

Creek County Clerk  
 County Purchasing Office  
 Collins Building Annex  
 317 E. Lee Room 100  
 Sapulpa, Ok. 74066  
 918-227-4909



Creek County Clerk  
 Jennifer Mortazavi  
[jmortazavi@creekcountyonline.com](mailto:jmortazavi@creekcountyonline.com)

Purchasing Agent  
 Jana Thomas  
[jthomas@creekcountyonline.com](mailto:jthomas@creekcountyonline.com)

[www.creekcountyclerk.org](http://www.creekcountyclerk.org)

**INVITATION TO BID**

<u>BID NUMBER</u>	<u>BID CLOSING DATE &amp; HOUR</u>	<u>DESCRIPTION</u>	<u>DATE ISSUED</u>
20-7	1/27/2020 8:59 A.M.	Record Searches/June Resale Creek County Treasurer	1/13/2020 Page 1 of 4

**TERMS AND CONDITIONS**

1. Sealed bids will be opened in the Commissioner's Conference Room, SUITE 103, COLLINS BUILDING ANNEX TO CREEK, County Courthouse, Sapulpa, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope. Bids must be marked "Record Searches" **Bid #20-7 & received in the County Clerk's office at 317 E. Lee Room 100 Sapulpa, OK. 74066 by 8:59 a.m. January 27, 2020.**
3. The bid will be awarded to the lowest/best bidder as determined by the county.
4. Unit prices will be guaranteed correct by the bidder. County reserves the right to accept or reject any or all bids and to waive informalities or minor irregularities in any bid. Successful bidders must verify workers' compensation coverage & general liability of company & outsource. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion, business relationship affidavit, & an affidavit for contracts & payments.
5. The County procurement process is an open process that allows all business owners to participate regardless of race, color, natural origin or sex and we encourage minority and women-owned businesses to bid on any of our projects.
6. Firm fixed prices will be F.O.B. destination.
7. Purchases by Creek County, Oklahoma, are not subject to state or federal taxes.
8. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
9. The County reserves the right to terminate the contract with a 30 day written notice of termination for convenience.
10. The County reserves the right to terminate the contract without notice due to non-performance to any & all portions of the bid award.
11. Bids will be firm for 30 days.

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

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

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

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

Commission No: \_\_\_\_\_

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

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

\_\_\_\_\_  
 NOTARY PUBLIC (CLERK OR JUDGE)

**BIDS FOR ABSTRACT REPORT FOR JUNE 2020 RESALE - BID #20-7**

OUR OFFICE WILL REQUIRE THE FOLLOWING INFORMATION IN A CERTIFIED WRITTEN REPORT FORM.

1. ALL PARTIES WHO HAVE AN INTEREST IN PROPERTY W/ AN ADDRESS
2. ANY CERTIFICATES ON THE PROPERTY
3. ANY FEDERAL OR STATE LIEN
4. CHANGE OF OWNERSHIP
5. ANY OUTSTANDING LIENS
6. ANY CHANGE OF ADDRESS
7. MORTGAGES
8. A 30 YEAR SEARCH
9. LAST DOC FILED
10. DOCS IN DATE ORDER

A MAXIMUM NUMBER OF 461 AND A MINIMUM OF 30 PARCELS,  
TO BE DONE AS SOON AS POSSIBLE.

ALL REPORTS TO BE COMPLETED WITH A ONE MONTH PERIOD

135 SECTION  
326 LOT & BLK

BID AMOUNT PER PARCEL REPORT \$\_\_\_\_\_

**Business Relationships Affidavit**

\_\_\_\_\_ (Project Name)

State of Oklahoma )  
 ) SS  
County of \_\_\_\_\_)

\_\_\_\_\_, of lawful age, being duly sworn, on oath says that he or she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, or other business relationship presently in effect, of which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

\_\_\_\_\_  
Affiant further states that any such business relationship presently in effect of which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

\_\_\_\_\_  
Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein above mentioned exist, affiant should so state.)

Signature of Affiant \_\_\_\_\_

**S.A. &I. 425 (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 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.

Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Expires \_\_\_\_\_

AFFIDAVIT FOR CONTRACTS AND PAYMENTS

STATE OF OKLAHOMA )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

THE UNDERSIGNED (ARCHITECT, CONTRACTOR, SUPPLIER OR ENGINEER), OF LAWFUL AGE, BEING FIRST DULY SWORN, ON OATH SAYS THAT THIS INVOICE OR CLAIM IS TRUE AND CORRECT. AFFIANT FURTHER STATES THAT THE (WORK, SERVICES OR MATERIALS) AS SHOWN BY THIS INVOICE OR CLAIM HAVE BEEN (COMPLETED OR SUPPLIED) IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, ORDERS OR REQUESTS FURNISHED THE AFFIANT. AFFIANT FURTHER STATES THAT (S)HE HAS MADE NO PAYMENT DIRECTLY OR INDIRECTLY TO ANY ELECTED OFFICIAL, OFFICER OR EMPLOYEE OF THE STATE OF OKLAHOMA, ANY COUNTY OR LOCAL SUBDIVISION OF THE STATE, OF MONEY OR ANY OTHER THING OF VALUE TO OBTAIN PAYMENT OF THE INVOICE OR PROCURE THE CONTRACT OR PURCHASE ORDER PURSUANT TO WHICH AN INVOICE IS REQUIRED.

\_\_\_\_\_  
BUSINESS NAME

By \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC (OR CLERK OR JUDGE)

NOTE: 62 OKL.ST.ANN. § 310.9 (B), AUTHORIZES COUNTIES EXECUTING MORE THAN ONE CONTRACT, EXCEEDING \$ 25,000.00 DURING THE FISCAL YEAR, WITH AN ARCHITECT, CONTRACTOR, ENGINEER OR SUPPLIER OF CONSTRUCTION MATERIALS TO ACCEPT ONE AFFIDAVIT APPLYING TO ALL WORK, SERVICES OR MATERIALS COMPLETED OR SUPPLIED UNDER THE TERMS OF AWARDED CONTRACTS, OR WHICH ARE NEEDED ON A CONTINUAL BASIS; SUCH AFFIDAVIT TO BE IN LIEU OF ALL INDIVIDUAL AFFIDAVITS FOR EACH INVOICE SUBMITTED IN RELATION TO SUCH CONTRACT.