

WILDLIFE CONSERVATION COMMISSION

John D. Groendyke	Robert S. Hughes II
CHAIRMAN	MEMBER
Bill Brewster	Bruce Mabrey
VICE CHAIRMAN	MEMBER
Leigh Gaddis	Dan Robbins
SECRETARY	MEMBER
James V. Barwick	John P. Zelbst
MEMBER	MEMBER



J. KEVIN STITT, GOVERNOR
J. D. STRONG, DIRECTOR

DEPARTMENT OF WILDLIFE CONSERVATION

P.O. Box 53465 Oklahoma City, OK 73152 PH. (405) 521-3851

Bid Solicitation Cover Page

Date: February 11, 2019

Solicitation Information

Solicitation Number: 103P-REBID
Project Name: Maintenance of Wetland Unit Structures – Hackberry Flat WMA
Project Address: 211 North 15
Project City: Frederick, Oklahoma
Project Zip Code: 73542

Bids Due (Date): February 22, 2019
Bids Due (Time) 4:00 PM CST

Agency Contact Information

Agency Name: Oklahoma Department of Wildlife Conservation
Contact Name: Paul Proctor
Mailing Address: P.O. Box 53465, Oklahoma City, OK, 73152
Delivery Address: 1801 N. Lincoln Blvd.
Contact City: Oklahoma City
Contact Zip Code: 73105
Contact Phone: 405-522-5762
Contact Fax: 405-521-6898
Contact Email: paul.proctor@odwc.ok.gov

The Oklahoma Department of Wildlife Conservation is inviting written bids for all labor and materials described by this solicitation.

Bids will be accepted until the Date and Time specified above. Late Bids will not be accepted.

Method of Responding to this Solicitation: Bids will be accepted by mail, fax, email or hand delivered to the Agency Contact specified above.

The requirements of the proposed contract for construction are described within this Solicitation, and the Solicitation will become a part of any resultant Contract. Bidder will perform work in compliance with all applicable codes, standards, ordinances and laws. The issuance of this Solicitation does not guarantee that the State of Oklahoma will enter into a contract and the State reserves the right to reject any and all bids.

In preparing your bid, please review the attached documents and comply with instructions given:

- Bid Form: Submit your Bid using the form provided.
- Statutory Bid Affidavit: Complete this affidavit and return with your Bid.
- Sample Agreement Between Owner and Contractor: This is an example of the contract that will be used.
- Invoice Affidavit for Construction: After contract award, this document must be submitted with the Contractor's Invoice for Payment
- Scope of Work (SOW): Description and Requirements of the proposed construction contract.

[Optional] For a pre-bid walk-through, a bidder may contact the Agency Contact listed above to arrange for a site visit.

If an interested bidder has any questions about this solicitation, please contact the Agency Contact listed above.

This Solicitation and any resulting Contract for Construction is in accordance with 61 O.S. §101- 138, and specifically 61 O.S. §103(B) regarding projects under the statutory amount mandated therein. Any resultant contract will be awarded by the Oklahoma Office of Management and Enterprise Services, Division of Capital Assets Management, Construction and Properties Department.

The Oklahoma Department of Wildlife Conservation is the state agency responsible for managing fish and wildlife. The Wildlife Department receives no general tax appropriations and is supported by hunting and fishing license fees and federal excise taxes on hunting and fishing equipment.

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Bid Form

To: Oklahoma Department of Wildlife
Conservation

P.O. Box 53465
Oklahoma City, OK 73152

Attn: Paul Proctor

RE: Solicitation Number # 103P-REBID

From:

Firm Name

Address

City/State/Zip

Telephone No.

FEI No.

Email Address:

1. The undersigned, being familiar with the local conditions affecting the cost of the work, with the Solicitation for Bids and in accordance with the provisions thereof, hereby proposes to furnish all labor, materials and equipment necessary for the sums listed herein.
2. By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) available at <https://www.e-verify.gov/>
3. The bidder also certifies that they are in compliance with the State of Oklahoma Governor's Executive Order 2012-01, filed February 6, 2012 and effective July 1, 2012, that the use of any tobacco product shall be prohibited on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma.
4. In submitting the bid, it is agreed that this bid may not be withdrawn for a period of thirty (30) days after the date bids are due. Work is to start within ten (10) days after receipt of the Notice to Proceed or as otherwise provided for in the Solicitation.
5. If awarded a contract, we propose to complete this work within _____ calendar days from the date of receipt of the Notice to Proceed.
6. Price Schedule: Fill out the requested rates and apply that rate to the estimated quantities to establish a comparative basis for total contract award. The quantities are estimates only and may not reflect actual contract usage. The State will only assign work based upon need and makes no warranty or guarantee as to any minimum or maximum amount that may be authorized under the contract.

<u>Category</u>	<u>Rate</u>	<u>Units</u>	<u>Estimated Quantity</u>	<u>Subtotal</u>
Excavator & Operator	_____	/per hour	X 40 Hours	\$ _____
Total Estimate of Contract Cost				\$ _____

Signature _____

Name/Title _____

Date _____

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State of Oklahoma
Office of Management and Enterprise Services
Capital Assets Management
Construction and Properties

Bid Affidavits

In accordance with 61 O.S. § 108 and § 115, a sworn statement shall accompany any competitive bid submitted for a public construction contract.

STATE OF _____)
 _____) ss Project Name: MAINTENANCE OF WETLAND UNIT
 COUNTY OF _____) CAP Project No.: STRUCTURES – HACKBERRY FLAT WMA

NON-COLLUSION STATEMENT

A. For the purposes of a competitive bid for a public construction contract, the undersigned, being first duly sworn, certifies that

1. I am the duly authorized agent of

_____,
 the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;

2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and

3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:

a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,

b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor

c. 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.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

BUSINESS RELATIONSHIPS STATEMENT

A. I further certify that the nature of any partnership, joint venture or other business relationships presently in effect or which existed within one (1) year prior to the date of this statement with the Architect, Engineer, or other party of the project is:

(If none, so state; use additional sheet if necessary.)

B. That any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is:

(If none, so state; use additional sheet if necessary.)

C. And that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are:

(If none of the business relationships herein above mentioned exist, then a statement to that effect. Use additional sheet if necessary.)

If awarded a contract, the bidder affirms that the work will be carried out in conformance with the contract requirements and that all invoices submitted for payment will reflect a true and accurate accounting of the work completed.

 (Bidder Signature) Subscribed and sworn to before me this _____ day of _____, 20__

 (Bidder Printed Name)

 (Bidder Printed Title)

 (Signature of notarial officer)

My Commission Expires: _____

My Commission #: _____

(Seal)



State of Oklahoma
Office of Management and Enterprise Services
Capital Assets Management
Construction and Properties

Invoice Affidavit for Construction
 (For Minor Projects under the Statutory
 Amount or No Design Consultant)

- ☐ Progress Payment
☐ Final Payment

Date of Progress Invoice: _____
 Date of Final Invoice: _____

STATE OF _____)
 _____)
 COUNTY OF _____)

Project Name: Maintenance of Wetland Unit Structures –
 Hackberry Flat WMA
 CAP Project No.: _____

CONTRACTOR OR SUPPLIER – COMPLETE THIS SECTION (Choose Appropriate Option)

- ☐ Option 1: Contract Award is Less than \$50,000 and Affidavit Provided in lieu of Statutory Bonds

Affidavit: The undersigned Contractor or Supplier hereby affirms under oath that to the best of my knowledge, information and belief, the Work or Materials covered by this Invoice for Payment has been completed or materials delivered in accordance with the Contract Documents, that all amounts have been paid by the Contractor or Supplier for Work or Materials for which previous Invoices for Payment, if any, were issued and payments received from the Owner, and that current payment shown herein is now due. In accordance with 61O.S., § 1.(C), the Contractor acknowledges that the execution of this affidavit with knowledge that any of the contents of the affidavit are false, upon conviction, shall constitute perjury, punishable as provided for by law.

- ☐ Option 2: Contract Award is Greater than \$50,000 and Statutory Bonds have been provided

Certification: The undersigned Contractor or Supplier hereby certifies that to the best of my knowledge, information and belief, the Work or Materials covered by this Invoice for Payment has been completed or materials delivered in accordance with the Contract Documents, that all amounts have been paid by the Contractor or Supplier for Work or Materials for which previous Invoices for Payment, if any, were issued and payments received from the Owner, and that current payment shown herein is now due.

 (Company Printed Name)

 (Authorized Representative Printed Name)

 (Authorized Representative Printed Title)

 (Authorized Representative Signature)

(NOTARIZE ONLY IF OPTION 1 ABOVE IS CHECKED)

Subscribed and sworn to (or affirmed) before me on _____ day of _____, 20 ____

 (Signature of notarial officer)

(Seal)

My Commission Expires: _____

My Commission #: _____

CERTIFICATION OF SUPERVISORY OFFICIAL (Owner's Representative)

In accordance with the Contract Documents, based on on-site observations and the data comprising the Invoice for Payment, the Supervisory Official certifies to the Owner that to the best of the Supervisory Official's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified. Attach Copy of Approved Invoice.

 (Using Agency Name)

 (Authorized Representative Signature)

 (Representative Printed Name)

 (Representative Title)

 (Date)

If this Affidavit is for Final Payment, forward one copy with final Invoice to DCAM/CAP to close out project.

SCOPE OF WORK

Labor – Maintenance of Existing Wetland Unit Structures

Hackberry Flat Wildlife Management Area (WMA), Tillman County, Oklahoma

1. GENERAL REQUIREMENTS

The proposed contract is for the maintenance of four (4) existing wetland unit structures located on the Hackberry Flat Wildlife Management Area near Frederick, Oklahoma in Tillman County. Maintenance will require the use of an excavator with operator for an estimated total of 40 hours for the project (roughly 10 hours of work per wetland unit).

General Project Overview: For the Avocet and Dowitcher wetland units, the project work will consist of the following:

- Remove and replace two (2) old 36" X 70' corrugated metal pipes and screw gates
- Install new pipe, backfill and compact new pipe to the same elevations as the old pipe
- Re-install the screw gates

New pipe, gaskets, and hardware will be provided by ODWC.

For the Millet and Crawdad wetland units, the project work will consist of the following:

- Remove and replace two (2) old 24" X 35' corrugated metal pipes with flashboard risers
- Install new pipe, backfill and compact new pipe and flashboard risers to the same elevation as the old pipe and flashboard risers

New pipe, gaskets, flash board risers and hardware will be provided by ODWC.

All work will require the use of an excavator with operator. The excavator specifications must meet the following requirements:

- Bucket must be a minimum of 50" (inches) wide and have a minimum 50' (foot) reach
- Minimum of 125 HP (horsepower)

Additional Details: All materials needed for this project will be provided by ODWC and onsite for use. This solicitation is for the equipment and labor portion only to complete the project. Due to varying factors such as work schedules, weather, etc., actual work start date may be determined and agreed upon by the area biologist and vendor after contract award.

Location of the job site will be on the Hackberry Flat WMA, located near Frederick, Oklahoma in Tillman County. Rough locations of the four (4) jobsites are as follows: From the Hackberry Flat WMA Headquarter - 1 mile south, 3 miles east, 5 miles south and ¾ mile east. Please see the attached map at the end of the scope of work. Additional directions will be given to the winning bidder as needed. All work will be done as directed by the ODWC area biologist.

Basis of Contract: The proposed contract is for labor only and will be an hourly rate award. The contract will be awarded to one vendor only. Determination of Lowest Responsible Bidder will be made based on the lowest hourly price and the proposed time to complete the work. Material will be provided by ODWC, however vendors are expected to supply all needed equipment and tools to complete the project.

Also, while not required for bid consideration, vendors are encouraged to supply an itemized quote for a breakdown of their submitted price.

Bids are invited as stated on the solicitation cover sheet and must be returned by the date and time specified. Late bids will not be considered. All bids must be accompanied by the Affidavit, attached.

Failure to submit a complete bid, inclusive of affidavits and requested information, may disqualify the bidder. ODWC reserves the right to make any inquiries to ensure that the lowest bidder is actually capable to complete the work in a satisfactory manner.

The contract will be issued by the Office of Management and Enterprise Services, Construction and Properties Division (OMES/CAP). The Contractor shall not begin work until the contract and purchase order is in place, and a written notice to proceed has been issued by OMES/CAP.

Insurance: The successful bidder will be required to provide certificates of insurance for general liability, vehicles and worker compensation in the amounts specified in the contract (attached) immediately upon notification that they are the successful bidder. A contract will not be issued without the required proof of insurance.

Terms and conditions: As stated in the contract.

Change Orders: Changes in the work shall not be undertaken without prior written authorization. Field personnel are not authorized to modify the scope of work in any way or to issue change orders to this contract. Contractor shall submit a written request for a proposed change, the reason for the proposed change and the increase or decrease in price and time required as a result of the change. Cumulative changes that exceed the original contract price by more than 15% are prohibited by Oklahoma law.

Invoicing and Project Communication: All work-execution related communications must go through the Agency Representative. Project invoices, including the attached Form G109, Affidavit for Payment, shall be sent to the Agency Representative at the following address and attention:

Oklahoma Department of Wildlife Conservation
Attn: Kelvin Schoonover
211 North 15
Frederick, OK 73542
kelvin.schoonover@odwc.ok.gov

2. EXECUTION

Scheduling: Provide Agency Representative with proposed work schedule prior to beginning work.

Hour Meter: Hour meter will be read at the start and at the end of each work day.

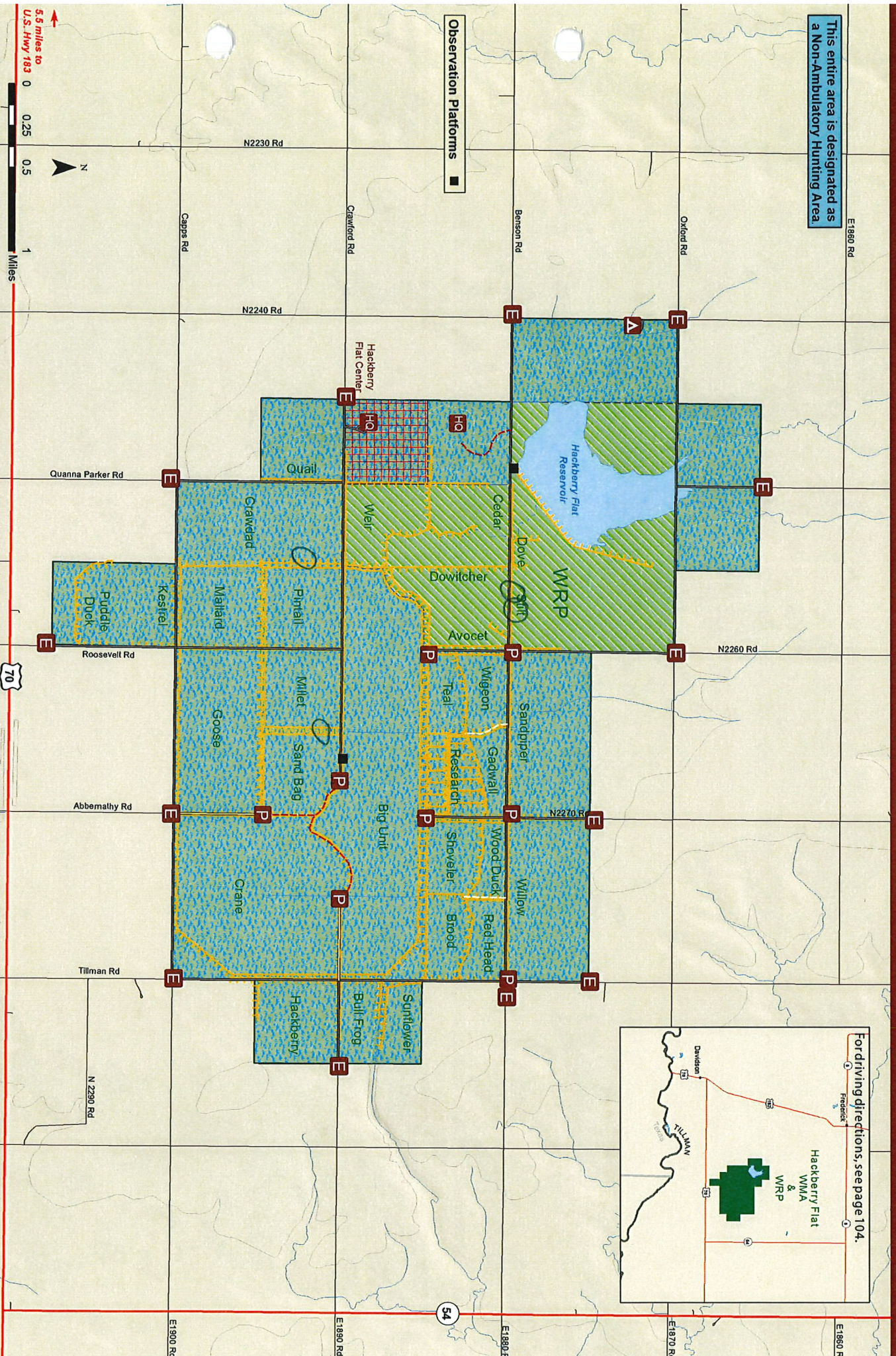
Travel: Operator will not be compensated for travel to and from sites.

Closeout: At completion of the work, conduct final inspection with Agency Representative. Complete any corrective work as directed.

*****End of Scope of Work*****

This entire area is designated as a Non-Ambulatory Hunting Area.

Observation Platforms



For driving directions, see page 104.

