

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 March 18th, 2024

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BID NUMBER

#10

BID CLOSING DATE AND HOUR

04/29/2024 9:30am

REQUIRED DELIVERY DATE

(Days after award of Purchase Order)

Date of Delivery**TERMS**

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			<p>Muskogee County Commissioners are now accepting bid (s) for a generator for the Muskogee County Health Dept. .</p> <p>Bids will be accepted till April 29th, 2024 @ 9:30am</p> <p>Please make sure the terms and conditions are notarized.</p> <p>Bids MUST be time stamped at the County Clerk's office NO later than 9:30am 04/29/2024</p> <p>If you have any question, please don't hesitate to contact me 918-682-2169 work, 918-781-9092 cell</p>		

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 04/29/2024 (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.

NOTICE OF BID

**Generator
Muskogee County Health Department**

Notice is hereby given that at 9:30am on 4/29 2024, the Board of County Commissioners will receive sealed bids on the following:

Muskogee County Health Department Generator

Complete specifications can be obtained from the Muskogee County Clerk, 400 W Broadway, Muskogee, Oklahoma.

Sealed bids will be received no later than 9:30 AM on 4/29, 2024, at the Muskogee County Commissioners office located at 400 W Broadway Street, Muskogee Oklahoma. The bids will be opened and publicly read. The Commissioners will accept or reject the bids and proper bids will be submitted to the Muskogee County Health Department to be reviewed and qualified. Bids must be submitted in a sealed envelope addressed to the Muskogee County Health Department, 400 W Broadway Street, Muskogee OK 74401 Attn: Muskogee County Commissioners. Each sealed envelope containing a bid must be clearly marked on the outside lower left corner, "SEALED BID – DO NOT OPEN - MCDH Generator FY2024" and bear on the outside the bidder's name and address. When forwarded by mail, the sealed envelope must be inside another envelope addressed to the owner. The Muskogee County Health Department proposed to recommend who to award a contract at a regularly scheduled County Commissioners Meeting.

Interested bidders may contact the Muskogee County Health Department with questions regarding the bid by calling 918-683-0321.

Contractor must supply three references from recent customers.

Bidders may file sealed bids with the County Clerk on or before the date mentioned above. The Board of County Commissioners reserves the right to reject any or all bids. The Board of County Commissioners will accept the lowest and or best bid. A Non-Collusion Affidavit MUST BE ATTACHED TO ALL BIDS.

Approved this 18th day of March 2024

MUSKOGEE COUNTY COMMISSIONERS

Keith H. Hargis
Kenya L. Bynum

ATTEST: Polly Irving
Polly Irving, County Clerk



Scope of Work

[OSDH Back-Up Generator & Install]

[2024]

[OSDH Muskogee County]

530 S 34th St, Muskogee, OK 74401

Scope

Provide and install, on a turnkey basis, a standby generator and automatic transfer switch according to the following specifications.

Included in bid will be 5-year maintenance agreement.

Generator & Components

Recommended 130kw 3 phase 120/208-volt Natural Gas generator.

Automatic Transfer Switch (800-amp 3 phase). Building service disconnect.

Project scope statement

East side of side building. –Install Back-up generator as specified in scope adjacent from transformer and meter next to existing HVAC. The proposed work generally consists of purchase of all materials and installing a back-up generator, transfer switch and emergence panel. Equipment, labor and incidentals for a complete installation to be fully functioning when complete.

Time line of completion of above scope must be given.

All work shall meet state and local codes.

Design Principles •

Materials:

1. Furnish and install recommended 130kw 3 phase 120/208-volt Natural Gas generator. (Or recommended size after site evaluation of project)
2. Furnish and install appropriate amp size building service disconnect.
3. Furnish and install appropriate amp size transfer switch.
4. Furnish and install appropriate amp size generator disconnect.
5. Provide concrete pad as recommended from supplier.
6. Furnish separate onsite maintenance agreement. **See notes on agreement.**

Note: Gas Supply Gas line to be installed to new generator by licenced Plumber provide in this bid, contractor will provide. Confirm gas line capacity
*(Existing main gas line is adjacent to proposed location of generator.)

Gas Supply

Appropriate gas line to be run from pre-existing line located parallel to proposed site of generator, installation by state and local codes.

The following is a brief partial list of additional requirements for this project:

1. Pre-Scheduled onsite evaluation for project with project manager.
2. The contractor will be responsible for obtaining all clearance for existing utilities and permits required.
3. Clean up of work area.
4. Installation of the new generator will be phased to accommodate the owner by location.
5. All work to be performed to OSHA and NEC standards by qualified personnel.
6. Contractor shall be responsible for verifying the dimensions and location for Generator.
7. **Contractor is responsible for connecting gas supply to generator and power supply to new power source. See Gas Notes:**
8. On site scheduled start up and test of new generator as proposed by owner.
(Commissioning of equipment) with full load test .
9. Your bid shall be a turnkey project.

Owner Note: Largest load recorded 76 KW in July to August of 2021 & 2022

Peak load 211 amps @ 120/208 3 phase

During install our electric provider (OG&E) will be upgrading building transformer.

Maintenance Agreement

Provide 5 years of preventative maintenance

2 visits per year at 6-month intervals Perform a complete preventative maintenance inspection of the system at each visit. Test operation of system at each visit. On one annual visit preform a full load test. At year 3, drain and flush cooling system and replace all cooling system hoses, coolant and all belts.

Provide owner with inspection reports after each inspection.

Constraints

Work may not begin until notice has been given by Project Manager.

Key people / Key stakeholders

Muskogee OSDH Management

Project manager

[Stephen Burch] 539-230-1048 stephen.burch@health.ok.gov