

**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

<u>BID NUMBER</u>	<u>BID CLOSING DATE & HOUR</u>	<u>DESCRIPTION</u>	<u>DATE ISSUED</u>
21-9	1/25/2021 8:59 A.M.	Record Searches/June Resale Creek County Treasurer	1/11/2021 Page 1 of 2

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 #21-9 & received in the County Clerk’s office at 317 E. Lee Room 100 Sapulpa, OK. 74066 by 8:59 a.m. January 25, 2021.**
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 upon opening.

Subscribed and sworn before this _____ day of _____, 20__.

Firm: _____

My commission expires _____

Signed by: _____ Title: _____

Commission No: _____

Address: _____ Phone: _____

 NOTARY PUBLIC (CLERK OR JUDGE)

City: _____ State: _____ Zip: _____