



Solicitation Cover Page
For Minor Projects Under Statutory Amount

OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

DATE OF SOLICITATION made as of the 14th day of July in the year 2020.

Solicitation Information

Solicitation Number: 052A

Project Name: Mowing/Brush Hog

Address: 44174 State Highway 99

City, ST., Zip: Pawhuska, Oklahoma 74056

Bids Due: July 31, 2020 at 3:00 PM.

Using Agency Information

Using Agency Name: OK Dept. of Wildlife Conservation

Point of Contact: Adriana Bustamante

Mailing Address: PO Box 56465

City, ST., Zip: Oklahoma City, Oklahoma 73152

Delivery Address: 1801 North Lincoln Boulevard

City, ST., Zip: Oklahoma City, Oklahoma 73105

Phone: 405.522.5762

Email: adriana.bustamante@odwc.ok.gov

The **OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION** is inviting written bids for all Project Management, Superintendence, labor, machinery, equipment, tools, materials, supplies and appurtenances 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, email or hand delivered to the Using 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 an agreement and the State reserves the right to reject any and all bids.

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

- Bid Form: Submit your Bid using the form provided; and
- Scope of Work (SOW): Description and Requirements of the proposed construction contract.

A Non-Mandatory Pre-bid conference and walk-through will be held **July 21, 2020 at 2:00PM.**

Please follow all CDC guidelines and practice safe social distancing.

If the Bidder has any questions about this Solicitation, please contact the Using 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 State of Oklahoma, Office of Management and Enterprise Services, Division of Capital Assets Management, Department of Real Estate Services, Construction and Properties (Owner Agent for State).



Bid Form
For Minor Projects Under Statutory Amount

OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

To: OK Department of Wildlife Conservation
Attn. Adriana Bustamante
PO Box 53465
Oklahoma City, Oklahoma 73152

From: _____
(Firm Name)

(Address)

RE: Solicitation Number: 052A

(City, ST., Zip)

(Telephone No.)

(EIN/TIN No.)

(Email Address)

ARTICLE 1: General.

1.1 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.

1.2 In submitting the bid, it is understood that the right is reserved by the State of Oklahoma to reject any and all bids, and 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 Notice to Proceed.

1.3 If awarded the project:

(Indicate applicable response and fill in days below)

- ☐ We propose to complete this work within _____ calendar days from the date of receipt of the Notice to Proceed. OR
- ☐ We propose to complete the work in _____ calendar days.

ARTICLE 2: Compliance.

2.1 The Bidder certifies that:

2.1.1 they are an Equal Employment Opportunity Employer and that they do not discriminate in any of their business or employment practices;

2.1.2 they, and all sub-contractors and suppliers performing work on the Project, will comply with the provisions of the Oklahoma Taxpayer and Citizen Protection Act of 2007 and participate in the Status Verification System. The Status Verification System is defined in the Oklahoma Statutes, Title 25 §1312;

2.1.3 they will comply with the laws relating to public construction in the Oklahoma Statutes (Title 61) and the Oklahoma Administrative Code (Section 260, Chapter 65); and

2.1.4 they will comply with all State of Oklahoma Governor's Executive Orders, including those relating to the prohibited use of any and all tobacco product 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.

ARTICLE 3: Bid Proposal:

To furnish all necessary Project Management, Superintendence, labor, machinery, equipment, tools, materials, supplies, and appurtenances to complete all the Work upon which is within these Contract Documents. Any required overtime and similar costs to complete the Project within the above stated days, is included.

Base Bid:

_____ Dollars
(Insert amount using words)

\$ _____
(Insert amount using numbers)

ARTICLE 4: Alternate(s):

Alternate No. 1: [Insert a brief description] or *NA*

NA _____ Dollars
(Insert amount using words)

\$ NA _____
(Insert amount using numbers)

Circle one: ADD DEDUCT

ARTICLE 5: Statements.

5.1 Non-collusion Statement. For the purposes of a competitive bid for a public construction contract, the undersigned, being first duly sworn, certifies that

5.1.1 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;

5.1.2 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

5.1.3 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.

5.2 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

5.3 Business Relationship Statement.

5.3.1 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.)

5.3.2 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.)

5.3.3 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.)

BIDDER:

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.

I solemnly swear or affirm, under penalty of perjury, that the foregoing is true and correct.

(Bidder Signature)

(Bidder Printed Name)

(Bidder Printed Title)

(Date)

052A SCOPE OF WORK
Mowing/Brush Hog
Copan Wildlife Management Area

1. GENERAL REQUIREMENTS

The proposed contract is for the mowing/bush hog of approximately 18 miles of roads, 5 miles of dikes and 7 acres of grass. Roads will be mowed on each side and dikes will be mowed a minimum of 30 wide. All work will take place at Copan Wildlife Management Area in Washington County in northeast Oklahoma.

Copan Wildlife Management Area map attached.

Mowing/brush hog will need to be done two times. The first time will be the week of August 19, 2020. The second time will be the week of September 16, 2020.

A Non-Mandatory Pre-bid conference and walk-through will be held **July 21, 2020 at 2:00PM.**
Please follow all CDC guidelines and practice safe social distancing.

Mower/brush hog must have the following requirement: minimum 15 feet wide.

Vendor will be responsible for supplying all needed materials, equipment, tools and labor to complete the work as required.

All work will be done as directed by the ODWC area biologist/project manager.

Contract will be awarded to one vendor only.

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.

Basis of Contract: The proposed contract will be a total lump sum award. The vendor will be responsible for supplying all equipment, tools and labor to complete the job. The determination of the Lowest Responsible Bidder will be made based on the lowest pricing.

Failure to submit a complete bid, inclusive of all requested information, may disqualify the bidder. ***The Owner reserves the right to make any inquiries to insure that the lowest bidder is actually able 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 is in place and the written Notice to Proceed has been issued by OMES/CAP.

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.

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.

Invoicing and Project Communication (after Notice to Proceed): All work-execution related communications must go through the Agency Representative. Project invoices shall be sent to the ODWC project manager at the following address and attention:

John Rempe
44174 State Highway 99
Pawhuska, Oklahoma 74056
john.rempe@odwc.ok.gov

2. EXECUTION

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

Hour Meter: None. Total lump sum award.

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

Closeout: At completion of the work, a final inspection shall be conducted with the ODWC project manager. Any corrective work shall be completed as directed.

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

