



For Minor Projects Under Statuary Amount

OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

DATE OF SOLICITATION made as of the 29h day of July in the year 2021

Solicitation Information

Solicitation Number: 453C

Project Name: Habitat Improvement -Vegetation Removal of Eastern Red Cedars Address: Cooper Wildlife Management Area City, ST., Zip: Harper County, Oklahoma Bids Due: August 19, 2021 at 3:00 PM.

Using Agency Information

Using Agency Name: OK Dept. of Wildlife Conservation

Point of Contact: Cheryl Luetkemeyer 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: 405-521-2097

Email: cheryl.luetkemeyer@odwc.ok.gov

The <u>OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION</u> 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,
- Vendor Payee Form: Payee Information.
- Vendor Insurance: General Liability and Workers Comp Insurance Certificates

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).



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

Fo: OK Department of Wildlife Conservation From: <i>Attn. Cheryl Luetkemeyer</i>	(Firm Name)	
PO Box 53465	(Pirm Name)	
Oklahoma City, Oklahoma 73152	(Address)	
RE: Solicitation Number: 453C		
	(City, ST., Zip)	
	(Telephone No.)	(EIN/TIN No.)
	(Email Address)	
	,	
ARTICLE 1: General. 1.1 The undersigned, being familiar with the local con Bids and in accordance with the provisions thereof, I necessary for the sums listed herein.	•	
1.1 The undersigned, being familiar with the local cor Bids and in accordance with the provisions thereof, l	ght is reserved by the State of two for a period of thirty (30)	l labor, materials and equipment f Oklahoma to reject any and all
 1.1 The undersigned, being familiar with the local cord Bids and in accordance with the provisions thereof, I necessary for the sums listed herein. 1.2 In submitting the bid, it is understood that the rightids, and it is agreed that this bid may not be withdrawn. 	ght is reserved by the State of	l labor, materials and equipment f Oklahoma to reject any and all
 1.1 The undersigned, being familiar with the local cord Bids and in accordance with the provisions thereof, I necessary for the sums listed herein. 1.2 In submitting the bid, it is understood that the rights, and it is agreed that this bid may not be withdrawork is to start within ten (10) days after receipt of 1.3 If awarded the project: 	ght is reserved by the State of two for a period of thirty (30) Notice to Proceed.	l labor, materials and equipment f Oklahoma to reject any and all

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.

Category	Rate		Estimated Quantity	Subtotal Amount (Rate x Est. Qty.)
Habitat Improvement - Removal of Eastern Red Cedars	\$	per acre	91.5	
Total estimate of contract	\$			

ARTICLE 4: Alternate(s):		
Alternate No. 1: [Insert a brief description] or NA		
NA		Dollars
(Insert amount using words)		
\$_NA	Circle one: ADD	DEDUCT
(Insert amount using numbers)		

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;
5.12 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. 53.1 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.)
53.2 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.)
533 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)

(Date)

(Bidder Printed Title)

SCOPE OF WORK

Services – Vegetation Removal

Approximately 91.5 acres eastern red cedar removal

Cooper WMA located in Harper County, Oklahoma

1. GENERAL REQUIREMENTS

The proposed contract is selective removal of eastern red cedar through mastication or mechanical cutting and stacking to reduce volatile fuel loads and improve wildlife habitat on 91.5 acres located on the Cooper Wildlife Management Area in Harper County. See attached maps for the project area.

<u>Cut and stack Eastern Red Cedars-</u> Cut and stack all cedar trees within a 75 ft. radius out from designated, marked save trees. Save trees are not to be damaged during the cedar removal process. All designated save trees will be clearly marked with flagging or paint. Cedars must be cut at ground level and all green branches of each tree must be removed. Cedars must be stacked in piles containing a minimum of 10 trees. There are approximately 80 designated save trees in this project.

Mastication is permitted in the place of cutting and stacking as long as masticated material is evenly distributed and does not average more than 6 inches in depth on the ground.

<u>Cutting of Eastern Red Cedar-</u> All eastern red cedar trees <u>not</u> located within a 75 ft. radius of designated marked save trees can be cut and left where they fall. All visible cedar trees in the project area are to be cut. Cedar trees must be cut at ground level and all green branches of each tree must be removed.

Minimum Equipment Requirements-

All cutting and mulching equipment must have a minimum of 100 horsepower. All equipment used must be low ground pressure, and equipped with rubber tracks, or rubber tires.

Mandatory Pre-Bid Meeting Requirement-

An onsite mandatory pre-bid meeting will be required for this project.

<u>Vendor is to provide all needed equipment to complete the work as required.</u> Work will not be permitted during the months of October and November; 2021. All work will be done as directed by the ODWC Area Biologist.

Contract will be awarded to one vendor. If vendor is awarded multiple ODWC projects, they must be capable of completing each project as required by contract documents.

<u>Insurance:</u> The successful bidder will be required to provide certificates of insurance for general liability, vehicles and worker compensation along with bonds listed in the project manual general conditions immediately upon notification that they are the successful bidder. A contract will not be issued without the required proof on insurance.

Basis of Contract: The determination of the Lowest Responsive Bidder will be made based on the lowest extended price (per acre rate x 91.5 acres = Total project bid).

ODWC reserves the right to make any inquires 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 written notice to proceed has been issued by OMES/CAP.

Terms and conditions: As stated in the contract.

<u>Invoicing and Project Communication</u>: All work-execution related communication must go through the Agency Representative. Project invoices, including the attached Form G109, shall be sent to the Agency Representative at the following address and attention:

Eddie Wilson, Wildlife Biologist Oklahoma Department of Wildlife 3014 Lakeview Drive Woodward, OK 73801 Phone: 580-334-0343

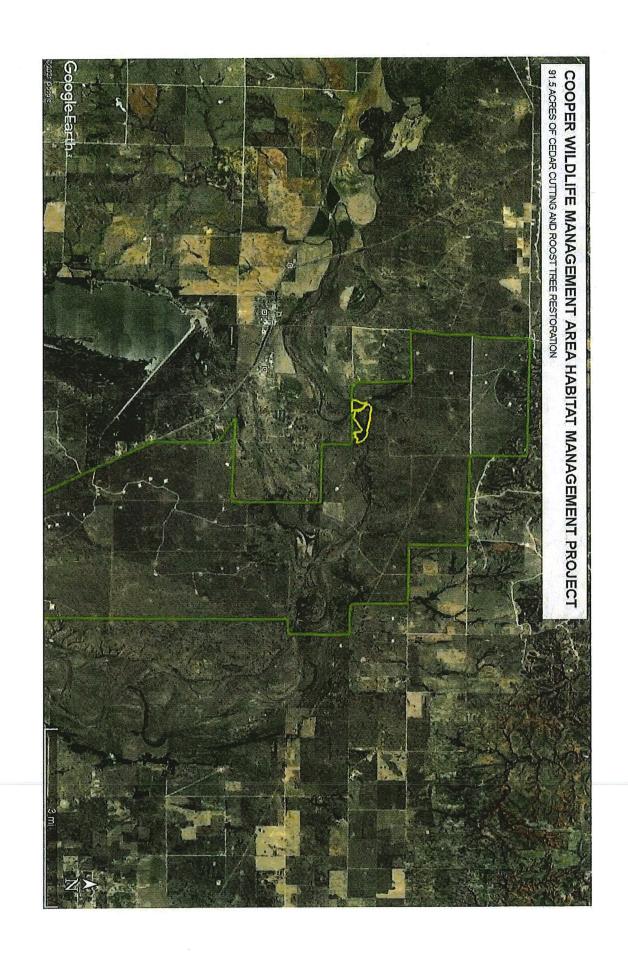
2. EXECUTION

<u>Scheduling:</u> Provide Agency Representative with proposed work schedule prior to beginning work.

<u>Travel</u>: Operator (s) will not be compensated for travel to and from sites.

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

End of Scope of Work







Vendor/Payee Form

Agency: OMES Vendor Management requires the following information for all new non-registered vendors (payees) before payments may be processed. Information is used to establish the payee in the State's PeopleSoft vendor file for payment and procurement activities.

DO NOT use this form for:

Agency Name

Phone #

- ➤ Garnishment Payees: Use OMES Form GarnVendor
- State Employees: Use OMES Employee Vendor Request Form

Fax #

Vendors pending contract award to a solicitation released by the division of Central Purchasing or another Oklahoma state agency <u>MUST</u> first register online with the state unless exempt per statute. For additional information, please refer to <u>Central Purchasing Vendor Registration</u>.

AGENCY SECTION (To be completed by state agency representative):

Email

Contact Name

State agency representative should provide form to payee for completion of the vendor section shown below. Upon receipt of the completed form the agency should enter request instructions below. Please email completed and signed form to vendor.form@omes.ok.gov or fax to 405-522-3663.

Agency Rec	quest 10 - Plea	ase select all app	nicable requ	est types								
☐ Add New	Vendor	☐ Update I	Existing Ver	dor Peop	oleSoft 1	10-dig	git Vend	lor ID				
☐ Add New	Address	☐ Change	Address/Lo	cation Peop	oleSoft A	Addre	ess#			PeopleSoft L	ocation #	
☐ Change Vendor Tax ID ☐ Change Vendor			Vendor Nar	ne 🗆 A	☐ Add Alternate Payee Name				PeopleSoft I	Location #		
☐ Other	Explain											
Vendor 10 Reportab Status	le listed on	page 3 of this fo	orm. If the v		y showir	ng as	1099 F	Reportable	, check	r/payee are repres the Remove box. to this vendor:	,	
	□ 1 - Re	ents			2 - Ro	yaltie	S			☐ 3 – Other Inc	ome	
☐ Add: ☐ 6 - Medical & Health Care		Care	☐ 7 - Non-Employee Compensa				ation 10 - Crop Insurance Proceeds					
☐ Remove:	□ 14 - 0	Gross Proceeds t	to an Attorne	у								
Payee Infor	mation: Please	e provide the req	. Form must	mation for the pay	n d signe ee recei	ed by iving	author funds fr	rized indivion	idual. I	Email or fax to red a state agency. All		
match U.S.	Internal Revenu	ie Service filing r	ecords for th	ne business, indivi	dual or	gove	rnment	entity rece	iving p	ayment.		
Name							Conta	act Name				
Payee Lega	l Name for Busi	iness, Individual	or Governm	ent Entity as filed	with IRS	3	Conta	act Title				
DBA Name							Phone	e #				
Doing Busin	ess As "DBA", (or Disregarded E	ntity Name	if different than Le	gal Nan	пе	Fax #					
Tax Identifi	cation Number	(TIN) and Type):				□ Fe	ederal Emp	loyer II	D (FEIN) □Socia	I Security N	umber (SSN)
Business A	ddress Pleas	se provide prima	ry address a	s reflected on pay	ee's an	nual (U.S. Int	ernal Reve	enue Se	ervice tax docume	ntation	
Address								City				
State			Zip+4			Ren	nittance	e Email				
Optional Ac	idresses – Ple	ase select addre	ss type as a	pplicable								
Type:	☐ Remitting	☐ Ordering	☐ Pricing	☐ Returning	□ Ма	ailing		ther:				
Address								City				
State			Zip+4			Ren	nittance	e Email				
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Name			Title					Email				
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The information below is requested under U.S. Tax Laws. Failure to provide this information may prevent you from being able to do business with the state, or may result in the state having to deduct backup withholding amounts from future payments.
U.S. Taxpayer Identification Number (TIN) Please provide tax identification number applicable for payee IRS tax reporting
Federal Employer Identification Number (FEIN) If none, but applied for, date applied
U.S. Social Security Number (SSN) If none, but applied
Entity Filing Classification:
□ Domestic (U.S.) Sole Proprietor or Individual □ Domestic (U.S.) Partnership □ Domestic (U.S.) Corporation Type:
☐ Limited Liability Company Type:
LLC Disregarded Entity: \Box YES \Box NO Must be verified by LLC's tax division. If applicable, parent name/tax id is required.
☐ Domestic (U.S.) Other Explain:
□ Foreign (Non-U.S.) Sole Proprietor or Individual* □ Foreign (Non-U.S.) Partnership* □ Foreign (Non-U.S.) Type:
☐ Foreign (Non-U.S.) Other* Explain:
FOREIGN VENDOR INSTRUCTIONS: * ADDITIONAL DOCUMENTATION IS REQUIRED.
Please submit the proper U.S. Internal Revenue Service (IRS) Form W-8, Certificate of Foreign Status. Select form below matching the payee's entity or individual description. Please refer to IRS for additional instructions (http://www.irs.gov/pub/irs-pdf/iw8.pdf).
- Form W-8BEN : Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals). http://www.irs.gov/pub/irs-pdf/fw8ben.pdf
 Form W-BEN-E: Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities). http://www.irs.gov/pub/irs-pdf/fw8bene.pdf
- Form W-8ECI: Certificate of Foreign Person's Claim That Income is Effectively Connected With the Conduct of a Trade or Business in the United States. http://www.irs.gov/pub/irs-pdf/fw8eci.pdf
- Form W-8EXP : Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting. http://www.irs.gov/pub/irs-pdf/fw8exp.pdf
- Form W-8IMY : Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding and Reporting. http://www.irs.gov/pub/irs-pdf/fw8imy.pdf
This may exempt you from backup withholding. Form W-8 does not exempt you from the 30% (or lower percentage by treaty) non-resident withholding taxes. To claim this exemption, you must file IRS Form 8233 with us. For more information, refer to IRS Publication 519.
SIGNATURE - AND SUBSTITUTE IRS FORM W-9 CERTIFICATION
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement account (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.
Circustum of Vander Personalistic and divided Person
Signature of Vendor Representative or Individual Payee Date
Title of individual signing form for company
Vendor/Payee (Must be the same as Payee Name from page 1)

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	Architectural Services		515660	Educational Ser	
313230			515940	Individual & Fam	
E4E040	Landscape Architectural Services		515950		d, Housing & Emergency & Other Relief Services
515240	Engineering Services			•	
515250	Drafting Services		515960		abilitation Services
515260	Building Inspection Services		515970	Child Day Care	
515270	Geophysical Surveying & Mapping Services		515980		ent and Recreation
515280	Surveying and Mapping (except geophysical) Se	ervices	515990		except Public Administration)
515290	Testing Laboratories		517110		e – Employee Transfer
515300	Interior Design Services		531150	Printing and Bind	ding Contract
515310	Industrial Design Services		531160	Advertising	
515320	Graphic Design Services		531170	Informational Se	rvices
515330	Other Specialized Design Services		531190	Exhibitions, Show	ws and Special Events
515350	Custom Computer Programming Services		531220	Burial Charges	
	Computer Systems Design Services		531330	Jury and Witness	s Fees
515360			531500	Moving Expense	
515370	Computer Facilities Management Services		533100		s – General Repair – Other Items
515380	Other Computer Related Services				
515400	Administrative Management & General Manager	ment	533110		Repair of Buildings & Grounds (outside vendors)
	Consulting Services	_	533120		Repair – Equipment (outside vendors)
515410	Human Resources & Executive Search Consulti	ng Services	533130		Repair of Telephone Equipment (outside vendors)
515420	Marketing Consulting Services		533140		Repair of Data Processing Equipment (outside
515430	Process, Physical Distribution, & Logistics Cons	ulting Services		vendors)	
515440	Other Management Consulting Services	=	533150	Maintenance & F	Repair of Data Processing Software (outside
515450	Environmental Consulting Services			vendors)	
515460	Other Scientific & Technical Consulting Services	3	533190	,	Repair – Employee Uniforms
515470	Research & Development in the Physical, Engin		545110	Purchase of Lan	
010710	Sciences	icoming, & Life	545210		in in Progress) – Land Improvements
E1E400		o 0 Llumonitic -	546210		ther Structures – Construction and Renovation
515480	Research & Development in the Social Sciences	s α παιτιαnities	546210		nce and Repair of Equipment
515490	Advertising and Related Services				
515500	Marketing Research & Public Opinion Polling		547110		dge Construction Expense – Contractual
515510	Photographic Services		547120		d Repairs to Highways and Bridges
515520	Translation & Interpretation Services		547210		nce and Renovation – Bridges
515540	All other Professional, Scientific and Technical S	Services	552100	Stipends – Othe	
515550	Management of Companies & Enterprises		552120	Teacher Stipend	ls ("Incentive" payments)
515560	Office Administrative Services		552130		e Corps Stipends
515570	Employment Placement Services		553160	Non-Employee R	Reportable Court Ordered or Legal Settlements
515580	Business Support Services		554190	Voter Registratio	on Services
515590	Document Preparation Services		561140	Pollution Remed	
010030	Doddinent i reparation dervices		551170		=====================================
	DOSS BROCEERS TO AN ATTORNEY				
	ROSS PROCEEDS TO AN ATTORNEY				
553180	Settlements – Paid To/Thru Attorney				