

MUSKOGEE

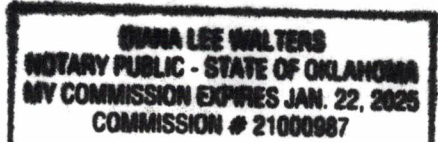
County, Oklahoma

COUNTY PURCHASING OFFICE

400 W BROADWAY, SUITE 110

MUSKOGEE, OKLAHOMA 74401

Phone Number (918) 682-2169

**Invitation to Bid***Diana Lee Walters*

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

Page 1 of 4

BID NUMBER

#11

BID CLOSING DATE AND HOUR

05/20/2024 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>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>		

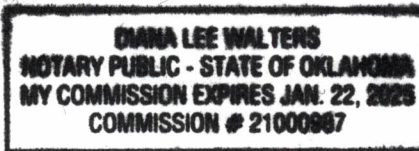
COMMISSION # S100087
MY COMMISSION EXPIRES JAN. 25, 2025
NOTARY PUBLIC - STATE OF OKLAHOMA
DANIEL LEE WATERS

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 3rd day
of May, 2024 (SEAL)



Firm:

CITYWIDE PROPERTY MAINTENANCE

My commission expires 1-22-2025

Signed by:

John Wheeler
(Annual Signature of Undersigned)

Address:

305 S-LST MUSKOGEE

Phone:

918-351-5729

Zip:

74403

In accordance with 62 O.S. § 310.9

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

COMMISSION # 2100887
MY COMMISSION EXPIRES JAN. 23, 2028
NOTARY PUBLIC - STATE OF OKLAHOMA
DARRA LEE WALTERS

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, WEDEATER, 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.

№ 1312

**305 South L Street
Muskogee, OK 74403
Phone: 918-351-5729**

**Mowing - Brush Hogging - Lot Clean Up - Tree Removal
Structure Board-Ups (to City Code)**

Printed By: Royse Printing Co. - Muskogee,OK



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/26/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ron Meredith Agency 2321 W. Okmulgee Ave. Muskogee OK 74401		CONTACT NAME: Diana Walters PHONE (A/C, No, Ext): (918) 682-2081 E-MAIL ADDRESS: r.meredith@ronmeredithagency.com FAX (A/C, No): (918) 686-7762	
INSURED CITYWIDE PROPERTY MAINTENANCE/ John Weber 305 S L St Muskogee OK 74403		INSURER(S) AFFORDING COVERAGE INSURER A : UNITED STATES LIABILITY INS COMP INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CL1868010C	05/02/2022	05/02/2023	EACH OCCURRENCE \$ \$1,000,000.00
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ \$100,000.00				
			MED EXP (Any one person) \$ \$5,000.00				
			PERSONAL & ADV INJURY \$ \$1,000,000.00				
							GENERAL AGGREGATE \$ \$2,000,000.00
							PRODUCTS - COMP/OP AGG \$ \$1,000,000.00
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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05/03/2024

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AUTHORIZED REPRESENTATIVE

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Oklahoma General Agency D/B/A One General Agency

817 NE 63rd Street

Oklahoma City, OK 73105

Tel: 405-418-7264 :: Fax:

To: **Ron Meredith Agency**
Attn:
From: **Tammie Darter**
Applicant: **Citywide Property Maintenance LLC**
State: **OK**
Policy Type: **Commercial General Liability**
Policy Period: **05/02/2024 - 05/02/2025**

PLEASE BIND EFFECTIVE

Circle Desired Premium Option(s)
Below. No coverage is bound until
confirmed by our office! Quote is
Valid for 60 DAYS.

Signature

Premium Summary

General Liability	\$500.00
Total Premium	\$500.00
Total Fees	\$200.00
Total Taxes	\$43.23
Grand Total	\$743.23

Fees & Taxes

Service Fee	\$100.00
Inspection Fee	\$100.00
SL Tax	\$42.00
SLAS Trans Fee	\$1.23
Commission	10%

Quoted By**Western World Insurance Company (BEST RATING: A Excellent ; Non-Admitted)****We offer the following quote subject to:**

NO mowing on interstates / hwys / roadways for city or state

Accord 125,126 completed and signed by agent and insured

Western World app completed and signed by agent and insured

The attached "NOTICE OF TERRORISM INSURANCE COVERAGE" must be completed and signed by the insured. No
coverage may be bound without this completed and signed notice.

Favorable Inspection

Walk lawn before mowing begins to look for objects or debris that needs to be removed.

Application List

App No	ED Date	Application Name
A53	01/22	Tree Trimming, Landscape Gardening & Lawn Care Services General Liability Supplemental Application

Location Information

Location	Address
P1/B1	305 S L Street, MUSKOGEE, OK 74403

General Liability Limits of Insurance

General Aggregate Limit (Other Than Products-Completed Ops)	\$2,000,000
Products-Completed Ops Aggregate Limit	Included
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Damage To Premises Rented To You	\$100,000
Medical Expense Limit	\$5,000 Any One Person
Each Professional Incident Limit (if applicable)	Included
Deductible	\$500 BI/PD

Exposure

Code	Class Name	Basis	Exposure	Pr/Co Rate	Pr/Co Premium	All Other Rate	All Other Premium
97047	Landscape Gardening (OK P1/B1)	Payroll	18,000.00	Included	Included	12.584	500.00
					MP		MP

Additional Coverage Notes**CG2154 (01/96) Exclusion - Designated Operations Covered by a Consolidated (Wrap-Up) Insurance Program**

Description and Location of Operations - row 1 : All locations for which you are covered

Description and Location of Operations - row 2 : under a consolidated, wrap-up, or

Description and Location of Operations - row 3 : other similar insurance program.

WW168 (08/23) Cancellation And Premium Audit Changes

Minimum Earned Premium Percentage : 25

WW183 (05/12) Minimum-Earned Premium

% : 25

Additional Premium for Certified Acts of Terrorism Coverage: \$100.00 plus tax.