

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
21-2	7/27/2020 8:59 A.M.	Mowing service for county owned property	7/13/20 Page 1 of 3

TERMS AND CONDITIONS

- 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.
- Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with complete vendor name, address, bid number and closing date written on the outside of the envelope. **Bids must be marked “Mowing Service” Bid #21-2 & received in the County Clerk’s office at 317 E. Lee Room 100 Sapulpa, OK. 74066 by 8:59 a.m. July 27, 2020.**
- The bid will be awarded to the lowest/best bidder(s) as determined by the county.
- 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.
- The business relationship affidavit and non-collusion certification must be returned with all sealed bids.
- Bidder is responsible to adhere to all provisions pertaining to the Oklahoma State Statutes.
- 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.
- Firm fixed prices will be F.O.B. destination.
- Purchases by Creek County, Oklahoma, are not subject to state or federal taxes.
- This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
- The County reserves the right to terminate the contract with a 30 day written notice of termination for convenience.
- The County reserves the right to terminate the contract without notice due to non-performance to any & all portions of the bid award.
- Bids will be firm for 30 days.

Vendor: _____ Submitted by: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Business Relationships Affidavit

Mowing Services- County Owned Property

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 # _____

Expires _____

Notary Public (or Clerk or Judge)

Creek County Treasurer

Vendor Information

Bid 21-2

Mowing Services

The Creek County Treasurer is in need of mowing services in the Sapulpa area at the listed 10 locations of county owned property.

The lots are posted & numbered with the corresponding number as listed below but may not be marked with the physical address of each lot.

Mowing service is requested to be performed a minimum of 2 times per month through September at each location with a possibility of additional mowing needed each month or extending beyond September 30th. The 1st mowing service at each location will be required to be performed immediately upon award of contract with maintenance mowing to be scheduled & approved by the Treasurer or an appointed representative.

Any additional mowing must be scheduled & approved by the Treasurer or an appointed representative.

During your inspection of each property you may encounter conditions that are unknown to the county such as tree limbs, trash, etc.

List any additional service or labor & additional cost that may be needed in order to properly mow each location.

Attach additional pages if needed.

BASE BID - LOTS TO BE MOWED	OPTION A
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Legal Description	Physical Address	Tax ID	1st Mowing Cost	Maintenance Mowing Cost Each Time	Additional Service/Labor Needed Unknown To The County (Debris removal etc) Please Describe	Additional Service/Labor Cost
(1) Buena Vista 1 Lot 9 &10 Block 10	710 N 12th Street	20403				
(2) Buena Vista 1 Lot 11 Block 10	710 N 12 th Street	20405				
(3) Buena Vista 1 Lot 15 Block 10	722 N 12 th Street	20408				
(4) Buena Vista 1 Lot 13 &14 Block 11	711 N 14 th Street	20418				
(5) Business Mens Lot 6 Block 2	224 N Johannes	21019				
(6) Business Mens Lot 18 &19 Block 3	225 Lenoard	21050				
(9) Business Mens Lot 18 Block 12	125 S Independence	21177				
(14) O T Sapulpa N1/2 W 50' Lot 2 Block 12	1 W Johnson	18883				
(15) O T Sapulpa Lot 1 & 2 Block 59	110 S Birch	19277				
(20) Tiger Lot 7 Block 35	405 N Burnett St	26786				

For questions regarding property location & boundaries contact Don Engle at 918-224-4501