



Date: 05/21/2019

**Solicitation Information**

Solicitation No: FY20-06-0521  
Project Name: Fresh Air Intake  
Project Address: 900 N. Stiles Ave.  
Project City: Oklahoma City  
Project Zip Code: 73104

**Bids Due (Date):** 07/03/2019  
**Bids Due (Time)** 02:00 pm CST

**Agency Contact Information**

Agency Name: Oklahoma Department of Commerce  
Contact Name: Suzannah Hafford  
Mailing Address: 900 N. Stiles Ave.  
Delivery Address: 900 N. Stiles Ave.  
Contact City: Oklahoma City  
Contact Zip Code: 73104  
Contact Phone: 405-815-5214  
Contact Fax: 405-815-5199  
Contact Email: [suzannah.hafford@okcommerce.gov](mailto:suzannah.hafford@okcommerce.gov)

The Oklahoma Department of Commerce is inviting written bids for all labor and materials described by this solicitation.

Bids will be accepted until the Date and Time specified above. Late Bids will not be accepted.

Method of Responding to this Solicitation: Bids will be accepted by mail, fax, email or hand delivered to the Agency Contact specified above.

The requirements of the proposed contract for construction are described within this Solicitation, and the Solicitation will become a part of any resultant Contract. Bidder will perform work in compliance with all applicable codes, standards, ordinances and laws. The issuance of this Solicitation does not guarantee that the State of Oklahoma will enter into a contract and the State reserves the right to reject any and all bids.

In preparing your bid, please review the attached documents and comply with instructions given:

- Bid Form: Submit your Bid using the form provided.
- Statutory Bid Affidavit: Complete this affidavit and return with your Bid.
- Agreement Between Owner and Contractor: This is the contract that will be used.
- Invoice Affidavit for Construction: After contract award, this document must be submitted with the Contractor's Invoice for Payment
- Scope of Work (SOW): Description and Requirements of the proposed construction contract.

A mandatory pre-bid walk-through will be held June 19, 2019 at 10:00 am CST at 900 N. Stiles Ave. OKC, OK 73104.

If the Bidder has any questions about this Solicitation, please contact the Agency Contact listed above.

This Solicitation and any resulting Contract for Construction is in accordance with 61 O.S. §101- 138, and specifically 61 O.S. §103(B) regarding projects under the statutory amount mandated therein. Any resultant contract will be awarded by the Oklahoma Office of Management and Enterprise Services, Division of Capital Assets Management, Construction and Properties Department.



**State of Oklahoma  
Department of Commerce  
Procurement Division**

**Bid Form**  
(Standard Procedures for Obtaining Bids on  
Projects Under the Statutory Amount)

**To:** Oklahoma Department of Commerce  
Procurement Division  
900 N. Stiles Ave.  
Oklahoma City, OK 73104

Attn: Suzannah Hafford

RE: Solicitation Number FY20-06-0521

**From:** \_\_\_\_\_  
(Firm Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Telephone No.)

\_\_\_\_\_  
(EIN/TIN Number)

\_\_\_\_\_  
(Email Address)

1. The undersigned, being familiar with the local conditions affecting the cost of the work, with the Solicitation for Bids and in accordance with the provisions thereof, hereby proposes to furnish all labor, materials and equipment necessary for the sums listed herein.
2. In submitting the bid, it is understood that the right is reserved by the State of Oklahoma to reject any and all bids, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days after the date bids are due. Work is to start within ten (10) days after receipt of WORK ORDER or as otherwise provided for in the Solicitation.
3. By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).
4. The bidder also certifies that they are in compliance with the State of Oklahoma Governor's Executive Order 2012-01, filed February 6, 2012 and effective July 1, 2012, that the use of any tobacco product shall be prohibited on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma.

**5. EDIT BY PREPARER**

If awarded a contract, we propose to complete this work within \_\_\_\_\_ calendar days from the date of receipt of Work Order.

**OR**

If awarded a Contract, we propose to complete the work in \_\_\_\_\_ calendar days.

**6. Bid Proposal: [EDIT AS APPROPRIATE. USE UNIT PRICING FOR TIME & MATERIALS CONTRACTS]**

Base Bid "A": [Insert a brief description]

\_\_\_\_\_ Dollars

\$ \_\_\_\_\_ (Numbers)

**7. Alternates: [EDIT AS APPROPRIATE. USE UNIT PRICING FOR TIME & MATERIALS CONTRACTS]**

Alternate No. 1: [Insert a brief description]

\_\_\_\_\_ Dollars

\$ \_\_\_\_\_ (Numbers)

**Example for unit pricing on service contracts:**

8. Price Schedule: Fill out the requested rates and apply that rate to the estimated quantities to establish a comparative basis for contract award. The quantities are estimates only and may not reflect actual contract usage. The State will only assign work based upon need and makes no warranty or guarantee as to any minimum amount that may be authorized under the contract.

**[EDIT AS APPROPRIATE. USE UNIT PRICING FOR TIME & MATERIALS CONTRACTS]**

Category	Rate		Estimated Quantity	Subtotal Amount (Rate x Est. Qty.)
Journeyman Electrician:		/per hour	200 hours	\$
Laborer		/per hour	150 hours	\$
Markup for Overhead on Parts	1.	%	\$3,000.00	\$
Total estimate of contract cost and basis of award:				\$

\_\_\_\_\_  
(Bidder Printed Name)

\_\_\_\_\_  
(Bidder Signature)

\_\_\_\_\_  
(Bidder Title)

\_\_\_\_\_  
(Date)

**B. SPECIAL PROVISIONS**

**B.1. Definitions**

- B.1.1. ODOC – Oklahoma Department of Commerce
- B.1.2. ACM - Administrator of Construction & Maintenance

**B.2. Damages**

- B.2.1. Either party must give prompt notice to the other party of any claim for damages to person or property. Vendor shall be liable for any damages caused by their personnel to either State or Personal property.

**B.3. Additional Services**

- B.3.1. If the Oklahoma Department of Commerce requests services beyond the scope of work, the vendor shall prepare a supplemental schedule or schedules showing the additional services to be performed and the cost thereof, which when signed by both parties will serve as an amendment to the Agreement.

**B.4. Insurance**

- B.4.1. Insurance is to be provided by the vendor and a certificate of insurance shall be provided to the Oklahoma Department of Commerce within five (5) days of award and prior to commencement of requirements.

**C. SOLICITATION SPECIFICATIONS**

**C.1. Purpose**

- C.1.1. The ODOC is soliciting bids for a Fresh Air Intake Ventilation System to be installed in the accounting area of the ODOC office building located at 900 N. Stiles Ave., Oklahoma City, OK, 73104.
- C.1.2. We are seeking a mechanical ventilation system that introduces fresh air from outside into the building using a fan-powered solution.
- C.1.3. The purpose of this solicitation is to create a Fresh Air Venting System to establish an indoor environment that is more comfortable by allowing the air temperature to be lowered when necessary. Installing this system will give the area the comfort level needed by realigning the temperature to an acceptable level.

**C.2. Anticipated Needs**

- C.2.1. In-line fan
- C.2.2. Electrical Services
- C.2.3. Duct Work
- C.2.4. Outside air louver
- C.2.5. On/Off switch to activate air flow

**C.3. Value Added**

- C.3.1. Bidder may provide quote for value added products and/or services. Detailed features and pricing are required. Value added products/services not within scope of solicitation will not be considered.

**C.4. Pre-Bid Walk-Through**

- C.4.1. A pre-bid walk-through is **MANDATORY**. The ACM will show the area(s) where the work is to be performed. The ACM will also provide more description as to what is needed. No questions regarding funding or payment will be allowed during the walk-through.
- C.4.2. The pre bid walk through will be held Wednesday June 19, 2019 at 10:00 am CST at the ODOC location at 900 N. Stiles Ave., OKC, OK 73104.

**D. EVALUATION**

D.1. Evaluation will be made using the lowest and best value process. Criteria evaluated consist of qualifications, and cost.

**E. SOLICITATION QUESTIONS AND AMENDMENTS**

E.1. Questions concerning the solicitation must be submitted in writing or emailed no later than 2:00 pm CST on June 24, 2019.

E.2. Questions may be emailed to [suzannah.hafford@okcommerce.gov](mailto:suzannah.hafford@okcommerce.gov)

E.3. All submitted questions and the responses will be posted to the ODOC website located at <http://okcommerce.gov/okcommerce/bid-opportunities/> as well as emailed to all vendors no later than 2:00 pm CST on June 27, 2019.

E.4. If amendments to the Request for Quote are posted, it is the responsibility of the vendor to sign and attach amendment to the quote response.

**F. CHECKLIST**

**F.1. Documents bidder must return with their bid response:**

F.1.1. Responding Bidder Information Sheet provided with solicitation packet

F.1.2. On-site visit form – Provided at the mandatory walk-through

F.1.3. Bid Affidavit – Form A100A provided with the solicitation packet