

**Request for Proposal – COC-1801**  
**Repair or Replace Lights at the Sports Complex**

Advertise Dates: **Thursday, September 7, 2017**  
**Thursday, September 14, 2017**

The City of Chickasha\Chickasha Municipal Authority, Oklahoma, is accepting sealed proposals for the Repair of the Sports Complex Lighting

The project consists of repairing or replacing the light fixtures located in the parking lot located at the Chickasha Sports Complex, 900 East Grand, Chickasha, Oklahoma 73018. All materials are expected to be to professional standards in quality and workmanship.

Bids shall be made in accordance with this Invitation for Bids and the Bidding Documents.

Sealed proposals shall be addressed to Robinson Camp, Acting Public Works Director, City of Chickasha, 117 North 4<sup>th</sup> Street, Chickasha, Oklahoma 73018, and shall be labeled "RFP-COC-1801, DO NOT OPEN" and "Repair or Replace Lights at the Sports Complex." Proposals shall be submitted no later than 1:30 p.m., local time on **Friday, September 29, 2017**. It is the sole responsibility of the proponent to ensure that this proposal is actually in the City Hall of the City of Chickasha prior to the expiration of the time and date stated above. Bids will be opened in the City Conference Room, Second Floor – City Hall, 117 N. 4<sup>th</sup> Street, Chickasha, Oklahoma 73018

The Issuing Office for the Bidding Documents is: City of Chickasha. Technical questions should be emailed to Robinson Camp, Acting Public Works Director, at [rob.camp@chickasha.org](mailto:rob.camp@chickasha.org) or call 405.222.6086. Bidding Documents also may be examined at: City of Chickasha Website <http://www.chickasha.org/Bids.aspx>

Upon consideration of the proposal, the City of Chickasha\Chickasha Municipal Authority reserves the right to accept or reject any and all proposals, to waive technicalities and to make any investigation deemed necessary concerning the proponent's ability to provide the services as covered by the specifications, and to accept what in their judgment is the most advantageous proposal.

Due to the type of project this is, the contractor will be able to use tax exempt on this project.

  
John Noblitt

John Noblitt, City Manager

CERTIFICATION

I certify that the above "Request for Proposal" was posted on the bulletin board of City Hall, City of Chickasha, Oklahoma, on the 7<sup>th</sup> day of September, 2017.

Tina Smith, City Clerk





# INVITATION TO BID

<b>MAIL OR DELIVER SEALED BIDS TO:</b>
<b>COC-1801, DO NOT OPEN</b>
<b>REPAIR OR REPLACE LIGHTS AT THE SPORTS COMPLEX</b>
<b>117 NORTH 4<sup>TH</sup> STREET</b>
<b>CHICKASHA, OKLAHOMA 73018</b>

DATE BID TYPED: 09/07/2017	BID NO: COC-1801	TITLE: Repair or Replace Lights at the Sports Complex	
NO BIDS WILL BE ACCEPTED AFTER: September 29, 2017 @ 1:30pm		CONTRACT PERIOD	
VENDORS NAME:		REASON FOR NO BID:	
MAILING ADDRESS:			
CITY:	STATE:	ZIP:	TERMS:
AREA CODE:	TELEPHONE NO.	FAX NO.	DELIVERY:
E-MAIL ADDRESS			FEDERAL EMPLOYER IDENTIFICATION NO. OR SOCIAL SECURITY NO.

## NON-COLLUSION AFFIDAVIT

**(This bid is invalid if BOTH Affidavits are not signed and notarized)**

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_,

\_\_\_\_\_ of lawful age, being first duly sworn on oath, says that 1. (s)he is the duly authorized agent of the above 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 city 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, 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.

\_\_\_\_\_  
Bidder

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

\_\_\_\_\_  
Notary

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

**THIS AFFIDAVIT MUST BE SIGNED AND NOTARIZED!**

## BUSINESS RELATION AFFIDAVIT

**(This bid is invalid if BOTH Affidavits are not signed and notarized)**

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. Affiant further states that the nature of any relationship presently in effect or 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 or 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).

\_\_\_\_\_  
Bidder

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

\_\_\_\_\_  
Notary

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

**THIS AFFIDAVIT MUST BE SIGNED AND NOTARIZED!**

**SEALED BIDS:** All sheets bid on and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE). The face of the envelope shall contain, in addition to the mailing address, the words "SEALED BID" the date of the bid opening and the contract number. Bids submitted in Federal Express or other specialized delivery envelopes shall be enclosed in a separate envelope marked as indicated above. Bids not submitted in properly marked envelopes or on the attached bid form shall be rejected. In the case of "No Bid" the vendor shall return the "Invitation to Bid" with the "Reason for No Bid" properly filled in, to remain on the City of Chickasha's active vendor/contractor list

**EXECUTION OF BID:** Bid must contain an original signature of an authorized representative in the space provided. Bids must be typed or printed in ink. Use of erasable ink is not permitted. ALL CORRECTIONS MADE BY BIDDER TO HIS BID MUST BE INITIALED.

**BID OPENING:** It is bidder's responsibility to assure that his bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered, will not be considered. Offers by telegram or telephone are not acceptable. **NOTE:** Bid files may be examined during normal working hours by appointment. Bid tabulations WILL NOT be provided by telephone.

**MISTAKES:** Bidders are expected to examine the specifications, delivery schedule, bid prices and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk. In case of mistake in extension, the unit price will govern.

**INVOICING AND PAYMENT:** The vendor shall be paid upon submission of proper certified invoices to the City of Chickasha at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment.

**WAIVER:** City of Chickasha reserves the right to waive any general provision, special provision or minor specification deviation when considered to be in the best interest of the City of Chickasha. Any bid received by the awarding public agency or an officer or employee thereof, more than ninety-six (96) hours excluding Saturdays, Sundays and holidays before the time set for the opening of bids, or any bid so received after the time set for opening of bids, shall not be considered by the awarding public agency and shall be returned unopened to the bidder submitting same.

## GENERAL PROVISIONS

### 1. Definitions

- A. "City" means the City of Chickasha Department of Public Works
- B. "Acquisition" means items, products, materials, supplies, services, and equipment the City acquires by purchase, lease purchase, or rental.
- C. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- D. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- E. "Solicitation" means a request or invitation by the Director of Public Works for a supplier to submit a priced offer to sell acquisitions to the City. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- F. "Supplier" or "Vendor" means an individual or business entity that sells or desires to sell acquisitions to the city.

### 2. Submission

Sealed bids will be received by the City of Chickasha for furnishing of equipment, materials, and supplies and incidental items necessary to perform the work as outlined in these specifications. Copies of all bid documents are available for inspection in the Office of the Public Works Director. Sealed proposals shall be submitted to Robinson Camp, Acting Public Works Director, City of Chickasha, 117 North 4th Street, Chickasha, Oklahoma 73018, and shall be labeled "COC-1801, DO NOT OPEN" and "Repair or Replace Lights at the Sports Complex," no later than the date and time indicated on the BID FORM. Submission of a Bid shall constitute an agreement on the part of the Bidder to all terms and conditions contained therein.

Bids received by the city after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

Upon consideration of the proposal, the City of Chickasha\Chickasha Municipal Authority reserves the right to accept or reject any and all proposals, to waive technicalities and to make any investigation deemed necessary concerning the proponent's ability to provide the services as covered by the specifications, and to accept what in their judgment is the most advantageous proposal.

Due to the type of project this is, the contractor will be able to use tax exempt on this project.

### 3. Insurance

The policies of insurance shall be executed by insurance or indemnity carrier authorized to do business in the State of Oklahoma and shall in all respects conform to the requirement of Governmental Tort Claims Act, Title 51 Oklahoma Statutes Sections 151 et seq. With liability limits to be no less than the amount specified therein and with the City of Chickasha to be additional insured on all such required policies of insurance.

**The successful Bidder will be required to execute the agreement and provide all necessary insurance within ten (10) calendar days from the date the Notice of Award is delivered to the Bidder.**

The following insurance documents are required for this project:

None

The City shall be named as an additional insured.

#### 1. Rejection of Bid

The city reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the city.

#### 2. Award of Contract

The Director of Public Works may award the contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the Public Works Director to be in the best interest of the City of Chickasha.

Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that the best value criteria is being used.

Only properly completed bids will be considered. A completed Bid shall include the following:

1. A fully completed "Bid Form".
2. A completed and Notarized "Non-Collusion Affidavit", "Business Relation Affidavit".

### **BID OPENING**

Sealed bids will be opened in the City Conference Room, Second Floor – City Hall, 117 N. 4th Street, Chickasha, Oklahoma 73018

**Purpose and Scope:**

The purpose of this document is the repair or replace the light fixtures located in the parking lot located at the Chickasha Sports Complex, 900 East Grand, Chickasha, Oklahoma 73018. All materials are expected to be to professional standards in quality and workmanship.

Bids are solicited pursuant to the Public Competitive Bidding Act of 1974 as amended (Title 61, O.S. 1981, Sections 101-136 et seq.)

The purchaser reserves the right to reject any and all bids, waive all irregularities or technicalities without assigning reason therefore, and make awards in the best interest of the purchaser.

No bidder may withdraw his bid within 45 days after the actual date of opening thereof.

**CITY OF CHICKASHA  
BID SPECIFICATIONS – COC-1801  
REPAIR OR REPLACE LIGHTS AT THE SPORTS COMPLEX**

**SCOPE OF WORK:**

This project is for the repair or replace the light fixtures located in the parking lot located at the Chickasha Sports Complex, 900 East Grand, Chickasha, Oklahoma 73018. All materials are expected to be to professional standards in quality and workmanship. All parts not specifically mentioned which are required for a complete unit shall conform in design, strength, quality of material and workmanship to the highest standard of engineering practice. Including removal of existing equipment and disposal at the Owner's direction.

**F.O.B. Destination.**

All deliveries shall be F.O.B. Destination. Destination shall mean delivered to the receiving dock or other point specified by the purchaser. The City assumes no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the City. The successful supplier shall be responsible for filing, processing and collecting all damage claims.

**Material Delivery:**

Material will be delivered to the appropriate job site.

**Warranty:**

The contractor warrants that at the time of installation, all items furnished under this contract will be free from defects in material or workmanship and will conform to the specifications and all other requirements of this contract.

All equipment warranties shall start on the date of installation, and will be for the full term of bid warranty.

**CITY OF CHICKASHA  
BID SPECIFICATIONS – COC-1801  
REPAIR OR REPLACE LIGHTS AT THE SPORTS COMPLEX**

**Specifications:**

Repair or replace 350 WATT metal Halide Parking Lot Lights.

There are 22 lights out or dim at the time of inspection. The work, time and material would include the lamps and/or ballasts. The ballasts are 350 WATT and due to a 400 WATT bulb being put in the ballast, some of the lamps ballasts might not work and need to be replaced. All lights will need to be in working order and have the appropriate coverage when completed.

**CITY OF CHICKASHA  
BID SPECIFICATIONS – COC-1801  
REPAIR OR REPLACE LIGHTS AT THE SPORTS COMPLEX  
BID RETURN SHEET**

**CERTIFICATION**

I certify that this quote is correct and I understand that if the quote is not honored that the City may withdraw the award and as a result my firm may be disqualified as a bidder for the City of Chickasha.

DATE: \_\_\_\_\_ FIRM NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ BY: \_\_\_\_\_

FAX: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**PRICE QUOTE**

Total Quote for Labor and Parts \$ \_\_\_\_\_

Estimated starting date: \_\_\_\_\_