

CITY OF GROVE  
BID PACKET

Section I  
Notice to Bidders

**ADVERTISEMENT FOR BIDS**  
**08/01/2025 AND 08/05/2025**

The City of Grove is currently accepting bids for repairing the **Public Works Street Department Shop Building, GMSA Shop Building and Storage Shed, all city-owned facilities.**

Bids must be in a sealed envelope marked City of Grove **Public Works Facilities Repair Bid** and received no later than 10:00 A.M. (CST) on Tuesday, August 26, 2025. Mail or hand deliver to City of Grove – 1201 NEO Loop – Grove, OK 74344 – ATTN: City Clerk, Karyn Pesich. Additional information may be obtained and site visits arranged by contacting Deric Douthit, Public Works Director at 918-786-6107. **A Site Visit is REQUIRED.**

Specifications area available at the above address. The City of Grove reserves the right to reject any and/or all bids.

Karyn Pesich  
City Clerk

**\*\*PLEASE RUN TWO (2) TWO TIMES\*\* AS A LEGAL NOTICE**  
**08/01/2025 AND 08/06/2025**

CITY OF GROVE  
BID PACKET

Section II  
Instruction to Bidders

A. SUBMISSION

All bids must be submitted in a sealed envelope marked: **"SEAL BID PUBLIC WORKS FACILITIES REPAIR BID"** and should include the bidder's name and address, bids will be received at:

Office of the City Clerk  
City of Grove  
1201 NEO Loop  
Grove, Oklahoma 74344

Until: **Tuesday August 26, 2025 @ 10:00 AM**

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 materials, labor and other incidental charges for the repairs of the existing Public Works Street Department/GMSA Shop Building and Storage Shed.

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 these 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 equipment.

D. ADDITIONAL INFORMATION

Additional information related to the project may be obtained by contacting:  
Deric Douthit, Public Works Director  
Email: [ddouthit@cityofgroveok.gov](mailto:ddouthit@cityofgroveok.gov)  
(918)-533-0531  
(918) 786-6107

**E.       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-Collision Affidavit, as provided in this section, must be submitted.
- C. Bid Specifications  
A signed bid specification for shall be submitted.
- D. Bid Bond  
A Bid Bond in the amount of five percent (5%) of the total amount bid shall be attached to all bids as a guarantee that the successful bidder will enter a contract and file the required bonds no later than September 9, 2025. A cashier's check made out to the City of Grove may be submitted in lieu of a bid bond.
- E. Bonds Required  
Performance and Payment 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 and materials will be required for aspect by the City of Grove.
- F. 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 respect 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.
- G. Construction Deadline and Penalty  
The successful bidder hereby agrees to commence work within fourteen (14) calendar days of the Notice of Award and Notice to Proceed and to full complete the project withing ninety (90) calendar days thereafter. The time will end when the city accepts the project as complete. If construction extends past the ninety (90) calendar days, the successful bidder will be PENALIZED \$100 per day starting on the ninety-first (91<sup>st</sup>) calendar 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.  
  
Request for an extension of the ninety (90) calendar days completion requirement must be submitted in writing to the City of Grove and state the reason for the request. The city of Grove reserves the right to deny the request.  
  
Weather delays will be allowed as needed upon approval by the City of Grove.
- H. Literature

All bids must include manufacturer's literature, information, photographs, etc. for the particular proposed item in this bid packet.

I. Warranty Information

The bidder must provide all extended warranty information regarding the particular item in this proposed bid. The bidder must also provide the name and address of the nearest service location for the proposed bid item.

J. Contract

If the bidder requires a contract in the event they are successful bidder a draft contract document must be provided.

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").

In compliance with your Solicitation for Bids, Bidder hereby proposes to perform all labor and provide  
materials for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 14 days after the date of the Notice to Proceed and to  
fully complete the project within 90 calendar days thereafter. The City of Grove retains the right to assess a  
\$100.00 a day fine for every day over the 90-day completion requirement. Request for an extension of the 90-  
day completion requirement must be submitted in writing to the City of Grove and state the reason for the  
request. The City of Grove reserves the right to deny the request.

**BID SCHEDULE**

Item Description		Total Price
Street Dept/GMSA Building		\$
Storage Building		\$
Garage Doors		\$

- Insert "a corporation", "a partnership" or "an individual", as applicable.

## 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 \_\_\_\_\_,  
20\_\_\_\_.

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

My Commission Expires:

\_\_\_\_\_

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

CITY OF GROVE  
BID SPECIFICATIONS

**VISIT SITE AND VERIFY EXISTING CONDITIONS PRIOR TO BID SUBMISSION.**

**Street Department/GMSA Building** – Remove and replace all damaged purlins, insulation, metal sheeting, garage door jambs and ridge cap with new, including screws, tape and roof sealant as needed.

**Storage Building** – Remove and replace all wood framing materials and metal sheeting with new red iron components and secure with epoxy anchors. Include screws tape and roof sealant as needed.

**Garage Doors** – Vinyl backed Remove and Replace

(14) – 14x16 2415 Insulated Doors

(14) - Genie trolley openers with sensors and wall buttons.