

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 July 28th, 2025

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**BID NUMBER**

#35

**BID CLOSING DATE AND HOUR**

08/18/2025 @ 9am

**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 bids for installation of new Courthouse roof</p> <p>Please make sure the terms and conditions are notarized.</p> <p>Questions: Contact, Carrie Wages 918-316-8260</p> <p>Bids MUST be time stamped at the County Clerk's office NO later than 9:00 am 08/18/2025.</p> <p>Please put bid# on the outside of the sealed envelope</p> <p>Bids may be mailed to:</p> <p>Polly Irving, Muskogee County Clerk PO Box 1008 Muskogee, OK 74401 or delivered to the office at: 400 W Broadway Muskogee, OK 74401</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 08/18/2025 (Date) 9:00am

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.

## MUSKOGEE COUNTY COURTHOUSE ROOF PROJECT



Sealed Bid requirements for installation of new courthouse roof:

1. The installer must be a certified roofing contractor for the roofing system to be installed. Must provide proof of good standing for license with bid packet.
2. It is understood that except as otherwise specifically stated in the contract, the vendor (contractor) shall provide and pay for all materials, labor, tools, equipment, and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the vendor's proposed time frame. Permits and licenses necessary for the execution of work shall be secured by the vendor but no fees will be charged to the vendor. All supplies and material shall be new. Any work necessary to be performed after regular working hours, such as work performed on Sundays or legal holidays shall be performed without additional expense to the County.
3. Provide bid options of both overlay and tear-off
4. Install new minimum 60 mil roof system over coverboard.
5. Install minimum of 2 layers of poly ISO, tapered to achieve positive water shed
6. Install all related manufacturers required accessories including vents, stacks, flashings, curbs, scuppers, edging, drains, etc.
7. Detach, remove and dispose of existing non-working roof top unit(s)
8. Install a minimum of 24ga coping metal along the perimeter.
9. Clean up and properly dispose of all work-related trash and debris. Clean any gutters and paint vent pipes. Magnet sweep for any nails around building and parking structures.
10. All materials provided by the vendor shall have a 20-year warranty and a 5-year warranty against leakage due to defects in workmanship. Any Warranty different than this shall be specified in the Proposal. This shall not be pro-rated or contain exclusions for ponding water. This warranty shall be fully transferable if the building is sold during the warranty period.
10. The vendor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions. Please contact the Maintenance Department to schedule a visit at (918) 682-9601.

Approved by John Tyler Hammons

28<sup>th</sup> day of July 2025  
Chairman R. N. G. G. G.  
Member Temple  
Member Dee  
Attest Dee  
County Clerk

