

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 April 24, 2024

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**BID NUMBER**

#11

**BID CLOSING DATE AND HOUR**

05/20/2024 9:30am

**REQUIRED DELIVERY DATE**

(Days after award of Purchase Order)

**TERMS**

**Date of Delivery**

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			<p>Muskogee County Commissioners are now accepting County Mowing bids.</p> <p>Bids will be good for July 1, 2024 -- June 30, 2025</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 05/20/2024.</p> <p>If you have any question, please don't hesitate to contact the County Clerk's office 918-682-2169 or the Treasurer's office 918-682-0811</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 05/20/2024 (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: \_\_\_\_\_  
Zip: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC (CLERK OR JUDGE)

*In accordance with 62 O.S. § 310.9*

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

**FY 2025**

**COUNTY MOWING BID**

**BIDS WILL BE OPENED MAY 20, 2024 AT 9:30 A.M.**

**ALL BIDS MUST BE TURNED IN BY 9:29 A.M. MAY 20, 2024**

**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, of which the costs of material and supplies to be reimbursed to vendor must be pre-approved by the Muskogee County Treasurer prior to expenditures.

**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.