

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

Purchasing Agent
 Jana Thomas
jthomas@creekcountyonline.com
www.creekcountyclerk.org

INVITATION TO BID

BID NUMBER	BID CLOSING DATE & HOUR	DESCRIPTION	DATE ISSUED
20-9	3/9/2020 8:59 A.M.	Elevator Modernization/Collins Building	2/10/2020 Page 1 of 9

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, 317 E Lee Suite 103 Sapulpa, OK during the meeting of the Board of County Commissioners.
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 "Elevator Modernization" Bid #20-9 & received in the County Clerk's office at 317 E. Lee Room 100 Sapulpa, OK. 74066 by 8:59 a.m. March 9, 2020.**
3. All questions & answers will be addressed at the mandatory pre-bid/site visit meeting on **February 20, 2020 at 10:00 a.m.** Meet the designated County representative in the County Clerk's office at 317 E Lee Room 100 Sapulpa, OK 74066.
4. The bid will be awarded to the lowest/best bidder(s) as determined by the county.
5. 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 as well as an affidavit for contracts & payments that total \$25,000 and above.
6. Bid Bond, Business Relationship Affidavit & Non-collusion certification must be included in sealed bids as required per The Public Competitive Bidding Act of 1974 61 O.S. §§103-138 & 74 O.S. §§ 85.22
7. Proof of Insurance to indemnify the County against any liability created by contractor/bidder to the extent allowed by law. (Creek County is to be listed as additional insured for scope of work.)
8. Change orders must be approved by the Board of County Commissioners.
9. 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 the county projects.
10. Firm fixed prices will be F.O.B. destination.
11. Purchases by Creek County, Oklahoma, are not subject to state or federal taxes.
12. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract. Per The Public Competitive Bidding Act of 1974 61 O.S. §103-138 no work shall begin prior to the execution of the contract, payment/performance bond, warranty bond, & insurance.
13. The County reserves the right to terminate the contract with a 30 day written notice of termination for convenience.
14. The County reserves the right to terminate the contract without notice due to non-performance to any & all portions of the bid award.
15. Bids will be firm for 30 days.

Vendor: _____

Signed by: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Email address _____ Phone: _____

Scope of Work
Bid # 20-9
Elevator Modernization
Collins Building
317 E Lee Ave
Sapulpa, OK 74066

RETAIN POWER SUPPLY

The present power supply will be retained and the new equipment will be arranged for this power supply.

SOFT STARTER

A new solid-state starter will be provided by the vendor. It will be of the same power requirement and starting configuration as presently exists.

RETAIN MOTOR

The existing motor shall be retained. It will be thoroughly inspected. Any components requiring replacement will be of the original manufacture or its equivalent.

RETAIN VALVE

Existing valve will be retained. It will be inspected and adjusted for proper operation.

RETAIN POWER UNIT

The existing power unit will be retained and reused. It will be thoroughly inspected and the existing valve shall be adjusted to work in conjunction with the new controller.

AUTOMATIC SELF-LEVELING (WITH HOISTWAY LEVELING DEVICE)

The elevator shall be provided with automatic self-leveling that shall bring the elevator car level with the floor landings, no more than +/- 1/2" regardless of load or direction of travel. The automatic self-leveling shall correct for over travel or under travel.

NEW CONTROLLER

A microprocessor-based control system shall be provided to perform all the functions of safe elevator motion and elevator door control. This shall include all the hardware required to connect, transfer and interrupt power, and protect the motor against overloading. The system shall also perform group operational control.

Each controller cabinet containing memory equipment shall be properly shielded from line pollution. The microcomputer system shall be designed to accept reprogramming with minimum system downtime.

NEW OPERATION - ONE CAR

Operation shall be automatic by means of the car and landing buttons. Stops registered by momentary actuation of the car or landing buttons shall be made in the order in which the landings are reached in each direction of travel after the buttons have been actuated. All stops shall be subject to the respective car or landing button being actuated sufficiently in advance of the arrival of the car at that landing to enable the stop to be made. The direction of travel for an idle car shall be established by the first car or landing button actuated.

"UP" landing calls shall be answered while the car is traveling in the up direction and "DOWN" landing calls shall be answered while the car is traveling down. The car shall reverse after the uppermost or lowermost car or landing call has been answered, then proceed to answer car calls and landing calls registered in the opposite direction of travel.

If the car without registered calls arrives at a floor where both up and down hall calls are registered, it shall initially respond to the hall call in the direction that the car was traveling. If no car call or hall call is registered for further travel in that direction, the car shall close its doors and immediately reopen them in response to the hall call in the opposite.

INDEPENDENT SERVICE

When the Independent Service switch in the car operating panel is actuated, it shall cancel previously registered car calls, disconnect the elevator from the hall buttons, and allow operation from the car buttons only. Door operation shall occur only after actuation of the "DOOR CLOSE" button.

CAR TO LOBBY OPERATION

A key switch shall be provided for each elevator at the main floor. Its actuation shall cause the corresponding elevator to make a trip to the lobby as soon as the car is available for response to the special call.

SPECIAL EMERGENCY SERVICE

Special Emergency Service operation shall be provided in compliance with the latest revision of the ASME/ANSI A17.1 Code.

Special Emergency Service Phase I to return the elevator (s) non-stop to a designated floor shall be initiated by an elevator smoke detector system or a key switch provided in a lobby fixture.

The elevator contractor shall provide input connections on the elevator controller to receive signals from a smoke detector system.

A key switch in the car shall be provided for in-car control of the elevator when on Special Emergency Service.

If the elevator is on independent service when the elevator is recalled on operation, a buzzer shall sound in the car and a light shall be illuminated, subject to applicable codes.

INSPECTION OPERATION

For inspection purposes, an enabling keys witch shall be provided in the car operating panel to permit operation of the elevator from on top of the car and to make car and hall buttons inoperative.

On top of the car an operating fixture shall be provided containing continuous pressure "UP" and "DOWN" buttons, an emergency stop button, and an inspection-initiating switch. This switch makes the fixture operable and, at the same time, makes the door operator and car and hall buttons inoperable.

HOISTWAY ACCESS SWITCH

An enabling key switch shall be provided in the car operating panel to render all car and hall buttons inoperative and to permit operation of the elevator by means of an access key switch adjacent to the hoistway entrance at the access landing. The movement of the car away from access landing, other than the lower terminal, by means of the access key switch at the landing shall be limited in travel and direction to that as specified for the upper landing in the latest revisions of the ASME/ANSI A17.1 Code.

MONITORING SYSTEM

Provide a system that continuously monitors the Unit on a 24-hour per day, year-round basis. Upon the receipt of an issue message notify on-site representative or initiate the dispatch of personnel for emergency minor adjustment callback service during regular working hours of regular working days for the mechanics that perform the service. County will furnish one (1) outside telephone line to the elevator machine room that allows data calls. The telephone line may be a separate line dedicated to the maintenance equipment or may be an existing line that is shared between another telephone and the maintenance equipment.

CAR OPERATING PANEL

Car operating panel shall be furnished. The panel shall contain a bank of illuminated buttons marked to correspond with the landings served, an emergency call button, emergency stop button or switch, door open and door close buttons, and a light switch. The emergency call button shall be connected to a bell that serves as an emergency signal. All car operating panel lamps shall be the low-voltage long life LED lamps.

PHONE

In car emergency phone system must be installed.

CAR POSITION INDICATOR

A new car position indicator shall be installed. The position of the car in the hoistway shall be shown by illumination of the indication corresponding to the landing at which the car is stopped or passing. All lamps shall be low-voltage, longer life LED lamps.

AUDIBLE SIGNAL (INDICATES PASSING OR STOPPING AT A LANDING)

An audible signal shall sound in the car to tell passengers that the car is either stopping or passing a landing served by the elevator.

IN-CAR DIRECTION LANTERNS

Direction lantern(s) shall be mounted in or near the car entrance jamb(s), visible from the corridor, which when the car stops and the doors are opening, shall indicate the direction in which the car will travel. A chime shall also be furnished on the car which will sound for up or down travel as the doors are opening.

EMERGENCY CAR LIGHTING

An emergency power unit employing a sealed rechargeable battery and a totally static circuit shall be provided. The power unit shall illuminate the elevator car and provide current to the alarm bell in the event of normal power failure. The equipment shall comply with the requirements of the latest revision of the ASME/ANSI A17.1 Code.

HALL BUTTONS

Hall buttons shall be installed at each landing, an up and a down button at each intermediate landing and a single button at each terminal landing.

When a call is registered by pressure on a landing button, that button shall become illuminated and remain illuminated until the call is answered. Hall button lamps shall be low-voltage, long life LED lamps.

HALL POSITION INDICATOR

A hall position indicator with a stainless steel faceplate shall be installed at each landing. The position of the car in the hoistway shall be shown by the illumination of the indicator corresponding to the landing at which the car is stopped or passing.

HOISTWAY OPERATING DEVICES

Normal terminal stopping devices shall be provided to slow down and stop the car automatically at the terminal landings and to automatically cut off the power and apply the brake, should the car travel beyond the terminal landings.

RETAIN CAR GUIDES

The existing car guides shall be retained. They shall be thoroughly inspected. Any worn parts will be replaced by the original manufacture parts or equal.

RETAIN CAR FRAME

The existing car frame shall be retained.

RETAIN PLATFORM

The current platform will be retained.

RETAIN FLOORING

The present flooring will be retained.

CLOSED LOOP DOOR OPERATOR

A new closed loop door operator shall be installed. Doors on the car and at the hoistway entrances shall be power operated by means of a closed loop door operator mounted on top of the car. The door operator is a closed-loop system designed to provide consistent door performance despite changes in temperature or wind and despite the presence of minor debris in the door track. The system continuously monitors door speed and position and adjusts them to match the predefined profile.

Door operation shall be automatic at each landing, with door opening initiated as the car arrives at the landing. Closing will take place after an adjustable time interval expires. An electric car door contact shall prevent the elevator from operating unless the car door is in the closed position.

Door close shall be arranged to start after a minimal time, consistent with disabled persons' requirements. Doors shall be arranged to remain open for an adjustable time period sufficient to meet ADA requirements.

Elevator cars' door-open time intervals, when the car is at a landing, shall be adjustable independently for the cars' responses to car and hall calls. Door close shall be arranged to start after a minimum time, consistent with Handicap Requirements.

INTERLOCKS

Interlocks will be installed. The interlocks shall prevent operation of the elevator unless all doors for that elevator are closed and shall maintain the doors in their closed position while the elevator is away from the landing. Emergency access to the hoistway as required by governing codes shall be provided.

DOOR-PROTECTION DEVICE

Must install a system device to prevent door closure that may cause potential damage to elevator doors caused by carts, stretchers or other moving equipment or personnel.

LIMITED DOOR REVERSAL

If a person or object enters the detection area after the doors start to close, the doors shall stop and reopen to clear the detection area. Once the opening is cleared, the doors shall resume closing at normal speed.

SEPARATE CAR AND HALL STOP DOOR OPEN TIME

After a stop is made, the doors shall remain open for a time interval to permit passenger transfer, after which the doors shall close automatically. This interval may be different for a car call stop than for a hall call stop or a coincident car/hall call stop.

NUDGING OPERATION

If during a hall or car call the doors are prevented from closing for a fixed time period, the door protective device shall be rendered inoperative, a buzzer shall sound on the car and the doors shall close at a slower speed. Normal operation shall resume at the next landing reached by the car.

RETAIN CAR DOOR TRACKS AND HANGERS

The present car door tracks and hangers shall be retained and inspected for proper alignment. Any adjustment required will be accomplished.

HOISTWAY DOOR RESTRICTORS

Folding hoistway door restrictors shall be installed.

RETAIN HOISTWAY ENTRANCES

The present hoistway entrances will be retained.

RETAIN HOISTWAY DOOR TRACKS AND HANGERS

The present hoistway door tracks and hangers shall be retained and inspected for proper alignment. Any adjustment will be required.

PIT SWITCH

An emergency stop switch shall be located in the pit accessible from the pit access door.

RETAIN SPRING BUFFERS

The existing spring buffers shall be retained.

WIRING

All new wiring and electrical interconnections shall comply with governing codes. Insulated wiring shall have flame-retardant and moisture-proof outer covering and shall be run in conduit, flexible tubing or electrical wireways. Traveling cables shall be flexible and suitably suspended to relieve strain on individual conductors.

The following options may or may not be bid.

OPTION A:

Monitoring System Service- Provide a detailed summary of the monitoring service including cost & response time of a system failure notification & all costs not included in the annual fee.

OPTION B:

Full preventative maintenance service agreement on the UPS & Battery. Provide a detailed summary of the services performed, frequency of service, any & all costs not included in the annual fee.

OPTION C:

Cosmetic upgrade to interior panels & ceiling of existing car.

Business Relationships Affidavit

Elevator Modernization/ Collins Building Bid #20-9

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.

Please complete & return the registration form in order to continue to receive future bid notifications!
Form can be submitted separate from bid or proposal documents via email or US Postal Service.

Purchasing Department
317 E Lee Room 100
Sapulpa, OK 74066
918-227-4909 phone 918-227-6301 fax
jthomas@creekcountyonline.com



Vendor Registration

Company Name: _____

Order From Address: (This is the name and address that will appear on purchase orders and checks)

Division (if applicable): _____

Street: _____ PO Box: _____

City, State, Zip+4: _____

Contact Person/Title: _____

Prompt Payment Discount Terms*: _____

Telephone: () _____ FAX: () _____

E-Mail: _____ Website: _____

Address for Legal Service of Process: (if different than Order From Address and where checks will be sent)

Division (if applicable): _____

Street: _____

City, State, Zip+4: _____

Contact Person _____

Contact's Title: _____

Telephone: () _____ FAX: () _____

E-Mail: _____

Type of Business

Products: _____

Services: _____

Is your company: **Insured** Yes/No **Licensed** Yes/No **Bonded** Yes/No

License Number: _____

Tax Information – Required (a vendor’s registration will not be considered without the following information.)

Tax Reporting Name (Name shown on your income tax return): _____

Taxpayer ID Number:

Federal Tax ID #: _____ or Social Security #: _____

Note: The Federal Tax ID # or Social Security # provided must be the correct number for the Tax Reporting Name.

Mailing Address for Tax Forms or Correspondence:

Division (if applicable): _____

Street/PO Box: _____

City, State, ZIP+4: _____

Organization Type (Check One):

- Corporation (includes S-Corp)
- Individual/Sole Proprietor
- Partnership
- Government Agency
- Limited Liability Company
- Other _____

Size and/or Diversity Classification per Code of Federal Regulations:

Other:

Under penalties of perjury, I certify that: (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding, or (c) the IRS has notified me that I am no longer subject to backup withholding; and (3) I am a U.S. citizen or person. For federal tax purposes, you are considered a U.S. person if you are 1) an individual who is a U.S. citizen or U.S. resident alien, 2) A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, 3) An estate (other than a foreign estate), or 4) A domestic trust (as defined in Regulations section 301.7701-7).

Authorized Printed Name: _____

Authorized Signature: _____ Date: _____

****By completing this form, you are registered with the Creek County Purchasing Department. Registration does not guarantee or replace a contract or contract documents.**