

## **NOTICE TO BIDDERS**

Notice is hereby given that the City of Blanchard will receive sealed bids by mail at Blanchard City Hall, P.O. Box 480, Blanchard, Oklahoma, 73010 or hand delivered to 122 N. Main Street, Blanchard, Oklahoma, until 2:00 p.m., Wednesday the 20<sup>th</sup> of April, 2016, for repairs as specified in the Bid Document to the following building:

### **Ranch House located at 1236 7<sup>th</sup> Street SE**

Any bids received after 2:00 p.m. on the above date will be returned unopened. Bids shall be made in accordance with the Notice to Bidders, Specifications and Bid Form, which are on file and available for public examination with the Purchasing Agent at Blanchard City Hall.

Bids filed with the Purchasing Agent shall be opened publicly and read aloud at 2:00 p.m. with a recommendation to be forwarded to the City Council to approve or reject at their meeting on Tuesday, April 26<sup>th</sup>, 2016 at 6:00 p.m. or later. All bids shall be considered by the City Council prior to the contract being awarded. The Council shall consider award of the project to the lowest and best bidder meeting specifications. The Council may lay the same over to a subsequent meeting for comparison and computation but not more than thirty (30) days.

Bids received more than ninety-six (96) hours, excluding Saturdays, Sundays, and holidays, before the time set for opening of bids, as well as bids received after the time set for opening of the bids, will not be considered and will be returned unopened.

The bidder shall use the City's Bid Forms and all forms must be signed and notarized/attested. The bidder shall file the bid in a sealed envelope. Each envelope shall bear a legible notation thereon that it is a bid upon the project proposed. The bid shall be filed with the Purchasing Agent at City Hall. All bids shall be typewritten or in black ink.

The following documents comprise the bid package. Incomplete bid packages will be rejected.

1. General Bid Information
2. Bidder Contact Information
3. Bidder Business Relationship
4. Affidavit of Bidder
5. Bid Sheet
6. Non-Collusion Affidavit
7. Company Information (Optional)
8. Product Specifications.

The specifications are complete as written. No oral representations made by any agent or employee of the City or its affiliate agencies shall be of any force or effect unless reduced to writing and submitted to all prospective bidders at least twenty-four (24) hours in advance of the bid opening.

Any protest of the award of this proposed contract shall be in writing, shall specify the grounds for the protest in specific terms and shall be received by the City Council within three (3) business days after the award of the contract by the governing body. The governing body reserves the right to review all bids and make the award to the lowest and best bidder. All other provisions of the specifications shall also apply.

Additional information may be obtained from the Project Coordinators as specified in the Bid Information.

The City of Blanchard reserves the right to reject any and/or all bids.

*Becky Bussey*

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Purchasing Agent