

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:

**BID # 2020-57  
ASPHALT OVERLAY  
COUNTRY CLUB FROM LAKEVIEW TO MCMURTRY &  
LAKEVIEW FROM COUNTRY CLUB TO RANGE RD**

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 JUNE 8, 2020**. Bids must be sealed and clearly marked:

**BID # 2020-57  
FOR  
ASPHALT OVERLAY  
COUNTRY CLUB FROM LAKEVIEW TO MCMURTRY &  
LAKEVIEW FROM COUNTRY CLUB TO RANGE RD  
OPENING: JUNE 8, 2020 @ 9:30 A.M.  
DISTRICT 3 COMMISSIONER, ROCKY BLASIER, (405) 372-7758**

The Board of County Commissioners, or their appointed representative, will evaluate all bids, and reserves the right to reject any or all 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



Office of  
**GLENNA CRAIG**  
Payne County Clerk

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**BID # 2020-57**

**ASPHALT OVERLAY - COUNTRY CLUB FROM LAKEVIEW TO MCMURTRY RD & LAKEVIEW FROM COUNTRY CLUB TO RANGE RD  
PAYNE COUNTY DISTRICT 3, ROCKY BLASIER**

Vendor and or company representative,

Included in this correspondence you will find information regarding 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:

**ROCKY BLASIER, DISTRICT 3 COMMISSIONER- 405-372-7758**

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 can be mailed or emailed to vendors upon request, 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.



Office of  
**GLENN CRAIG**  
Payne County Clerk

**INVITATION TO BID**

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

**BID # 2020-57**

**ASPHALT OVERLAY**

**COUNTRY CLUB FROM LAKEVIEW TO MCMURTRY & LAKEVIEW FROM COUNTRY CLUB TO RANGE RD**

**BID # 2020-57**

**Date Published: MAY 14, 2020**

**Bidding Period Closing Date and Hour: JUNE 8, 2020 @ 9:30 A.M.**

**Sealed Bid Opening Date and Hour: JUNE 8, 2020 @ 9:30 A.M.**

**Location: "The Gloria Hesser Commissioners Meeting Room" Room 200, Payne County Administration Building.**

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

**Requesting Authority: PAYNE COUNTY DISTRICT 3**

**DISTRICT 3 COMMISSIONER, ROCKY BLASIER**

**PHONE: 405-372-7758**

**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**



Office of  
**GLENN CRAIG**  
Payne County Clerk

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**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.



Office of  
**GLENNA CRAIG**  
Payne County Clerk

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*

**“INSTRUCTIONS FOR SUBMITTING BID PROPOSALS”  
FOR PUBLIC WORKS PROJECTS**

1. Fill out "Invitation To Bid" form completely.
2. Sign "Invitation To Bid" form (Terms and Conditions) and have signature notarized.
3. Identify outside sealed envelope as follows:

**#2020-57**

4. File Bid Proposal with the Payne County Clerk, either by mail or in person to 315 W. 6<sup>th</sup> Ave. Suite 202, Stillwater, Oklahoma, 74074, on or before 9:30 A.M. on JUNE 8, 2020. Bids received after this time will be rejected and returned unopened.
5. The mailing address of the Payne County Clerk is as follows:

**PAYNE COUNTY CLERK  
315 W. 6<sup>th</sup>, SUITE 202  
STILLWATER, OK 74074**

6. All forms must be filled out completely. Any incomplete forms could result in rejection of bid, if the Board of County Commissioners considers such action to be in the best interest of Payne County.
7. 61 OS 107 - Bid Bond: Each bidder on a public construction contract shall accompany his bid by a certified or cashier's check or bid bond equal to 5% of the bid. Said certified or cashier's check or bid bond shall be returned to the successful bidder on execution and delivery of the contract and required bonds and insurance. Checks of unsuccessful bidders shall be returned to them in accordance with the terms of the proposal.
8. 61 OS 113 - Execution of contract: Contract shall be executed within 60 days, within said period of time, the following shall be provided by the contract to the awarding public agency:

- a. Statutory Bond: Sum not less than the total amount of the contract, conditioned that such contractor shall pay all indebtedness incurred by such contractors or subcontractor who perform work in the performance of such contract, for labor and materials and repairs to and parts for equipment used.
  - b. Performance Bond: Sum equal to the contract price with adequate surety to insure the proper and prompt completion of work in accordance with the provision of the contract and bidding documents;
  - c. Maintenance bond: Sum equal to the contract price to protect the agency against defective workmanship and materials for a period of one year after acceptance or longer as stated in the specifications.
  - d. Public liability and workers compensation insurance during construction in reasonable amounts.
9. All bid information shall be typewritten or legibly written in ink. All corrections shall be initialed by the person signing the Invitation to Bid form.
  10. If you have any questions concerning the bid specifications, please contact: Rocky Blasier at 405-372-7758.
  11. If you have any questions regarding bid deadline, etc., please call Kyla McCombs at 405-747-8348.

**BID SPECIFICATIONS AND GENERAL INFORMATION**  
**FOR ASPHALT OVERLAY**

**SPECIFICATIONS:**

1. All materials and labor shall be in accordance with the Standard Specifications for Highway Construction, Oklahoma State Highway Commission, 2009 Edition.
  2. This project is for asphalt overlay of:
    - A. Country Club from Lakeview to McMurtry Rd–3 miles–3” type A & 2” type B
    - B. Lakeview from Country Club to Range Rd–1 mile–3” type A & 2” type B
- Payne County District #3 reserves the right to withdraw or adjust any portion of the asphalt overlay projections or thicknesses.***
3. Project will be a minimum of 24’ wide.
  4. Contractor will be responsible for all intersection tie-in’s and/or transitions.
  5. A 4-foot apron will be required at predetermined points and driveways designated by the County Commissioner.
  6. Road preparation is to be completed by the County. The Contractor will be responsible to supply any and all water required for the Contractors needs. The road will be watered at the discretion of the County Commissioner.
  7. Bid will be for cost of asphalt per ton laid in place including tack oil.
  8. County will collect bill of lading tickets from every truckload. Said ticket tonnage will be used as basis for calculation of total tonnage used for the project.



9. Contractor will be responsible for the patching of any and all holes that develop during the overlay process.
  
10. Contractor will be responsible for all traffic control according to MUTCD.

**SPECIAL INSTRUCTIONS:**

1. Before bid is awarded vendors may be contacted by commissioner to determine time frame in which project can be worked and completed.
2. A pre-work conference with the successful bidder and commissioner prior to the start of the project will be required.
3. All work shall be completed 60 calendar days from notice to proceed date. Contractor and Owner recognize that time is of the essence of this Contract and that Owner will suffer financial loss if the work is not completed within the times specified above, plus any extensions thereof allowed in accordance with the standard specifications. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as penalty) , Contractor shall pay Owner \$2,000.00 for each day that expires after the time specified for completion.

## ASPHALT OVERLAY

Road locations and thicknesses listed under item #2

Price Per Ton Laid in Place with Estimated Tons

A.    Type A \$ \_\_\_\_\_ Estimated Tons \_\_\_\_\_ Total \$ \_\_\_\_\_  
      Type B \$ \_\_\_\_\_ Estimated Tons \_\_\_\_\_ Total \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

**STATE THE NUMBER OF DAYS AFTER THE BID HAS BEEN AWARDED THAT THE  
VENDOR CAN START THE PROJECT. \_\_\_\_\_**

NOTE: 1. Payne County reserves the right to award all or any portion of the contract to lowest and/or best bidder.

PAYNE COUNTY

BOARD OF COUNTY COMMISSIONERS

STILLWATER, OKLAHOMA