

MUSKOGEE

County, Oklahoma

COUNTY PURCHASING OFFICE

400 W BROADWAY, SUITE 110

MUSKOGEE, OKLAHOMA 74401

Phone Number (918) 682-2169

Invitation to Bid

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE SIDE
RELATING TO SUBMISSION OF THIS BID.
Notarized Affidavit completions and signature required on reverse side.

Date Issued Jan 30th 2023

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BID NUMBER

56

BID CLOSING DATE AND HOUR

02/21/2023 9:30am

REQUIRED DELIVERY DATE

(Days after award of Purchase Order)

Date of Delivery**TERMS**

See Attached

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			Request for Qualifications		

TERMS and CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, 400 W BROADWAY, SUITE 010
MUSKOGEE, 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.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by MUSKOGEE County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until 02/21/2023 (Date) 9:30am

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say the he (she) is the agent authorized by the bidder to submit the above 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 state 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 state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this _____ day
of _____, 20____ (SEAL)

Firm: _____

My commission expires _____

Signed by: _____

(Manual Signature of Undersigned)

Address: _____

Phone: _____

NOTARY PUBLIC (CLERK OR JUDGE)

Zip: _____

In accordance with 62 O.S. § 310.9

NOTE: Other terms and conditions can be added at the discretion of the county officers.

Request for Qualifications

TO:

FROM:

PROJECT: Muskogee County Multi-Jurisdiction Hazard Mitigation Plan Grant

NAME: Muskogee County Multi-Jurisdiction Hazard Mitigation Plan Grant

Your firm is invited to submit your Statement of Qualifications to become eligible for a possible interview for professional services related to the development of a Multi-Jurisdiction Hazard Mitigation Plan for Muskogee County.

Attached to this memo are the following:

1. Requirements for Statement of Qualifications
2. Preliminary Scope of Work
3. Schedule of Activities
4. Evaluation Criteria
5. Sample Professional Services Contract

All responses will be reviewed for selection of firms to be interviewed.

Your Statement of Qualifications with three (3) copies should be forwarded to the following address 400 W Broadway Muskogee, OK 74401 to be received no later than

9:30 AM/PM on 2/21/23.

Sincerely,



Authorized Official

Enclosure

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Your Statement of Qualifications should include the following information:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one page narrative as to firm's interest, particular abilities and qualifications related to this project.
4. Describe other projects designed by this firm and key personnel pertinent to this project. Include reference contact information.
5. Provide examples of knowledge, expertise and/or experience with other related work.
6. Firm's proximity to the work area, if relevant.
7. Additional information as required by the owner.
8. Authorization - The response must be signed by an individual authorized to bind the firm and shall contain a statement to the effect that the response is valid for at least 90 days.

Schedule of Activities

Submit Statement of Qualifications:	Feb <u>21</u> , 2023
Review Statement of Qualifications:	Feb <u>21</u> , 2023
Evaluation of Proposals and Short Listing of Firms:	Feb <u>22</u> , 2023
Interview Short Listed Firms:	Feb <u>23</u> , 2023
Select Firm:	Feb <u>27</u> , 2023
Issue Notice of Award/Sign Contracts:	Feb <u>28</u> , 2023

Evaluation Criteria

Proposal Evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and complexity of the project.
2. Past record of performance on contracts, including quality of work, timeliness and cost control.
3. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm.
4. Familiarity of the organization with this type of project or problems applicable to the project.

Type of Contract

Muskogee County will execute either a firm, fixed-price contract, or a cost-reimbursement contract for these services that is contingent on the final commitment of grant funding.

Federal Requirements

Prospective offerors should note the successful proposer must meet the following terms and conditions:

1. 24 CFR Part 85.36.
2. Title VI of the Civil Rights Act of 1964.
3. Conflict of Interest (24 CFR 570.489(h)).
4. Access to records.
5. Executive Order 11246 - Equal Employment Opportunity
6. Executive Order 12138 - Women Business Enterprise Policy.
7. Architectural Barrier Act of 1968.
8. Age Discrimination Act of 1975.
9. Section 3 Clause - Housing and Urban Development Act of 1968.
10. Section 504 - Rehabilitation Act of 1973.
11. Executive Order 11063.
12. Davis Bacon and Related Acts.

MuskogeeCounty may or may not negotiate the fee schedule with one or more offers. Muskogee Countyreserves the right to reject any and/ or all responses. Muskogee County is an Equal Opportunity Employer. The contract is tentatively scheduled to be awarded by Muskogee County on Feb ____, 2023. Offerors may desire additional information, a site visit or clarification regarding the Statement of Qualification. If so, please contact Jeffrey Smith between 8:00 a.m. and 4:30 p.m. local time at (918) 348-5014.