

CITY OF GROVE  
BID PACKET

Section I  
Notice to Bidder

The City of Grove is currently accepting sealed bids for:

**Labor to prepare and paint the exterior of the Grove Civic Center located at 1720 S. Main Street, Grove, OK 74344.**

Bids must be in a sealed envelope marked **CIVIC CENTER PAINT BID** and received by Ivonne Buzzard, City Clerk, no later than 9:00 A.M.(CST) on April 5, 2019 at the City of Grove office at 104 W. 3rd, Grove, Oklahoma 74344. Bids will not be accepted via fax or e-mail.

Specifications are included in the Bid Packet and are available at the above address, online [www.cityofgroveok.gov](http://www.cityofgroveok.gov) or call 918-786-6107 for a copy to be e-mailed, faxed or mailed.

For more information about the project please contact Craig Criger, Buildings & Grounds Superintendent, 918-964-1919.

The City of Grove reserves the right to reject any and/or all bids.

SEAL

Debbie Botoroff  
Assistant City Manager

Ivonne Buzzard  
City Clerk

CITY OF GROVE  
BID PACKET

Section II  
Instruction to Bidders

A. SUBMISSION

All bids must be submitted in a sealed envelope marked: **CIVIC CENTER PAINT BID** and should include the bidder's name and address, bids will be received at:

Ivonne Buzzard, City Clerk  
City of Grove  
104 W. 3rd  
Grove, Oklahoma 74344

Until: 9:00 A.M. (CST) on April 5, 2019.

If the bid is forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to the City of Grove at the above address.

B. ACCEPTANCE OF BIDS

All bids shall "hold firm" after submission to the City for thirty (30) days.

The City reserves the right to reject any and/or all bids. The City reserves the right to accept the lowest responsible bidder.

The City reserves the right to negotiate particular aspect of the bid item and/or related optional items.

C. BID SPECIFICATIONS

Bid Specifications are included in Bid Packet. Bids shall be all-inclusive and include labor and other incidental charges for the preparation and painting of the exterior of the Grove Civic Center as described in the specifications. Exceptions and/or inability to complete the work in the time specified may result in the Contractor not being considered.

It is the responsibility of the bidder to contact

Craig Criger, Buildings & Grounds Superintendent  
104 W. 3<sup>rd</sup> Street Grove, Oklahoma  
918-786-6107 (office) or 918-964-1919 (cell)

to make arrangements to schedule an on-site visit prior to submitting a bid.

D. BID EVALUATION

Bid evaluation by the City of Grove will be based on a minimum of the following criteria: Completeness of bid documents; contractor's past performance; contractor's reliability factors; contractor's maintainability considerations; contractor's logistical and service support. The City of Grove shall be the sole judge of the criteria and their decision shall be final.

#### E. CLEAN-UP AND RESTORATION

Contractor is responsible for clean-up and removal of all debris resulting from contractor's work. The City reserves the right to expedite the clean-up and/or debris removal if the contractor does not satisfactorily complete the work or does not do so in a timely manner. If this occurs, the cost of clean-up and/or debris removal shall be withheld for the final payment to the contractor. Contractor is also responsible for the restoration of any damage to the grounds due to construction of the project. Restoration includes, but is not limited to, ground leveling, sod replacement, and repair of any damaged appurtenances or equipments.

#### F. ADDITIONAL INFORMATION

Additional information related to the project may be obtained by contacting:

Craig Criger, Buildings and Grounds Superintendent

City of Grove

104 W. 3rd

Grove, Oklahoma 74344

918-786-6107 (office) 918-964-1919 (cell)

Additional information related to the Bid Packet may be obtained by contacting:

Debbie Bottoroff, Assistant City Manager

City of Grove

104 W. 3<sup>rd</sup> Street

Grove, Oklahoma 74344

918-786-6107 (office)

#### G. FORMAT

All bids must be submitted in the format and utilizing the Bid Proposal provided in Section III, Bid Submission Requirements.

CITY OF GROVE  
BID PACKET

Section III  
Bid Submission Requirements

All bids must include the following information and must be submitted in the following order:

A. Bid Proposal

All bids must be submitted on the Bid Proposal, as provided in this section.

B. Non-Collusion Affidavit

A signed Non-Collusion Affidavit, as provided in this section, must be submitted.

C. Bid Bond

A Bid Bond in the amount of five percent (5%) of the total bid amount shall be attached to all bids as a guarantee that the successful bidder will, enter into a contract and file the required bonds no later than ten days after Notice of Award. A cashier's check made out to the City of Grove may be submitted in lieu of a bid bond.

D. Bonds Required

Performance and Statutory Bonds, each in 100% of the bid amount, covering faithful performance, and payment of all obligations arising thereunder, will be required by the City of Grove. A warranty bond in the amount of 100% of the bid amount covering defective workmanship will be required for a period of one year after acceptance of the project by the City of Grove. Premiums for the performance, statutory, and warranty bonds are to be included in this proposal.

The successful bidder shall deliver the required bonds no later than ten (10) days after Notice of Award. The bonds shall be dated on or after the date of the Notice of Award. The Bidder shall require the Attorney-in-fact who executed the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

E. Insurance

The policies of insurance shall be executed by insurance or indemnity carrier authorized to do business in the state of Oklahoma and shall in all respects conform to the required of the Governmental Tort Claim Act, Title 51 Oklahoma Statutes Section 151 et seq. With liability limits to be no less than the amount specified therein and with City to be an additional insured on all such required policies of insurance.

F. Construction Deadline and Penalty

The successful bidder hereby agrees to commence work within ten (10) days of the Notice to Proceed and to fully complete the project within thirty (30) calendar days thereafter. The time will end when the purchaser accepts the project as complete. If construction extends past the thirty (30) calendar days, the successful bidder will be PENALIZED \$100 per day starting on the thirty-first (31st) day and every day thereafter until the project is accepted as complete by the purchaser. The total PENALTY will be deducted from the final payment of the purchaser to the contractor.

Weather days will be allowed as needed, and must be approved by the City of Grove.

G. Warranty Information

The bidder must provide a minimum of one (1) year warranty on workmanship and labor in this proposed bid.

H. References.

The bidder must provide a minimum of three references of like jobs; municipalities preferred.

I. Contract

The successful bidder will be required to enter into a Contract with the City of Grove.

Failure to submit any of the items listed in this section may result in the rejection of the bid.

CITY OF GROVE  
BID PROPOSAL

Proposal of \_\_\_\_\_ (hereinafter called "Bidder"), organized and existing under the laws of the State of \_\_\_\_\_, doing business as \_\_\_\_\_\*, to the City of Grove (hereinafter called "Owner").  
\*Insert "a corporation", "a partnership" or "an individual", as applicable.

In compliance with the Solicitation for Bids, Bidder hereby proposes to perform all labor and provide incidental materials for preparation and painting of the exterior of the Grove Civic Center located at 1720 S. Main Street, Grove, OK per the bid specifications. The City of Grove will provide the primer, paint and caulking for the project.

By submission of this bid, each Bidder certifies, and in the case of a joint bid each party certifies as to its own organization, that this bid has been arrived at independently, without consultation, communication or agreement as to any matter relating to this bid, with any other Bidder or with any competitor.

Bidder hereby agrees to commence work within ten (10) days of the Notice to Proceed and to fully complete the project within thirty (30) calendar days thereafter.

**BID SCHEDULE**

Labor and incidental materials to prepare and paint the exterior of the Grove Civic Center per specifications.

Bid amount	\$
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**NOTE:** Bid must be submitted on this Bid Proposal.

Bid submitted by: \_\_\_\_\_  
Company Name

Company Representative: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_

Bid submitted on this \_\_\_\_ day of \_\_\_\_\_, 2019.

NON-COLLUSION AFFIDAVIT

STATE OF OKLAHOMA )  
 ) §  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, of lawful age, being first duly sworn upon oath, states that (s)he is the agent authorized by the Bidder to submit the attached 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, County or City official or employee as to quantity, quality or contract or in any discussions between bidders any State, County or City official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

\_\_\_\_\_  
Affiant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

**NOTE:** This form must be submitted with the bid.

**CITY OF GROVE  
PREPARATION & PAINTING EXTERIOR OF GROVE CIVIC CENTER  
BID SPECIFICATIONS**

Specifications are as follows:

- 1) Bidder shall comply fully with Sherwin Williams Company Preparation and Application Instructions.

Paint, primer and caulking will be provided by the City of Grove.

Bids are due no later than 9:00 a.m. (CST) on April 5, 2019 and may be mailed or hand-delivered to Ivonne Buzzard, City Clerk at 104 W. 3<sup>rd</sup> Street, Grove, Oklahoma 74344. Bids will not be accepted by e-mail or fax.