

# **CITY OF BLANCHARD, OK**

## **BID DOCUMENT**



**BLANCHARD FIRE STATION**  
**106 S. Monroe Avenue**  
**Blanchard, OK 73010**

## BUILDING REPAIR

**BID OPENING: APRIL 20, 2016**

**BID AWARD: APRIL 26, 2016**

### PURPOSE

The work to be performed under this request consists of furnishing labor and materials for necessary repairs to the Blanchard Fire Station as specified below.

### BID INFORMATION

A. Project Coordinators:

1. Robert L. Floyd, City Manager, City of Blanchard, P.O. Box 480, Blanchard, OK 73010  
[citymanager@cityofblanchard.us](mailto:citymanager@cityofblanchard.us)

- Phone: 405.485.9392

2. Richard Starks, Architect, PRA, PLLC, P.O. Box 2618, Blanchard, OK 73010  
[rostarks@gmail.com](mailto:rostarks@gmail.com)

- Phone: 405.255-8202

B. Bid Schedule and Requirements:

1. Bid Due Date and Time of Opening: All bids shall be submitted on or before **Wednesday, April 20, 2016, NLT 2:00 p.m.**
  - a. Bids received after the time set for opening of bids will not be considered and will be returned unopened. Also, bids received more than ninety-six (96) hours prior to the time set for opening, excluding Saturdays, Sundays and holidays will not be considered.
  - b. Proposals shall be sealed in an envelope with the words **“Sealed Bid – Fire Station Repairs”** on the front of the envelope. **All bids shall be submitted and mailed to: The City of Blanchard, c/o Purchasing Agent, P.O. Box 480, Blanchard, OK 73010 or hand-delivered to The City of Blanchard, c/o Purchasing Agent, 122 North Main Street, Blanchard, Oklahoma.**

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- c. All bid submittals must be made on the proposal forms furnished in this document and must be in accordance with any instructions stated in this document.
  - d. All work will be awarded as a single contract to the lowest responsible bidder.
2. **Bid Opening:** All bids received during the submittal period will be opened on **Wednesday, April 20, 2016, at 2:00p.m., at City Hall and will be evaluated for recommendation prior to the City Council meeting on Tuesday, April 26, 2016 at 6 p.m., 300 North Main Street.**
3. **Bid Award:** Unless otherwise announced, bid award will take place at the regular meeting of the City Council on **April 26, 2016.**

C. Acceptance and Rejection of Proposals:

- 1. The City of Blanchard reserves the right to reject any or all proposals and to cancel this bid document at any time.
- 2. The City of Blanchard reserves the right to waive immaterial defects and minor irregularities in this request.
- 3. The City of Blanchard reserves the right of evaluation and the right to determine the methodology for evaluation of the proposals to determine which is the best proposal and to accept the proposal (or proposals) deemed to be in the best interest of the City, i.e., the most qualified proposal will not necessarily be the proposal of lowest cost. The City of Blanchard reserves the right to award the bid to any vendor or combination of vendors. The City of Blanchard reserves the right to negotiate with any Bidder as necessary to serve the best interests of the City.
- 4. The issuance of this bid document does not constitute a commitment by the City of Blanchard to enter into a contract for the completion of this project or to pay any costs incurred by any Bidder in the preparation of their response to this bid document.
- 5. All proposals will become the property of the City of Blanchard and subject to open records laws. The City reserves the right to make use of any information or ideas in the proposals.
- 6. Attention is called to the requirement that the successful Bidder must comply with all local, state, and federal laws, regulations and policies applicable to this request unless specifically excluded herein.
- 7. Bidder should carefully examine the specifications and fully inform themselves as to all conditions and matters on site, which can in any way affect the work or the costs thereof. Should a Bidder find discrepancies in, or omissions from the bid document, specifications or other documents, or should be in doubt as to their meanings, he should

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at once notify the City project coordinators and obtain clarification prior to submitting any proposal.

8. **No pre-bid conference will be required. However, each prospective bidder is required to make site visits to familiarize themselves with the nature and location of the work to be performed before submitting such bid.**
9. Proposals will be reviewed and evaluated by City of Blanchard project coordinators, which will then make recommendations to the City Council of the City.
10. Proposals received after the due date and time will not be accepted. Also, bids received more than ninety-six (96) hours prior to the time set for opening, excluding Saturdays, Sundays and holidays will not be considered.
11. It is the responsibility of the bidder to ensure their bid is received in time. No consideration will be given to postal or other delays. Bids cannot be altered by phone, email or other means. Bidders may withdraw their bid by written request before the scheduled closing time for receipt of bids.
12. No contract shall be signed unless the City has accepted all required bonds and insurance certificates.
13. The City of Blanchard, based on the vendor and the proposal, may require additional provisions before awarding the contract.
14. The successful bidder will be responsible for any work or service performed by any sub-contractors used by the bidder.
15. The City of Blanchard accepts no responsibility for payment to subcontractors or consultants and the successful Bidder assumes any and all sub-contractual responsibilities within their proposal.

D. Bond and Insurance Requirements:

1. **Bid Bond:** Not Required.
2. **Performance Bond:** Not required.
3. **Workers Compensation Insurance:** Successful bidder shall provide proof of workers compensation insurance in sufficient amounts. This proof must be submitted at time of contract signing and must remain in full force for the duration of the project.
4. **General Liability and Vehicle Liability Insurance:** Successful bidder shall provide proof of public liability and vehicle liability insurance in sufficient amounts. This proof must be submitted at time of contract signing and must remain in force for the duration of the project.

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E. Contract Signing and Completion of Work:

1. The successful bidder must enter into a contract with the City within thirty [30] days of the award date.
2. After contract signing, the City will issue the successful Contractor a Notice to Proceed. The Contractor will be **required to commence and complete the work within the days noted below unless otherwise agreed to by the City and the Contractor in writing.**
  - a. Commence Work: Ten [10] days after the Notice to Proceed date.
  - b. Complete Work: Sixty [60] days after the Notice to Proceed date.
3. This bid document and the Bidder's response shall become part of the contract covering this project.

F. Warranties:

1. Warranty submitted after installation of both fans and powered vents.

G. Payment of Invoices:

1. All invoices submitted to the City for work performed shall be approved by the City project coordinators. No invoice shall be paid unless approved.
2. A retainage amount of five [5%] percent shall be withheld from each pay request. If the project only requires one pay request, the lone payment will be made less five [5%] percent retainage, unless the City has approved all work completed as stated in this bid document. If the City has approved all aspects of the project, the lone payment shall represent one-hundred [100%] percent of the contract amount.

H. General Specifications:

- Remove and properly dispose of all existing materials removed from building.
- Contractor is responsible for all electrical and mechanical removal and reinstallation.
- Any and all electrical and mechanical sub-contractors must possess state license and obtain licenses and call for re-inspection with the City.
- Remove all equipment and debris at completion of repairs.
- Copies of Bonding and Insurance shall be provided with bid tabulation sheets.
- Copies of warranty and equipment operation instructions submitted upon installation.

**Note: \*Any required items not accompanying the bid may cause a bid to be rejected.**

### **Bid Submittal Checklist**

**These forms/items are required to be submitted with your bid package. All bids must be submitted by date and time as specified in this document.**

- a. \_\_\_\_\_ Attachment A - Bidder Contact Information
- b. \_\_\_\_\_ Attachment B - Bidder Business References
- c. \_\_\_\_\_ Attachment C - Affidavit of Bidder
- d. \_\_\_\_\_ Attachment D - Bid Sheet
- e. \_\_\_\_\_ Attachment E - Non Collusion Affidavit
- f. \_\_\_\_\_ Company Information (optional)

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**Attachment A - Bidder Contact Information**

Bidder Full Company Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

State of Incorporation (if applicable): \_\_\_\_\_

OK Roofing Contractor Registration No. \_\_\_\_\_

**Company Contact Information**

Primary Contact

Name printed: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact

Name printed: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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**Attachment B - Bidder Business References**

Company: \_\_\_\_\_

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

City / State / Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

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

City / State / Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

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

City / State / Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

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

City / State / Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

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

City / State / Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_



**Attachment C - Affidavit of Bidder**

State of \_\_\_\_\_

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.

\_\_\_\_\_  
(Signature Agent Authorized by Bidder) (Name Printed)

\_\_\_\_\_  
(Complete Legal Name of Bidder)

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

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_ Commission Number: \_\_\_\_\_

\_\_\_\_\_  
Date

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**Attachment D - Bid Sheet**

The bidder will furnish all labor and materials for the necessary building repairs of the Blanchard Fire Station as stated in this document for the sum of:

Description	Unit Cost	Total Cost
1. Repair drainage problem on the east side of building	\$ _____	\$ _____
a. Remove excess dirt		
b. Form up curb		
c. Concrete approx. 3' of sidewalk with curb approx. 100' in length		
d. All labor and materials		
2. Installation of 2 fans and powered vents with rain hoods	\$ _____	\$ _____
a. Fans and vents		
b. Cut and install fan in the upper north end		
c. Cut and install power vent louvers in the east side of building		
d. All electrical work to be installed		
e. All labor and materials included		
Total Bid:		\$ _____ (includes clean up*)

**NOTE:**

- \* Contractor responsible for extra materials (waste).
- \* Submit specifications and manufacturer information for fans and powered vents with bid proposal.

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**Attachment E - Non Collusion Affidavit**

A notarized sworn statement shall be attached to any competitive bid submitted to the City of Blanchard for goods or services, which shall be in substantially the following form:

CITY OF BLANCHARD, OKLAHOMA

\_\_\_\_\_, of lawful age, being first duly sworn, on oath says:

1. (S)He is the duly authorized agent of \_\_\_\_\_, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and City officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;
2. (S)He is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
  - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any City official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between bidders and any City official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

\_\_\_\_\_  
(Signature)

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

\_\_\_\_\_  
Notary Public

My commission expires on:

Commission Number: \_\_\_\_\_

\_\_\_\_\_  
(date)