

257

original

SA&I 1-4040 (2012)

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 June 5, 2023

Page 1 of 4

BID NUMBER

74

BID CLOSING DATE AND HOUR

06/26/2023 9:30am

REQUIRED DELIVERY DATE

(Days after award of Purchase Order)

Date of Delivery**TERMS**

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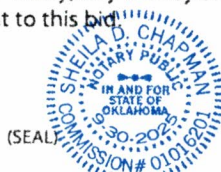
ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			<p>Bid for Muskogee County Treasurer / Mowing</p> <p>Bid # 74 MUST be on the outside of the envelope.</p> <p>For bid packets contact County Clerk's office 918-682-2169 or https://muskogee.okcounties.org/offices/county-clerk</p> <p>If you have any questions, feel free to contact. Polly Irving, Muskogee County Clerk 918-682-2169</p>		
Mow				.0099	Sq.ft
Debris Removal				*32.25	Cubic Yard
Structure Bd Up				Cost of material	
				Labor FREE	
Spray poison growth				Cost of material	
				Labor Free	

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 06/26/2023 (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 23 day
of June, 20 23



My commission expires 9-30-25

Sheila D. Chapman
NOTARY PUBLIC (CLERK OR JUDGE)

Firm:

Signed by:

Address:

Heartland Property Maintenance

Healy D. Petete
(Manual Signature of Undersigned)

416 N. 5TH Hwy 100
Webbers Falls, OK.

Phone: (918) 464-2929

Zip: 74470

In accordance with 62 O.S. § 310.9

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

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. GLG030389

Effective Date: 12:01 A.M., Standard Time **

LIMITS OF INSURANCE

General Aggregate Limit (other than Products/Completed Operations) \$ 2,000,000
 Products/Completed Operations Aggregate Limit \$ 2,000,000
 Personal and Advertising Injury Limit \$ 1,000,000
 Each Occurrence Limit \$ 1,000,000
 Damage To Premises Rented To You Limit \$ 100,000 any one premises
 Medical Expense Limit \$ 5,000 any one person

BUSINESS DESCRIPTION AND LOCATION OF PREMISES

Form of business:

☒ Individual ☐ Joint Venture ☐ Partnership ☐ Limited Liability Company
☐ Organization (other than Partnership, Joint Venture or Limited Liability Company)

Location of all premises you own, rent or occupy:

416 N 5th St, Webbers Falls, OK, 74470

PREMIUM

Classification	Code No.	*Premium Basis	Rate		Advance Premium Pr/Co	All Other
			PR/Co	All Other		
Property cleanup & debris removal rated as; Debris Removal - construction site	91629	p) 16,650	10.211	7.027	\$ 211 MP	\$ 158 MP
Lawn Care Services, products-completed operations are subject to the General Aggregate Limit	97050	p) 16,650		5.466		131 MP

* (a) Area, (b) Boat, (c) Cost, (d) Dwelling, (g) Gallons, (h) Child, (l) Pool, (m) Admissions, (p) Payroll, (r) Acre, (s) Gross Sales, (t) Other: _____, (u) Units

**TOTAL
ADVANCE
PREMIUM** \$ 500.00

Fully Earned Endorsement Premium \$ 50.00

FORMS AND ENDORSEMENTS (other than applicable Forms and Endorsements shown elsewhere in the policy)

Forms and Endorsements applying to this Coverage Part and made part of this policy at time of issue:

CG0001 0798; GL041-GL (01/21); CG2116 0413; CG2132 0509; CG2147 1207; CG2149 0999; CG2167 1204; CG2173 0115;
 CG2196 0305; CG4015 1219; CG0057 0999; GL235-GL (04/12); CG2426 (07/04); GL115-GL (04/13); GL243-GL (07/19);
 GL244-GL (07/21); GLK4002 GL 08 09; GLK4010 GL 04 12; GLK4017 GL 08 09; REF5401 (11/19); GL242-GL (06/16);
 GL231-GL (01/11); CG2010 0704.

** Inclusion of date optional

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

GREAT LAKES INSURANCE SE

Policy Number

GLG030389

PerCent

100%

Contract

3147/2022

Common Policy Declarations

Renewal of GLG028259

Named Insured & Mailing Address

Poteete, Herby dba Heartland
Property Maintenance
PO Box 152
Webbers Falls, OK 74470

This contract is not subject to the protection of any guaranty association in the event of liquidation or receivership of the insurer.

WARNING - OKLAHOMA

Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Policy Period: From July 1, 2022 to July 1, 2023
at 12:01 A.M. Standard Time at the address of the Named Insured as stated herein

Business Description: Contractor

In return for the payment of the Premium, and subject to all of the terms of this Policy, we agree with you to provide the Insurance Coverage as described in this Policy and noted below.

PREMIUM

Commercial Property Coverage Part	\$	
Commercial Inland Marine Coverage Part	\$	
Commercial Crime Coverage Part	\$	
Commercial General Liability Coverage Part	\$	550.00
	\$	
Policy Fee*	\$	90.00
State Tax	\$	38.40
Total	\$	678.40

*Policy Fee is fully earned.

Form(s) and Endorsement(s) made a part of this policy at time of issue:

GLM-1 (01/21); GLISE(1) (09/20); REF2962 (02/03); J-EH (03/20); REF2920A (07/08); REF2342 (11/98);
REF5021 (09/05); REF5062 (09/06); GLK4118 IL 04 17; IL0021 0908; REF3100 (09/10); REF5389 (01/20);
IL0017 1198; GL003-IL (05/01); GL011-IL (03/03); CGL(C) (01/03).

Countersigned: at Fayetteville, AR

Date Issued: July 14, 2022
GLS/HEL

By



Authorized Representative
JAEGER & HAINES, Inc.

FY 2023

COUNTY MOWING BID

ALL BIDS MUST BE TURNED IN BY 9:29 A.M. JUNE 26, 2023

BIDS WILL BE OPENED JUNE 26, 2023 AT 9:30 A.M.

STATEMENT OF WORK

VENDOR MUST PROVIDE AND MAINTAIN HIS/HER OWN EQUIPMENT INCLUDING, BUT NOT LIMITED TO: MOWER, WEEDEATER, SPRAYERS, CHEMICALS, TOOLS, SUPPLIES, FUEL, PARTS, ETC.

CERTIFICATE OF LIABILITY INSURANCE MUST BE SUBMITTED WITH BID

MOWING: (To be bid by square foot)

County owned property must be maintained boundary to boundary. Finished length minimum of two (2) inches and maximum of four (4) inches and includes, but is not limited to:

- Mowing grass.
- Clearing brush and other growth, including, but not limited to: brush, sticks, small tree limbs, leaf accumulations, poison sumac, poison ivy, poison oak, etc.
- Filling holes.

Vendor must provide a license with the bid for use or distribution of chemicals if utilizing chemicals to spray poisonous growth. If sub-contracting the use of chemicals on poisonous growth, a license for the sub-contractor must be submitted with the bid. All chemicals and equipment used for the disbursement thereof must be provided and maintained by the vendor or sub-contractor.

SECURING/BOARDING UP STRUCTURES: (Hourly bid)

County owned property/structures that creates a health or safety hazard must be secured to limit access to include, but is not limited to:

- Boarding up windows, doors, and any other entries.
- Boarding up/tarping roofs.
- Padlocking doors, garage doors, etc.

Vendor must provide and maintain proper equipment and provide any and all material and supplies.

DEBRIS REMOVAL: (Hourly bid)

Removal of debris from county owned property which includes, but is not limited to:

- Removal and disposal of trash, tires, furniture, glass, batteries, etc.
- Removal and disposal of fallen or falling trees.
- Trimming and disposal of encroaching trees.
- Removal and disposal of rock, brick, broken concrete, wood, etc.
- Removal and disposal of fallen or falling fence.

Debris must be disposed of in accordance with State law and City and/or County ordinance.

MEETS & BOUNDS:

Determination of the meets and bounds of the property serviced will be the responsibility of the contractor.

ADDITIONAL REQUIREMENTS:

- A list of the properties intended to be serviced must be provided each week to be approved prior to work being performed.
- Date stamped before and after photographs of properties serviced are to be provided to the County Treasurer with the invoice for work completed on a weekly basis.

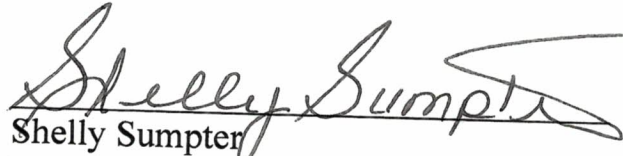
Jobs will be assigned at the discretion of the County Treasurer or her designee.

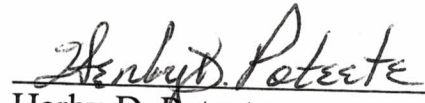
ADDENDUM TO COUNTY MOWING BID STATEMENT OF WORK

This document, known as the "addendum", is created this 28th day of August, 2023, shall be added to the County Mowing Bid Statement of Work attached to the Invitation to Bid, #74, as accepted and agreed to on the 28th day of August, 2023, by and between the Muskogee County Treasurer's Office and Heartland Property Maintenance. The aforementioned County Mowing Bid Statement of Work is modified as follows:

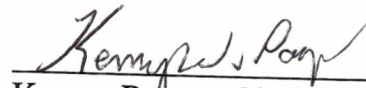
Second page, first sentence – Vendor must provide and maintain proper equipment and provide any and all material and supplies, to which the costs of material and supplies to be reimbursed to vendor must be pre-approved by the Muskogee County Treasurer prior to expenditure.

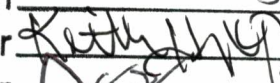


Dated this 28th day of August, 2023.

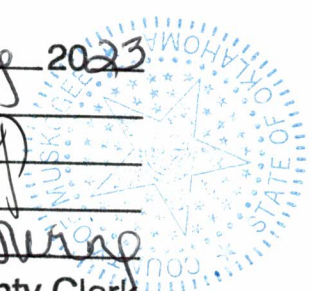

Shelly Sumpter
Muskogee County Treasurer


Herby D. Poteete
Heartland Property Maintenance

Approved as to form and content this 28th day of August, 2023.


Kenny Payne, Chairman
Muskogee County Commissioner

28th day of Aug 2023
Chairman _____
Member 
Member 
Attest 
County Clerk



Attest: _____
Member _____
Member _____
Chairman _____
Secretary _____