

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 # 2022-26  
PAYNE COUNTY JAIL CHILLER**

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 DECEMBER 6, 2021. Bids must be sealed and clearly marked:

**BID # 2022-26  
FOR  
PAYNE COUNTY JAIL CHILLER  
OPENING: DECEMBER 6, 2021 @ 9:30 A.M.  
PAYNE COUNTY SHERIFF, JOE HARPER, (405) 533-6802  
JAIL ADMINISTRATOR, REESE LANE, (405) 533-6804**

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 # 2022-26**

**PAYNE COUNTY JAIL CHILLER**

**PAYNE COUNTY SHERIFF, JOE HARPER**

**JAIL ADMINISTRATOR, REESE LANE**

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:

**JOE HARPER, PAYNE COUNTY SHERIFF- 405-533-6802**

**REESE LANE, JAIL ADMINISTRATOR-405-533-6804**

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 AM ON THE DATE OF BID OPENING.**



Office of  
**GLENNA CRAIG**  
Payne County Clerk

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**INVITATION TO BID**

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

**BID # 2022-26**  
**PAYNE COUNTY JAIL CHILLER**

**BID # 2022-26**

**Date Published: NOVEMBER 9, 2021**

**Bidding Period Closing Date and Hour: DECEMBER 6, 2021 @ 9:30 A.M.**

**Sealed Bid Opening Date and Hour: DECEMBER 6, 2021 @ 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 SHERIFF**

**PAYNE COUNTY SHERIFF, JOE HARPER**

**PHONE: 405-533-6802**

**JAIL ADMINISTRATOR, REESE LANE**

**PHONE: 405-533-6804**

**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  
**GLENNA 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*

# Specifications for HVAC Bids

200 ton or greater VFD screw type chiller that will integrate into current air handling system.

This is a turnkey project to include:

- Provide crane services for removal and installation
- Close off Duncan street from 6<sup>th</sup> to 7<sup>th</sup> street with appropriate city permits for the dates needed
- Remove old chiller, supply and install new chiller
- Perform factory start-up
- Complete all electrical work including controls by licensed electrician
- Welders to repipe 6" pipe to new chiller
- Insulate pipes and add heat tape
- Price to include all miscellaneous materials
- Labor 2-5 year complete warranty on parts (includes compressor)

**BID #2022-26  
PAYNE COUNTY JAIL CHILLER  
PAYNE COUNTY SHERIFF/JAIL**

**PAYNE COUNTY JAIL CHILLER**

**ONE SCREW TYPE CHILLER: \$** \_\_\_\_\_

**REMOVAL & INSTALLATION: \$** \_\_\_\_\_

**WARRANTY: YEARS** \_\_\_\_\_ **PRICE:** \_\_\_\_\_

**TOTAL: \$** \_\_\_\_\_

**Name of Company:**

\_\_\_\_\_

**Attention:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**City and State:**

\_\_\_\_\_

**Phone Number:**

\_\_\_\_\_