0151  
[jenn@greenmasterstillwater.com](mailto:jenn@greenmasterstillwater.com)

**Mowing & More**

802 S Lewis  
Stillwater 74074  
(405) 747-6415

**Poke's Landscaping**

6412 W 19th Ave  
Stillwater 74074  
(405) 338-3473

**Prairie's Edge Landscaping**

9409 E Meadow Brook Ln  
Stillwater 74075  
(405) 372-2551  
[prairies-edge@att.net](mailto:prairies-edge@att.net)

**Prolawn Turf Services (email)**

3615 S. Scissortail Dr  
Stillwater 74074  
(405) 612-9374  
[service@prolawnpride.com](mailto:service@prolawnpride.com)

**The Groundskeeper LLC**

4402 N Parkview Ct  
Stillwater 74074  
(405) 714-2359

**TNT Lawn & Landscape Mgmt Inc**

5808 N Washington St  
Stillwater 74075  
(405) 377-2440

**Weed man aka Pro Care (email)**

520 S Lowry St  
Stillwater 74074  
(405) 707-0044  
[rangooson@gmail.com](mailto:rangooson@gmail.com)

**Eplan (email)**

4115 S Providence Rd, Suite 105  
Columbia, MO 65203  
573-447-7130  
[sharonp@eplanbidding.com](mailto:sharonp@eplanbidding.com)

**J & J Lawncare (email)**

Attn: Jeb Rogers  
[jrogers31@gmail.com](mailto:jrogers31@gmail.com)



*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



### INVITATION TO BID

The Board of County Commissioners, Payne County, Oklahoma is seeking sealed bids for:

**BID # 2019-21**

**1 YEAR SERVICE CONTRACT  
ELEVATOR MAINTENANCE SERVICES**

**BID # 2019-21**

**Date Published: MAY 9, 2018**

**Bidding Period Closing Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Sealed Bid Opening Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Location: Commissioners Hearing Room 200, Payne County Administration Building**

**Address: 315 W. 6<sup>th</sup>, Ste. 202, Stillwater, OK. 74074**

**Requesting Authority: PAYNE COUNTY COMMISSIONER**

**Payne County Commissioner, District # 2, CHRIS REDING**

**PHONE: 405-624-9300**

**Bid submissions are to be addressed to:**

**ATTN: Payne County Purchasing Agent**

**Payne County Clerk's Office**

**315 W. 6<sup>th</sup>, Suite 202**

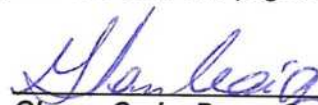
**Stillwater, OK 74074**

Please review the attached Terms and Conditions pertaining to the submission of this bid.

Please pay particular attention to item (1) of the Terms and Conditions. This item specifies how the bid envelopes are to be identified to prevent inadvertent or premature opening of sealed bids. Your compliance will ensure consideration of your bid by the awarding body. Late bids will not be considered. The Non-Collusions Affidavit bearing original signature must be notarized and returned with the bid submission.

This packet contains:

1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Filing with Competitive Bid
4. Specifications/Bid forms for desired item(s) (may be more than one page of information).

  
\_\_\_\_\_  
**Glenna Craig, Payne County Clerk**  
**State of Oklahoma**  
**315 W. 6<sup>th</sup>, Suite 202**  
**Stillwater, OK 74074**



*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



**BID # 2019-21**

**1 YEAR SERVICE CONTRACT – ELEVATOR MAINTENANCE SERVICES**

**PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING**

Vendor and or company representative,

Included in this correspondence you will find information in regards to bid specifications, packet information, and instructions per the Payne County Commissioners who are requesting your company submit a bid for the enclosed project or materials.

***The enclosed packet has been developed and approved by the Payne County Commissioners, the content of the packet is per their instruction.*** The Payne County Clerk's office is the facilitator of the bid process and is required to receive and hold all sealed bids per Oklahoma State Statutes to present to the Board of Commissioners in an open session.

If you have any questions, in regards, to the pack content, specifications, and instructions please contact the following:

**CHRIS REDING, DISTRICT 2 COMMISSIONER- 405-624-9300**

We appreciate your bid and time, in regards, to the process. We look forward to hearing from you.

Kind Regards,

A handwritten signature in blue ink that reads "Glenna Craig".

Glenna Craig, Payne County Clerk

State of Oklahoma

All bids posted after November 1<sup>st</sup> can be mailed, or emailed to vendors, or can be downloaded for completion from our website: [www.countyclerk.paynecounty.org](http://www.countyclerk.paynecounty.org)  
CONTACT KYLA MCCOMBS-PAYNE COUNTY PURCHASING AGENT FOR EMAIL OR MAILED BIDS AT: [kmccombs@paynecountyclerk.org](mailto:kmccombs@paynecountyclerk.org)

**ALL BIDS MUST BE SUBMITTED BACK TO THE PAYNE COUNTY CLERKS OFFICE BY MAIL, OR IN PERSON SEALED BEFORE 9:30 THE DATE OF BID OPENING.**





*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



TERMS AND CONDITIONS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID  
NO EXCEPTIONS TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED

1. Bids must be submitted on the included form only. Each bid shall be placed in a separate envelope. Be sure the envelope is completely and properly identified and sealed, showing the bid name and number in the lower left hand corner.
2. All bids shall be entered on the Bid Form enclosed or a copy thereof. Bids are to be typewritten or in ink. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type model numbers descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of the contract with Payne County.
4. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.
5. The enclosed affidavit for Filing with Competitive Bid MUST be returned with the bid.
6. Payne County reserves the right to reject any and all bids and to waive any technicalities in the bidding.
7. Direct purchase of certain items of equipment or material by Payne County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.
8. Bid must show number of days required for delivery under normal conditions. Contractor must keep the County advised at all times of the status of the order. For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval from the Purchasing Agent. Default in promised delivery date or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge the full increase of cost and handling to defaulting contractor.
9. Bidder agrees to defend and save Payne County from and against all demands, claims costs expense, damage and judgments based upon infringement of any patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidder's direction.
10. If the bid requires a written contract, the successful bidders shall execute a written contract with the county within (10) days after submission of the contracts to said bidder.
11. This bid is submitted as a legal offer, and any bid when accepted by the County constitutes a firm contract.
12. If the bid is \$50,000.00 or greater, Bidder must furnish a bid bond or cashier's check in the amount of 5% of the bid with bid submission.
13. If the bid is \$50,000.00 or greater, successful Bidder must be able to bond. (Performance, Maintenance and Payment Bonds)
14. Successful bidder will be required to furnish their own Workmen's Comp and General Liability Insurance as required by Oklahoma State Law and by Payne County.



Glenna Craig

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



S.A.&I. 425/1-4040 (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 the 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.

Firm: \_\_\_\_\_

Signed by: \_\_\_\_\_  
(manual signature of undersigned)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Notary Public (or Clerk or Judge)

My commission expires: \_\_\_\_\_

*Note:*

*Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl.St. Ann. § 138*

1 Year Bid Specifications, Building Services and Maintenance, 2018-2019

For All:

TERM: July 1, 2018 through June 30, 2019

Service:

**Elevator Maintenance Services**

REQ: Licensed and bonded elevator maintenance service agrees to provide the services as requested by the Department upon receipt of a properly executed purchase order. Service will include a regularly scheduled inspection of each elevator once every 31 days. These visits will be conducted during normal business hours, Monday through Friday, 8:00 am to 4:30 pm, except scheduled holidays. Contractor will respond to call-backs during these hours at no extra charge. . Services will be provided as needed, as arranged with the Department. A copy of insurance and bonding shall be required upon signing the service contract.

Location	Elevator	Monthly Charge
Payne County Courthouse 606 S. Husband	ThyssenKrupp	\$
Payne County Jail 606 S. Husband	ThyssenKrupp	\$
Payne County Administration Building, 315 W. 6th	Schindler	\$

TERM: July 1, 2018 through June 30, 2019

ELEVATOR MAINTENANCE VENDORS:

**KONE, Inc**

3701 SW 29th St

Oklahoma City, OK 73119

(405) 682-5651

**Thyssen Krupp Elevator**

4100 Will Rogers Pkwy, Ste 200

Oklahoma City, OK 73108

(405) 949-1916

[emily.timm@thyssenkrupp.com](mailto:emily.timm@thyssenkrupp.com)

**Otis Elevator Corp**

803 SE 83rd St

Oklahoma City, OK 73149

(405) 947-1401



PAYNE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
STILLWATER, OKLAHOMA

BID # 2019-21  
1 YEAR SERVICE CONTRACT-ELEVATOR MAINTENANCE SERVICES

I, Kyla McCombs, Purchasing Agent for Payne County do hereby certify that the following vendors were issued an "Invitation To Bid" for "1 YEAR SERVICE CONTRACT-ELEVATOR MAINTENANCE SERVICES" for PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING. The bids were sent out on MAY 9, 2018. The opening is scheduled for MAY 21, 2018 @ 9:30 a.m.

Vendors:

**KONE, Inc**

3701 SW 29th St  
Oklahoma City, OK 73119  
(405) 682-5651

**Thyssen Krupp Elevator (email)**

4100 Will Rogers Pkwy, Ste 200  
Oklahoma City, OK 73108  
(405) 949-1916  
[emily.timm@thyssenkrupp.com](mailto:emily.timm@thyssenkrupp.com)

**Oracle Elevator**

Attn: John Suarez  
101 Park Ave, Ste 1300  
Oklahoma City, OK 73102  
(214) 837-2099  
[john.suarez@orecleelevator.com](mailto:john.suarez@orecleelevator.com)

**Otis Elevator Corp**

803 SE 83rd St  
Oklahoma City, OK 73149  
(405) 947-1401

**Eplan (email)**

4115 S Providence Rd, Suite 105  
Columbia, MO 65203  
573-447-7130  
[sharonp@eplanbidding.com](mailto:sharonp@eplanbidding.com)



*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



### **INVITATION TO BID**

The Board of County Commissioners, Payne County, Oklahoma is seeking sealed bids for:

**BID # 2019-22**

**1 YEAR SERVICE CONTRACT**

**ENVIRONMENTAL SYSTEM SERVICES & SUPPLIES**

**BID # 2019-22**

**Date Published: MAY 9, 2018**

**Bidding Period Closing Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Sealed Bid Opening Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Location: Commissioners Hearing Room 200, Payne County Administration Building**

**Address: 315 W. 6<sup>th</sup>, Ste. 202, Stillwater, OK. 74074**

**Requesting Authority: PAYNE COUNTY COMMISSIONER**

**Payne County Commissioner, District # 2, CHRIS REDING**

**PHONE: 405-624-9300**

**Bid submissions are to be addressed to:**

**ATTN: Payne County Purchasing Agent**

**Payne County Clerk's Office**

**315 W. 6<sup>th</sup>, Suite 202**

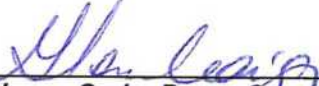
**Stillwater, OK 74074**

Please review the attached Terms and Conditions pertaining to the submission of this bid.

Please pay particular attention to item (1) of the Terms and Conditions. This item specifies how the bid envelopes are to be identified to prevent inadvertent or premature opening of sealed bids. Your compliance will ensure consideration of your bid by the awarding body. Late bids will not be considered. The Non-Collusions Affidavit bearing original signature must be notarized and returned with the bid submission.

This packet contains:

1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Filing with Competitive Bid
4. Specifications/Bid forms for desired item(s) (may be more than one page of information).

  
\_\_\_\_\_  
**Glenna Craig, Payne County Clerk**  
**State of Oklahoma**  
**315 W. 6<sup>th</sup>, Suite 202**  
**Stillwater, OK 74074**



*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



**BID # 2019-22**

**1 YEAR SERVICE CONTRACT – ENVIRONMENTAL SYSTEM SERVICES & SUPPLY  
PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING**

Vendor and or company representative,

Included in this correspondence you will find information in regards to bid specifications, packet information, and instructions per the Payne County Commissioners who are requesting your company submit a bid for the enclosed project or materials.

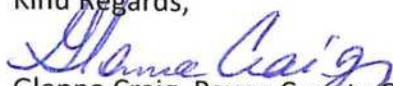
***The enclosed packet has been developed and approved by the Payne County Commissioners, the content of the packet is per their instruction.*** The Payne County Clerk's office is the facilitator of the bid process and is required to receive and hold all sealed bids per Oklahoma State Statutes to present to the Board of Commissioners in an open session.

If you have any questions, in regards, to the pack content, specifications, and instructions please contact the following:

**CHRIS REDING, DISTRICT 2 COMMISSIONER- 405-624-9300**

We appreciate your bid and time, in regards, to the process. We look forward to hearing from you.

Kind Regards,

  
Glenna Craig, Payne County Clerk  
State of Oklahoma

All bids posted after November 1<sup>st</sup> can be mailed, or emailed to vendors, or can be downloaded for completion from our website: [www.countyclerk.paynecounty.org](http://www.countyclerk.paynecounty.org)  
**CONTACT KYLA MCCOMBS-PAYNE COUNTY PURCHASING AGENT FOR EMAIL OR MAILED BIDS AT: [kmccombs@paynecountyclerk.org](mailto:kmccombs@paynecountyclerk.org)**

**ALL BIDS MUST BE SUBMITTED BACK TO THE PAYNE COUNTY CLERKS OFFICE BY MAIL, OR IN PERSON SEALED BEFORE 9:30 THE DATE OF BID OPENING.**





*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



TERMS AND CONDITIONS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID

NO EXCEPTIONS TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED

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3. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type model numbers descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of the contract with Payne County.
4. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.
5. The enclosed affidavit for Filing with Competitive Bid MUST be returned with the bid.
6. Payne County reserves the right to reject any and all bids and to waive any technicalities in the bidding.
7. Direct purchase of certain items of equipment or material by Payne County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.
8. Bid must show number of days required for delivery under normal conditions. Contractor must keep the County advised at all times of the status of the order. For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval from the Purchasing Agent. Default in promised delivery date or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge the full increase of cost and handling to defaulting contractor.
9. Bidder agrees to defend and save Payne County from and against all demands, claims costs expense, damage and judgments based upon infringement of any patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidder's direction.
10. If the bid requires a written contract, the successful bidders shall execute a written contract with the county within (10) days after submission of the contracts to said bidder.
11. This bid is submitted as a legal offer, and any bid when accepted by the County constitutes a firm contract.
12. If the bid is \$50,000.00 or greater, Bidder must furnish a bid bond or cashier's check in the amount of 5% of the bid with bid submission.
13. If the bid is \$50,000.00 or greater, successful Bidder must be able to bond. (Performance, Maintenance and Payment Bonds)
14. Successful bidder will be required to furnish their own Workmen's Comp and General Liability Insurance as required by Oklahoma State Law and by Payne County.





Glenna Craig

Payne County Clerk

315 W. 6th, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



S.A.&I. 425/1-4040 (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 the 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.

Firm: \_\_\_\_\_

Signed by: \_\_\_\_\_  
(manual signature of undersigned)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Notary Public (or Clerk or Judge)

My commission expires: \_\_\_\_\_

Note:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl.St. Ann. § 138

1 Year Bid Specifications, Building Services and Maintenance, 2018-2019

For All:

TERM: July 1, 2018 through June 30, 2019

Service:

**Environmental System (Heating, Ventilation, and Cooling System Maintenance) Services and Supplies as Needed**

REQ: Licensed and Bonded Environmental System (HVAC) Repairman to maintain and repair the HVAC systems as needed. Provides monthly maintenance of the units as needed. (Filters provided by the County) Provides HVAC services as requested upon receipt of a completed purchase order. Copy of insurance and bonding shall be required upon signing the service contract.

The bid should provide the rate per hour for the HVAC Repairman for maintenance and for repairs, both during regular business hours and after business hours:

HVAC Services/Building	Rate Unit	Rate per Hour	Unit Price
Courthouse-Maintenance (8 hours/Month)	Per Hour	\$	\$
County Admin Building-Maintenance (4 hours/Month)	Per Hour	\$	\$
Jail-Maintenance(8 hours/Month)	Per Hour	\$	\$
All Other Service Calls	Per Hour	\$	Parts reimbursed at cost, pay hours worked.

TERM: July 1, 2018 through June 30, 2019

ENVIRONMENTAL SYSTEM SERVICE VENDORS:

**Air Control Inc**

4212 Sierra Lane  
Stillwater 74074  
(405) 377-6528

[airctrl@sbcglobal.net](mailto:airctrl@sbcglobal.net)

**Air-O Heating & Air Conditioning Inc**

3518 S Boomer Rd  
Stillwater 74074  
(405) 377-3910

[accountspayable@air-o.com](mailto:accountspayable@air-o.com)

**B & L Heating & Air Conditioning, Inc**

1907 McMurtry Rd  
Stillwater 74075  
(405) 372-2665

[zelma@blhvac.com](mailto:zelma@blhvac.com)

**Sitton Enterprises Heating & Cooling**

2310 E Marcus  
Stillwater 74075  
(405) 780-3034

[sittonhc@rocketmail.com](mailto:sittonhc@rocketmail.com)

**Stolhand Heating & Air Conditioning**

704 N Main  
Stillwater 74074  
(405) 372-1124

[stolhand@stolhand.com](mailto:stolhand@stolhand.com)

[josh@stolhand.com](mailto:josh@stolhand.com)

PAYNE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
STILLWATER, OKLAHOMA

BID # 2019-22  
1 YEAR SERVICE CONTRACT-ENVIRONMENTAL SYSTEM SERVICES

I, Kyla McCombs, Purchasing Agent for Payne County do hereby certify that the following vendors were issued an "Invitation To Bid" for "1 YEAR SERVICE CONTRACT-ENVIRONMENTAL SYSTEM SERVICES" for PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING. The bids were sent out on MAY 9, 2018. The opening is scheduled for MAY 21, 2018 @ 9:30 a.m.

Vendors:

**Air Control Inc (email)**

4212 Sierra Lane  
Stillwater 74074  
(405) 377-6528  
[airctrl@sbcglobal.net](mailto:airctrl@sbcglobal.net)

**Air-O Heating & Air Conditioning Inc (email)**

3518 S Boomer Rd  
Stillwater 74074  
(405) 377-3910  
[accountspayable@air-o.com](mailto:accountspayable@air-o.com)

**B & L Heating & Air Conditioning, Inc (email)**

1907 McMurtry Rd  
Stillwater 74075  
(405) 372-2665  
[zelma@blhvac.com](mailto:zelma@blhvac.com)

**Sitton Enterprises Heating & Cooling (email)**

2310 E Marcus  
Stillwater 74075  
(405) 780-3034  
[sittonhc@rocketmail.com](mailto:sittonhc@rocketmail.com)

**Stolhand Heating & Air Conditioning (email)**

704 N Main  
Stillwater 74074  
(405) 372-1124  
[stolhand@stolhand.com](mailto:stolhand@stolhand.com)  
[josh@stolhand.com](mailto:josh@stolhand.com)

**Eplan (email)**

4115 S Providence Rd, Suite 105  
Columbia, MO 65203  
573-447-7130  
[sharonp@eplanbidding.com](mailto:sharonp@eplanbidding.com)





*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



### INVITATION TO BID

The Board of County Commissioners, Payne County, Oklahoma is seeking sealed bids for:

**BID # 2019-23**

**1 YEAR SERVICE CONTRACT**

**JANITORIAL SERVICES FOR COURTHOUSE**

**BID # 2019-23**

**Date Published: MAY 9, 2018**

**Bidding Period Closing Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Sealed Bid Opening Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Location: Commissioners Hearing Room 200, Payne County Administration Building**

**Address: 315 W. 6<sup>th</sup>, Ste. 202, Stillwater, OK. 74074**

**Requesting Authority: PAYNE COUNTY COMMISSIONER**

**Payne County Commissioner, District # 2, CHRIS REDING**

**PHONE: 405-624-9300**

**Bid submissions are to be addressed to:**

**ATTN: Payne County Purchasing Agent**

**Payne County Clerk's Office**

**315 W. 6<sup>th</sup>, Suite 202**


**Stillwater, OK 74074**

Please review the attached Terms and Conditions pertaining to the submission of this bid.

Please pay particular attention to item (1) of the Terms and Conditions. This item specifies how the bid envelopes are to be identified to prevent inadvertent or premature opening of sealed bids. Your compliance will ensure consideration of your bid by the awarding body. Late bids will not be considered. The Non-Collusions Affidavit bearing original signature must be notarized and returned with the bid submission.

This packet contains:

1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Filing with Competitive Bid
4. Specifications/Bid forms for desired item(s) (may be more than one page of information).

  
Glenna Craig, Payne County Clerk  
State of Oklahoma  
315 W. 6<sup>th</sup>, Suite 202  
Stillwater, OK 74074



*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



**BID # 2019-23**

**1 YEAR SERVICE CONTRACT – JANITORIAL SERVICES FOR COURTHOUSE**

**PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING**

Vendor and or company representative,

Included in this correspondence you will find information in regards to bid specifications, packet information, and instructions per the Payne County Commissioners who are requesting your company submit a bid for the enclosed project or materials.


***The enclosed packet has been developed and approved by the Payne County Commissioners, the content of the packet is per their instruction.*** The Payne County Clerk's office is the facilitator of the bid process and is required to receive and hold all sealed bids per Oklahoma State Statutes to present to the Board of Commissioners in an open session.

If you have any questions, in regards, to the pack content, specifications, and instructions please contact the following:

**CHRIS REDING, DISTRICT 2 COMMISSIONER- 405-624-9300**

We appreciate your bid and time, in regards, to the process. We look forward to hearing from you.

Kind Regards,

  
Glenna Craig, Payne County Clerk  
State of Oklahoma

All bids posted after November 1<sup>st</sup> can be mailed, or emailed to vendors, or can be downloaded for completion from our website: [www.countyclerk.paynecounty.org](http://www.countyclerk.paynecounty.org)  
CONTACT KYLA MCCOMBS-PAYNE COUNTY PURCHASING AGENT FOR EMAIL OR MAILED BIDS AT: [kmccombs@paynecountyclerk.org](mailto:kmccombs@paynecountyclerk.org)

**ALL BIDS MUST BE SUBMITTED BACK TO THE PAYNE COUNTY CLERKS OFFICE BY MAIL, OR IN PERSON SEALED BEFORE 9:30 THE DATE OF BID OPENING.**





*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



TERMS AND CONDITIONS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID  
NO EXCEPTIONS TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED

1. Bids must be submitted on the included form only. Each bid shall be placed in a separate envelope. Be sure the envelope is completely and properly identified and sealed, showing the bid name and number in the lower left hand corner.
2. All bids shall be entered on the Bid Form enclosed or a copy thereof. Bids are to be typewritten or in ink. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type model numbers descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of the contract with Payne County.
4. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.
5. The enclosed affidavit for Filing with Competitive Bid MUST be returned with the bid.
6. Payne County reserves the right to reject any and all bids and to waive any technicalities in the bidding.
7. Direct purchase of certain items of equipment or material by Payne County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.
8. Bid must show number of days required for delivery under normal conditions. Contractor must keep the County advised at all times of the status of the order. For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval from the Purchasing Agent. Default in promised delivery date or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge the full increase of cost and handling to defaulting contractor.
9. Bidder agrees to defend and save Payne County from and against all demands, claims costs expense, damage and judgments based upon infringement of any patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidder's direction.
10. If the bid requires a written contract, the successful bidders shall execute a written contract with the county within (10) days after submission of the contracts to said bidder.
11. This bid is submitted as a legal offer, and any bid when accepted by the County constitutes a firm contract.
12. If the bid is \$50,000.00 or greater, Bidder must furnish a bid bond or cashier's check in the amount of 5% of the bid with bid submission.
13. If the bid is \$50,000.00 or greater, successful Bidder must be able to bond. (Performance, Maintenance and Payment Bonds)
14. Successful bidder will be required to furnish their own Workmen's Comp and General Liability Insurance as required by Oklahoma State Law and by Payne County.



Glenna Craig

Payne County Clerk

315 W. 6th, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



S.A.&I. 425/1-4040 (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 the 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.

Firm: \_\_\_\_\_

Signed by: \_\_\_\_\_ (manual signature of undersigned)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Notary Public (or Clerk or Judge)

My commission expires: \_\_\_\_\_

Note:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl.St. Ann. § 138



1 Year Bid Specifications, Building Services and Maintenance, 2018-2019

For All:

TERM: July 1, 2018 through June 30, 2019

Service:

**Building Janitorial--Courthouse**

Contractor must be bonded and insured. Contractor will provide all labor, equipment and supplies, except for restroom and cleaning supplies (toilet paper, hand soap, paper towels, and trash bags.). Contractor will clean the Payne County Courthouse on the following schedule: Daily—Vacuum all carpeted floors, sweep and mop all non-carpeted floors and stairwells, remove cobwebs, clean and polish drinking fountains and other bright work, and empty all waste baskets, trash, and recycle bins. Restrooms will be cleaned daily to include sweep, mop, and disinfect floors, clean and disinfect entire showers, toilets, urinals and partitions; polish glass and metal, clean and disinfect sinks, countertops, door handles, light switches and walls; stock toilet paper, paper towels, and hand soap; empty clean, and disinfect all waste containers and replace can liners. Twice a month: Non-carpeted floors will be buffed and polished to maintain a high sheen. Annually: All non-carpeted floors will be stripped and new sealant applied. All carpeted floors will be shampooed. Carpet to be spot cleaned as needed. Additional services will be arranged as needed, and are not included in this bid. An initial deep clean will be scheduled for the winning contractor, and priced separately.

Janitorial Services	Unit	Price
Courthouse	Monthly service	\$
Courthouse	Initial Cleaning	\$

TERM: July 1, 2018 through June 30, 2019

JANITORIAL SERVICE VENDORS:

COURTHOUSE:

**Alliance Maintenance**

816 Lynn Lane  
Stillwater 74075  
(405) 880-0474

[amber.gray@alliancemaintenance.com](mailto:amber.gray@alliancemaintenance.com)

**B & D Cleaning Service**

621 East Redbud  
Stillwater 74075  
(405) 612-1330

**C & C Commercial Cleaning, Inc.**

416 E. 9TH Avenue  
Stillwater 74074  
(405) 377-0215

[cccleaning@brightok.net](mailto:cccleaning@brightok.net)

**Cleaning 4U**

P.O. Box 172  
Stillwater 74076  
(405) 747-5333

**Golden Commercial Cleaning**

1103 E. Hanson Street  
Stillwater 74075  
(405) 762-9156

[goldencommercialcleaning@gmail.com](mailto:goldencommercialcleaning@gmail.com)

**Golden Commercial Cleaning**

2313 S. Walnut Street  
Stillwater 74074  
(405) 372-8957

**IRISC Ecclesiastes**

605 W. 11th Avenue  
Stillwater 74074  
(405) 377-2225

PAYNE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
STILLWATER, OKLAHOMA

BID # 2019-23  
1 YEAR SERVICE CONTRACT-JANITORAL SERVICES FOR COURTHOUSE

I, Kyla McCombs, Purchasing Agent for Payne County do hereby certify that the following vendors were issued an "Invitation To Bid" for "1 YEAR SERVICE CONTRACT-JANITORAL SERVICES FOR COURTHOUSE" for PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING. The bids were sent out on MAY 9, 2018. The opening is scheduled for MAY 21, 2018 @ 9:30 a.m.

Vendors:

**Alliance Maintenance (email)**

816 Lynn Lane  
Stillwater 74075  
(405) 880-0474  
[amber.gray@alliancemaintenance.com](mailto:amber.gray@alliancemaintenance.com)

**B & D Cleaning Service**

621 East Redbud  
Stillwater 74075  
(405) 612-1330

**C & C Commercial Cleaning, Inc. (email)**

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(405) 377-0215  
[cccleaning@brightok.net](mailto:cccleaning@brightok.net)

**Cleaning 4U**

P.O. Box 172  
Stillwater 74076  
(405) 747-5333

**Golden Commercial Cleaning (email)**

1103 E. Hanson Street  
Stillwater 74075  
(405) 762-9156  
[goldencommercialcleaning@gmail.com](mailto:goldencommercialcleaning@gmail.com)

**IRISC Ecclesiastes**

605 W. 11th Avenue  
Stillwater 74074  
(405) 377-2225

**National Facility Services, Inc. (email)**

Attn: Laurie  
PO Box 1266  
Muskogee, OK 74402  
918-360-6858  
[nationalfacilityservicesinc@gmail.com](mailto:nationalfacilityservicesinc@gmail.com)

**Source One Management (email)**

Attn: Dale Waller

10400 E. 21<sup>st</sup> St

Tulsa, OK 74129

918-551-6300-office

512-566-3795-direct

[dwaller@infinite-pipeline.com](mailto:dwaller@infinite-pipeline.com)

**Eplan (email)**

4115 S Providence Rd, Suite 105

Columbia, MO 65203

573-447-7130

[sharonp@eplanbidding.com](mailto:sharonp@eplanbidding.com)





*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



### INVITATION TO BID

The Board of County Commissioners, Payne County, Oklahoma is seeking sealed bids for:

**BID # 2019-24**

**1 YEAR SERVICE CONTRACT**

**JANITORIAL SERVICES FOR COUNTY ADMINISTRATION BUILDING**

**BID # 2019-24**

**Date Published: MAY 9, 2018**

**Bidding Period Closing Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Sealed Bid Opening Date and Hour: MAY 21, 2018 @ 9:30 A.M.**

**Location: Commissioners Hearing Room 200, Payne County Administration Building**

**Address: 315 W. 6<sup>th</sup>, Ste. 202, Stillwater, OK. 74074**

**Requesting Authority: PAYNE COUNTY COMMISSIONER**

**Payne County Commissioner, District # 2, CHRIS REDING**

**PHONE: 405-624-9300**

**Bid submissions are to be addressed to:**

**ATTN: Payne County Purchasing Agent**

**Payne County Clerk's Office**

**315 W. 6<sup>th</sup>, Suite 202**


**Stillwater, OK 74074**

Please review the attached Terms and Conditions pertaining to the submission of this bid.

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1. Invitation to Bid
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3. Affidavit for Filing with Competitive Bid
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\_\_\_\_\_  
Glenna Craig, Payne County Clerk  
State of Oklahoma  
315 W. 6<sup>th</sup>, Suite 202  
Stillwater, OK 74074



*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

[countyclerk.paynecounty.org](http://countyclerk.paynecounty.org)



**BID # 2019-24**

**1 YEAR SERVICE CONTRACT – JANITORIAL SERVICES FOR  
COUNTY ADMINISTRATION BUILDING  
PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING**

Vendor and or company representative,

Included in this correspondence you will find information in regards to bid specifications, packet information, and instructions per the Payne County Commissioners who are requesting your company submit a bid for the enclosed project or materials.

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If you have any questions, in regards, to the pack content, specifications, and instructions please contact the following:

**CHRIS REDING, DISTRICT 2 COMMISSIONER- 405-624-9300**

We appreciate your bid and time, in regards, to the process. We look forward to hearing from you.

Kind Regards,

A handwritten signature in blue ink that reads "Glenna Craig".

Glenna Craig, Payne County Clerk

State of Oklahoma

All bids posted after November 1<sup>st</sup> can be mailed, or emailed to vendors, or can be downloaded for completion from our website: [www.countyclerk.paynecounty.org](http://www.countyclerk.paynecounty.org)  
CONTACT KYLA MCCOMBS-PAYNE COUNTY PURCHASING AGENT FOR EMAIL OR MAILED BIDS AT: [kmccombs@paynecountyclerk.org](mailto:kmccombs@paynecountyclerk.org)

**ALL BIDS MUST BE SUBMITTED BACK TO THE PAYNE COUNTY CLERKS OFFICE BY MAIL, OR IN PERSON SEALED BEFORE 9:30 THE DATE OF BID OPENING.**





*Glenna Craig*

Payne County Clerk

315 W. 6<sup>th</sup>, Suite 202 Stillwater, Oklahoma 74074

Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



TERMS AND CONDITIONS

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4. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.
5. The enclosed affidavit for Filing with Competitive Bid MUST be returned with the bid.
6. Payne County reserves the right to reject any and all bids and to waive any technicalities in the bidding.
7. Direct purchase of certain items of equipment or material by Payne County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.
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9. Bidder agrees to defend and save Payne County from and against all demands, claims costs expense, damage and judgments based upon infringement of any patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidder's direction.
10. If the bid requires a written contract, the successful bidders shall execute a written contract with the county within (10) days after submission of the contracts to said bidder.
11. This bid is submitted as a legal offer, and any bid when accepted by the County constitutes a firm contract.
12. If the bid is \$50,000.00 or greater, Bidder must furnish a bid bond or cashier's check in the amount of 5% of the bid with bid submission.
13. If the bid is \$50,000.00 or greater, successful Bidder must be able to bond. (Performance, Maintenance and Payment Bonds)
14. Successful bidder will be required to furnish their own Workmen's Comp and General Liability Insurance as required by Oklahoma State Law and by Payne County.



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Payne County Clerk

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Phone: 405-747-8310\* Fax: 405-747-8304

countyclerk.paynecounty.org



S.A.&I. 425/1-4040 (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 the 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.

Firm: \_\_\_\_\_

Signed by: \_\_\_\_\_

(manual signature of undersigned)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Notary Public (or Clerk or Judge)

My commission expires: \_\_\_\_\_

Note:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl.St. Ann. § 138



1 Year Bid Specifications, Building Services and Maintenance, 2018-2019

For All:

TERM: July 1, 2018 through June 30, 2019

Service:

**Building Janitorial—County Administration Building**

Contractor must be bonded and insured. Contractor will provide all labor, equipment and supplies, except for restroom and cleaning supplies (toilet paper, hand soap, paper towels, and trash bags.). Contractor will clean the Payne County Administration Building on the following schedule: Daily— Vacuum all carpeted floors, sweep and mop all non-carpeted floors and stairwells, remove cobwebs, clean and polish drinking fountains and other bright work, and empty all waste baskets, trash, and recycle bins, as directed. Restrooms will be cleaned daily to include sweep, mop, and disinfect floors, clean and disinfect entire toilets, urinals and partitions; polish glass and metal, clean and disinfect sinks, countertops, door handles, light switches and walls; stock toilet paper, paper towels, and hand soap; empty clean, and disinfect all waste containers and replace can liners. Twice a month: Non-carpeted floors will be buffed and polished to maintain a high sheen. Carpet to be spot cleaned as needed. Annually: All non-carpeted floors will be stripped and new sealant applied. All carpeted floors will be shampooed. Additional services will be arranged as needed, and are not included in this bid. An initial deep clean will be scheduled for the winning contractor, and priced separately.

Janitorial Services	Unit	Price
County Administration Building	Monthly service	\$
County Administration Building	Initial Cleaning	\$

TERM: July 1, 2018 through June 30, 2019

JANITORIAL SERVICE VENDORS:

ADMINISTRATION BUILDING:

**Alliance Maintenance**

816 Lynn Lane  
Stillwater 74075  
(405) 880-0474

[amber.gray@alliancemaintenance.com](mailto:amber.gray@alliancemaintenance.com)

**B & D Cleaning Service**

621 East Redbud  
Stillwater 74075  
(405) 612-1330

**C & C Commercial Cleaning, Inc.**

416 E. 9TH Avenue  
Stillwater 74074  
(405) 377-0215

[cccleaning@brightok.net](mailto:cccleaning@brightok.net)

**Cleaning 4U**

P.O. Box 172  
Stillwater 74076  
(405) 747-5333

**Golden Commercial Cleaning**

1103 E. Hanson Street  
Stillwater 74075  
(405) 762-9156

[goldencommercialcleaning@gmail.com](mailto:goldencommercialcleaning@gmail.com)

**Golden Commercial Cleaning**

2313 S. Walnut Street  
Stillwater 74074  
(405) 372-8957

**IRISC Ecclesiastes**

605 W. 11th Avenue  
Stillwater 74074  
(405) 377-2225

PAYNE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
STILLWATER, OKLAHOMA

BID # 2019-24  
1 YEAR SERVICE CONTRACT-JANITORAL SERVICES FOR COUNTY ADMIN BLDG

I, Kyla McCombs, Purchasing Agent for Payne County do hereby certify that the following vendors were issued an "Invitation To Bid" for "1 YEAR SERVICE CONTRACT-JANITORAL SERVICES FOR COUNTY ADMINISTRATION BUILDING" for PAYNE COUNTY COMMISSIONER, DISTRICT # 2, CHRIS REDING. The bids were sent out on MAY 9, 2018. The opening is scheduled for MAY 21, 2018 @ 9:30 a.m.

Vendors:

**Alliance Maintenance (email)**

816 Lynn Lane  
Stillwater 74075  
(405) 880-0474  
[amber.gray@alliancemaintenance.com](mailto:amber.gray@alliancemaintenance.com)

**B & D Cleaning Service**

621 East Redbud  
Stillwater 74075  
(405) 612-1330

**C & C Commercial Cleaning, Inc. (email)**

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Stillwater 74074  
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**National Facility Services, Inc. (email)**

Attn: Laurie  
PO Box 1266  
Muskogee, OK 74402  
918-360-6858  
[nationalfacilityservicesinc@gmail.com](mailto:nationalfacilityservicesinc@gmail.com)

**Source One Management (email)**

Attn: Dale Waller

10400 E. 21<sup>st</sup> St

Tulsa, OK 74129

918-551-6300-office

512-566-3795-direct

[dwaller@infinite-pipeline.com](mailto:dwaller@infinite-pipeline.com)

**Eplan (email)**

4115 S Providence Rd, Suite 105

Columbia, MO 65203

573-447-7130

[sharonp@eplanbidding.com](mailto:sharonp@eplanbidding.com)