



KINGFISHER COUNTY COMMISSIONERS

Jeff Moss, District 1
Ray Alan Shimanek, District 2
Heath Dobrovoly, District 3

Phone: (405) 375-3808
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Kingfisher County Courthouse
101 S. Main, Room #9
Kingfisher, OK 73750

May 3, 2021

Bid # 13-20-21

NOTICE TO BIDDERS

Notice is hereby given that the Board of County Commissioners of Kingfisher County will receive sealed bids for HVAC Scheduled Service Agreement at the Kingfisher County Justice Center.

Bids will be accepted at the Kingfisher County Courthouse in the Office of the County Clerk until 4:00pm on the 28th day of May 2021 to be opened at their regular meeting of June 1st, 2021.

Statement of Work and Specifications of the project to be bid are included in the bid packet and also available from the purchasing agent located in the Kingfisher County Clerk's office.

The successful bidder is required to show certificates of Insurance, its limits, and Workers Compensation Insurance. This will be detailed in the Statement of Work and general requirements.

The Board of County Commissioners reserves the right to reject any or all bids. All bidders must complete a statement of non-collusion, it shall accompany the sealed proposal of each bidder. Please contact Kingfisher County Clerk's office for bid results at 405-375-3887.

Board of County Commissioners
Kingfisher County Courthouse
Kingfisher, Oklahoma

CHAIRMAN: *[Signature]*
Heath Dobrovoly

MEMBER: *[Signature]*
Jeff Moss

MEMBER: *[Signature]*
Ray Shimanek

ATTEST:

[Signature]

COUNTY CLERK



VENDORS LIST
Kingfisher County Sheriff's Department
HVAC Service Agreement

Johnson Controls
ATTN: Josh Rich
4730 SW 20th St.
OKC, OK 73128

Trane U.S. Inc. dba Trane
ATTN: Mark Pittenger
305 Hudiburg Circle
Oklahoma City, OK 73108

Hartzell's Heat & Air
602 S Main St
Kingfisher, OK 73750

S & J Heating and Air Conditioning
1417 S Main St
Kingfisher, OK 73750

Airco Service
14801 Santa Fe Crossing Dr
Edmond, OK 73013

Hinton Refrigeration Co
1020 N Virginia Dr
Oklahoma City, OK 73107

Statement of Work

General: The Bidder should bid labor and materials necessary for a one (1) year service agreement. Bidder to perform all periodic maintenance, following OEM standards. Bidder to keep HVAC and BAS equipment running optimally and prevent unplanned downtime. Bidder assumes all responsibilities for planning, scheduling and managing routine maintenance on all HVAC equipment.

Sec 1. Removal of damaged roadway - N/A

Sec 2. Subgrade Testing - N/A

Section 3 Aggregate Base - N/A

Section 4. Concrete - N/A

Section 5 Traffic Control - N/A

Section 6 Pavement Marking - N/A

Sec 7. Insurance

The contractor shall not commence work under this contract until he has obtained all insurance required under these specifications and such insurance has been approved by the owner, nor shall the contractor allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been so obtained and approved.

Compensation and Death Liability Insurance. The contractor shall maintain during the life of this contract Workmen's Compensation Insurance as prescribed by the laws of the State of Oklahoma and Employer's Liability Insurance in the amount not less than **One Hundred Thousand Dollars (\$100,000.00)** for all his employees at the site of the project, and, in case any work is sublet the contractor shall require subcontractors similarly to provide Workmen's Compensation and Employer's Liability Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the contractor. In the event any class of employees engaged in hazardous work performed under this contract at the site of the project is not protected under this insurance heretofore mentioned, the contractor shall provide, and shall cause each subcontractor to provide, adequate insurance for the protection of his employees not otherwise protected.

Public Liability and Property Damage Insurance.

- (a) The contractor and/or subcontractor shall maintain during the life of this contract such Public Liability and Property Damage Insurance as will protect him from claims for damages for bodily injury, including accidental death, as well as from claims from property damages, which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them and the amounts of such insurance shall be as follows:

Bodily Injury Liability and Property Damage Liability: Limits shall be carried in the amounts of **not less than \$300,000.00** for any claim or to any claimant who has more than one claim for loss arising out of a single accident or occurrence; and not less than \$300,000.00 to any claimant for his claim for any other loss arising out of a single accident or occurrence; and not less than \$1,000,000.00 for any number of claims arising out of a single occurrence or accident.

(b) Contractor shall provide Owner's Protection Liability Insurance with this owner as the named insured, and the Engineers as additional insured, to protect the owner and Engineers against claims arising out of operations of contractors and other independent contractors, as well as omissions of supervisory acts of the owner and Engineers in connection with the performance of the contract covered by these specifications in the following minimum accounts:

Bodily Injury Liability and Property Damage Liability: Limits shall be carried in the amounts of **not less than \$300,000.00** for any claim or claimant who has more than one claim for loss arising out of a single accident or occurrence; and not less than \$300,000.00 to any claimant for his claim for any other loss arising out of a single accident or occurrence; and not less than \$1,000,000.00 for any number of claims arising out of a single occurrence or accident.

(c) The policies of insurance shall be executed by an insurance or indemnity carrier authorized to do business in the State of Oklahoma.

(d) Before awarding a contract, the owner will be furnished a binder or certificate of insurance showing the coverage to be in effect.

Proof and Carriage of Insurance. The contractor shall furnish the owner with satisfactory proof of carriage of the insurance required.

Sec. 8 Damage Claims

The contractor and his surety shall defend, indemnify and save harmless the owner and all its officers, agents and employees from all suits, action or claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person or persons or property by or from the said contractor or his employees or by or in consequence or any negligence in safeguarding the work or through the use of unacceptable materials in constructing the work or by or on account of any act or omission, neglect or misconduct of the said contractor or by or on account of any claim or amounts recovered by any infringement of patent, trademark or copy right, or from any claims or amounts arising or recovered under the Workman's Compensation Law or any other law, ordinance, order or decree and so much of the money due the said contractor under and by virtue of his contract as shall be considered necessary by the owner may be retained for the use of the owner or in case no money is due, his surety shall be held until such suits or suit, action or actions, claim or claims for injury or damage as aforesaid shall have been settled and satisfactory evidence to that effect furnished to the owner.

Contractor's Claim for Damages. Should the contractor claim compensation for any alleged damage by reason of the acts or omissions of the owner, he shall within ten (10) days after the sustaining of such damage, make a written statement to the Board setting out in detail the nature of the alleged damage. On or before the 25th day of the month succeeding that in which any such damage is claimed to have been sustained, the contractor shall file with the Board an itemized statement of the details and amount of such damage and upon request shall give the Board access to all books of account, receipts, vouchers, bills of lading and other books or papers containing any evidence as to the amount of such damage. Unless such statement shall be filed as herein required, the contractor's claim for compensation shall be waived and he shall not be entitled to payment on account of any such damage.

Sec. 9 Prosecution of Work

The contractor shall begin the work to be performed under the contract within the time limit stated in the advertisement, proposal and contract, and shall conduct the work in such a manner with sufficient equipment, materials and labor as is necessary to insure its completion within the time limit set forth in the advertisement, proposal and contract. The sequence of all construction operations shall at all times be as directed by or approved

by the Board or designee. Should the prosecution of the work for any reason be discontinued by the contractor, he shall notify the Board or designee at least twenty-four (24) hours in advance of resuming operations.

Limitation of Operation. The contractor shall conduct his work so as to create a minimum amount of inconvenience to the public. At any time when in the judgment of the Board the contractor has obstructed or closed or is carrying on operations on a greater portion of the street or public way than is necessary for the proper execution of the work, the Board may require the contractor to finish the section of work which is in progress before work is started on any additional section.

Character of Workmen and Equipment. The contractor shall employ such superintendents, foremen and workmen as are careful and competent and the Board may demand the dismissal of any person or persons employed by the contractor, in, about or on the work who shall misconduct himself of being incompetent or negligent in the proper performance of his or their duties or neglect or refuse to comply with the directions of the Board, and such person or persons shall not be employed again thereon without the written consent of the Board. Should the contractor continue to employ or again employ such person or persons without the written consent of the Board, then the Board may withhold all estimates which are or may become due or may suspend work until such orders are complied with.

All workmen shall have sufficient skill and experience to properly perform the work assigned them. All workmen engaged on special work or skilled work or in any trade shall have sufficient experience in such work to properly and satisfactorily perform it and operate the equipment involved, and shall make due and proper effort to execute the work in the manner prescribed in these specifications. Otherwise, the Board may take action as above prescribed.

The contractor shall furnish such equipment as is considered necessary for the prosecution of the work in an acceptable manner and at a satisfactory rate of progress. All equipment, tools and machinery used for handling materials and executing any part of the work shall be subject to the approval of the Engineer and shall be maintained in a satisfactory working condition. Equipment on any portion of the work shall be such that no injury to the work or adjacent property will result from its use.

Day's Work; Working Hours. Work shall be done only during regular and commonly accepted and prescribed working hours. No work shall be done nights, weekends or holidays recognized by the County unless a special order or permit is given by the Board to do so. The contractor shall observe all State laws and City ordinances governing the hours of work.

Time of Commencement and Completion. The contractor shall commence work within the time specified in the advertisement, proposal or contract and the rate of progress shall be such that the whole work will be performed and the premises cleaned up in accordance with the contract, plans and specifications within the time limit, where such time limit is stated in the advertisement, proposal or contract, unless an extension of time be made in the manner hereinafter specified.

Extension of Time of Completion. The contractor shall be entitled to an extension of time, as provided herein only when claim for such extension is submitted to the Board in writing by the contractor within seven (7) days from and after the time when any alleged cause of delay shall occur and then only when such claim is approved by the Board. In adjusting the contract time for the completion of the projects, all strikes, lockouts, unusual delays in transportation or any condition over which the contractor has no control and also any suspensions ordered by the Board or designee for causes other than inclement weather, not the fault of the contractor shall be excluded from the computation of the contract time for completion of the work. If the satisfactory execution and completion of the contract should require work or materials in greater amount or quantities than those set forth in the contract, then the contract time shall automatically be increased in the same proportion as the cost of the additional work bears to the cost of the original work contracted for. No allowance shall be made for delays or suspension of the prosecution of the work due to the fault of the contractor or due to inclement weather.

Failure to Complete Work on Time. Time is of the essence in the completion of this Contract.

The parties agree that the County would suffer damages should the Contractor fail to complete work on time. The parties also agree that it would be impracticable and extremely difficult to fix actual damages for the Contractor's failure to complete work on time. For each calendar day that any work shall remain uncompleted after the time agreed upon in the proposal or the contract, or as automatically increased by additional work or materials ordered after the contract is signed, or the increased time granted by the owner for the completion of said work, the sum per day given in the following schedule, unless otherwise specified in the proposal or special provision, will be deducted from the monies due the contractor, not as a penalty but as liquidated damages.

<u>Amount of Contract</u>	<u>Amount of Liquidated Damages per Day</u>
Less than \$5,000.00	100.00
\$ 5,000.00 and less than \$ 15,000.00	150.00
\$ 15,000.00 and less than 25,000.00	200.00
\$ 25,000.00 and less than 50,000.00	250.00
\$ 50,000.00 and less than 100,000.00	300.00
\$100,000.00 and over	350.00

The sum of money thus deducted for such delay, failure or non-completion is not to be considered as a penalty, but should be deemed, taken and treated as reasonable liquidated damages since it would be impracticable and extremely difficult to fix the actual damages.

Temporary Suspensions. The Board shall have the authority to suspend the work wholly or in part for such period or periods as he may deem necessary, due to unsuitable weather or such other conditions as are considered unfavorable for the suitable prosecution of the work.

If it should become necessary to stop work for an indefinite period, the contractor shall store all materials in such manner that they will not obstruct or impede the traveling public unnecessarily nor become damaged in any way, and he shall take every precaution to prevent damage or deterioration of the work performed, and shall provide suitable drainage about the work and erect temporary structures where necessary.

The contractor shall not suspend work without written authority from the Board or designee and shall proceed with the work promptly when notified by the Board or designee to resume operations.

Suspension of Work and Annulment of Contract. The work or any portion of the work under contract shall be suspended immediately, on written order of the Board, a copy of such notice to be served upon the contractor's surety, or the contract may be annulled by the owner, for any good cause or causes, among others of which special reference is made to the following:

- (a) Failure of the contractor to start the work within the time limit specified.
- (b) Substantial evidence that the progress being made by the contractor is insufficient to complete the work within the specified time.
- (c) Failure of the contractor to provide sufficient and proper equipment for properly executing the work.
- (d) Deliberate failure on the part of the contractor to observe any requirements of these specifications or to comply with any orders given by the Board or designee, as provided for in these specifications.

- (e) Failure of the contractor promptly to make good any defects in materials or workmanship or any defects of any other nature, the correction of which has been directed in writing by the Board.
- (f) Substantial evidence of collusion for the purpose of illegally procuring a contract or perpetrating fraud on the owner in the construction of work under contract.

When work is suspended for any one of the causes itemized above, or for any other cause or causes, the contractor shall discontinue the work or such part thereof as the owner shall designate, whereupon the surety may, at its option, assume the contract or that portion thereof which the owner has ordered the contractor to discontinue and may perform the same or may, with the written consent of the Engineer, approved by the Board, sublet the work or portion of the work so taken over; provided, however, that the surety shall exercise its option, if at all, within two (2) weeks after the written notice to discontinue work has been served upon the contractor and upon the surety or its authorized agent. The surety, in such event, shall assume the contractor's place in all respects and shall be paid by the owner for all work performed by it in accordance with the terms of the contract and, if the surety, under the provisions hereof, shall assume said entire contract, all monies remaining due the contractor at the time of his default shall thereupon become due and payable to the surety as the work progresses, subject to all the terms of the contract.

In the event the surety does not, within the time hereinbefore specified, exercise its right and option to assume the contract, or that portion thereof which the owner has ordered the contractor to discontinue, then the owner shall have the power to complete, by contract or otherwise as it may determine, the work herein described, or such part thereof as it may deem necessary, and the contractor hereby agrees that the owner shall have the right to take possession of and use any of the materials, plant, tools, equipment, supplies, and property of every kind provided by the contractor for the purpose of his work and to procure other tools, equipment and materials for the completion of the same, and to charge to the account of the contractor the expense of said contract for labor, materials, tools, equipment and expenses incident thereto. The expense so charged shall be deducted by the owner out of such monies as may be due or may at any time thereafter become due the contractor under and by virtue of the contract or any part thereof. The owner shall not be required to obtain the lowest bid for the work of completing the contract but the expense to be deducted shall be the actual cost of such work. In case such expense is less than the sum which would have been payable under the contract, if the same had been completed by the contractor, the balance shall operate as liquidated damages, as hereinabove set out. In case such expense shall exceed the amount which would have been payable under the contract, if the same had been completed by the contractor then the contractor and his surety shall pay the amount of such excess to the owner on notice from the owner of the excess so due. When any particular part of the work is being carried on by the owner by contract or otherwise under the provisions of this section, the contractor shall continue the remainder of the work in conformity with the terms of the contract and in such manner as in no wise to hinder or interfere with the performance of workmen employed as above provided by the owner.

Termination of Contract. The contract will be considered fulfilled, save as provided in any bond or bonds or by law, when all the work has been completed, the final inspection made by the Engineer, and final acceptance and final payment made by the owner.

Sec. 10 Payment

Schedule of Values (for Lump Sum Contracts Only). Contractors will submit schedule of unit prices of various parts of the work within ten (10) days after the contract is awarded. Schedule shall be a complete breakdown of labor and materials required for the job showing quantities and unit prices. The whole aggregating the total sum of the contract. The schedule when approved by the Board shall be used as a basis for monthly payments to the contractor. In applying for payments the contractor's statement shall be broken down in conformity with this schedule.

Scope of Payment. The contractor shall receive and accept the compensation as herein provided in a lump sum full payment for furnishing all labor, materials, tools, equipment and incidentals, for performing all work contemplated and embraced under the contract; for all loss of damage arising out of the nature of the work or from the action of the elements, for any unforeseen defects or obstructions which may arise or be encountered during the prosecution

of the work and before its final acceptance by the Board; for all risks of every description connected with the prosecution of the work; for all expenses incurred by or in consequence of suspension or discontinuance of such prosecution of the work as herein specified; for any infringement of patents, trademarks or copyrights and for completing the work in an acceptable manner according to the plans and specifications.

The payment of any current or partial estimate prior to final acceptance of the work by the owner shall in no way constitute an acknowledgement of the acceptance of the work nor in any way prejudice or affect the obligation of the contractor to repair, correct, renew, or replace at his expense any defects or imperfections in the construction of the work under the contract and its appurtenances nor any damage due to or attributed to such defects, which defects, imperfections or damage shall have been discovered on or before the final inspection and acceptance of the work. The Board shall be the sole judge of such defects, imperfections or damage and the contractor shall be liable to the owner for failure to correct the same as provided herein.

Payment for Extra Work. The extra work done by the contractor as authorized and approved by the Board, will be paid for in the manner hereinafter described and the compensation thus provided shall be accepted by the contractor as payment in full for all labor, materials, tools, equipment and incidentals, and all superintendents and timekeepers services, all insurance and all other overhead expense incurred in the prosecution of the extra work.

Payment for extra work will be made by one or more of the following methods:

- (a) Unit prices agreed on in writing by the Board and the contractor and approved by the Board before said work is commenced, subject to all other conditions of the contract.
- (b) A lump sum price agreed on in writing by the Board and the contractor and approved by the Board before said work is commenced, subject to all other conditions of the contract.
- (c) The actual cost including labor, materials, tools, equipment and field supervision of such extra work plus fifteen percent (15%) which fifteen percent (15%) is hereby understood and agreed to include all overhead expense and profits, when agreed upon in writing by the Board and the contractor, and approved by the Board before said work is commenced; subject to all other conditions of the contract.

Acceptance and Final Payment. All prior estimates, upon which payments have been made, are subject to necessary corrections or revisions in the final payments. The amount of this estimate, less any sums that have been deducted or retained under the provisions of the contract, will be paid to the contractor as soon as practicable after the final acceptance, provided the contractor has furnished to the owner satisfactory evidence that all sums of money due for any labor, materials, apparatus, fixtures or machinery furnished for the purpose of such improvement have been paid or that the person or persons to whom the same may respectively be due have consented to such final payment.

The acceptance by the contractor of the last payment, as aforesaid, shall operate as and shall be a release to the owner from all claims or liability under the contract for anything done or furnished or relating to the work under the contract or for any act or neglect of said owner relating or connected with the contract.

NOTICE: All Bidders must complete a Statement of Non-Collusion, Work Comp. and Liability coverage.

PROPOSAL

Kingfisher County Sheriff's Department HVAC Service Agreement

The proposed HVAC service agreement consists of the following:

The Bidder should bid labor and materials necessary to complete this project. Bidder to perform all periodic maintenance, following OEM standards. Bidder to keep HVAC and BAS equipment running optimally and prevent unplanned downtime. Bidder assumes all responsibilities for planning, scheduling and managing routine maintenance on all HVAC equipment. Bidder to supply and change filters and clean units every 3 months. Bidder to service, manage, and document all refrigerant and are knowledgeable of applicable law and time constraints to repair leaks. Bidder will track all refrigerant in all equipment serviced regardless of appliance size and maintain complete record of refrigerant transactions and appliance leak rates. Refrigerant reports shall be provided by the Bidder and contain the information to satisfy EPA record keeping requirements. Laboratory Analysis tests on system fluids for contaminants and other physical characteristics and trends to identify conditions indicating sub-optimal HVAC system performance before issues become critical. Bidder must provide a service agreement contract that will be approved by Kingfisher Board of County Commissioners and the Kingfisher ADA. The successful bidder is required to show certificates of Insurance, its limits, and Workers Compensation Insurance.

Technician visits are scheduled in advance

Service is completed during normal business hours

Basic supplies, such as grease, cleaning solvents and wiping cloths, are included in the annual fee

Stay in compliance with state and federal regulations and provide acceptable documentation to authorities during audits

Collect refrigerant information for covered equipment during onsite visits

Generate Refrigerant Usage Reports are according to our needs

Samples collected by technicians during regular maintenance

Laboratory analysis of oil, absorption solutions and refrigerants

Available 24-hours a day, giving your facility precedence during urgent situations

PROPOSED SERVICE FLOW

The following Customer Service Flows provide additional service description detail for Covered Equipment.

Note: This section clarifies differences in the work being performed between sites and the equipment:

Service 1: Air Cooled Package GE Cooling Pre-Season Annual Start Up
Description

- Unitary Visual Equipment Inspection
- Lock Out Tag Out (Standard)

- Supply Fan Inspection
- Meg Supply Fan Without VFD
- Meg Compressor Motor
- Electrical Inspection
- Filter Inspection And Change (Merv-8 Filters Provided)
- Condensate Drip Pan Treatment
- Condenser Coil Cleaning (Light Commercial)
- Condenser Fan Check
- Remove Lock Out Tag Out
- Check Damper
- Inspect Reversing Valve
- Start Up Seasonal Cooling

Service 2: Air Cooled Package GE Quarterly Inspection
Description

- Unitary Visual Equipment Inspection
- Supply Fan Inspection Including LOTO
- Filter Inspection And Change (Merv-8 Filters Provided)
- Log Unit (Unitary)

Service 3: Mini Split Heat Pump Condenser Annual Inspection
Description

- Customer Notification of Unit Maintenance
- Initial Site Inspection
- Review Diagnostics (Standard)
- Lock Out Tag Out (Standard)
- Check Electrical Connections (Outdoor Unit)
- Condenser Coil Cleaning
- Remove Lock Out Tag Out
- Start-Up Seasonal Cooling
- Check Amp Draw
- Return Unit to Normal Operation

Service 4: Precedent Cooling Pre-Season Annual Start-Up
Description

- Unitary Visual Equipment Inspection
- Supply Fan Inspection Including LOTO
- Bearing Lubrication
- Filter Inspection and Change (Merv-8 Filters Provided)
- Check Damper
- Condensate Drip Pan Treatment
- Condenser Coil Cleaning (Light Commercial)
- Meg Supply Fan without VFD

- Meg Compressor Motor
- Electrical Inspection
- Condenser Fan Check (Unitary)
- Start Up Seasonal Cooling

Service 5: Precedent Quarterly Inspection

Description

- Unitary Visual Equipment Inspection
- Supply Fan Inspection Including LOTO
- Filter Inspection and Change (Merv-8 Filters Provided)
- Condensate Drip Pan Treatment
- Log Unit (Unitary)

Service 6: Wall Mounted Ductless Indoor Unit Annual Inspection

Description

- Lock Out Tag Out (Standard)
- Check Electrical Connections (Indoor Unit)
- Clean Air Filter
- Clean Coil
- Clean Condensate Drain Pan/Pipe
- Leak Test Inspection
- Remove Lock Out Tag Out and Restore Power
- Verify Incoming Voltages
- Verify Operating Voltages
- Measure Amperage of Motor
- Log Unit and Operation Check
- Check Controller Operation
- Recommend Wireless Remote Control Batteries

Service 7: Wall Mounted Ductless Indoor Unit Quarterly Inspection

Description

- Visual Inspection for Abnormality, Damage and Missing Hardware
- Clean Air Filter (Merv-8 Filters Provided)
- Evaporator Coil Check (Generic)
- Clean Condensate Drain Pan/Pipe

HVAC EQUIPMENT COVERAGE

Kingfisher County Justice Center

The following "Covered Equipment" will be serviced at Kingfisher County Justice Center:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
1.5-5 ton Pkgd. Gas/Elec. Rooftop Convert. R-410A	1	Trane	4YCC4030A1	192610249L	

Description	Quantity Per Term
Air Cooled Package GE Cooling Pre-Season Annual Start Up (Service 1)	1
Air Cooled Package GE Quarterly Inspection (Service 2)	3

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
JV-MitsubishiDuctlessSplit PS	1	Trane	PKA-A30KA7	93M00800- PKA-A30KA7.	
JV-MitsubishiDuctlessSplit PS	1	Trane	PKA-A30KA7	93M00801- PKA-A30KA7.	

Description	Quantity Per Term
Wall Mounted Ductless Indoor Unit Annual Inspection (Service 6)	1
Wall Mounted Ductless Indoor Unit Quarterly Inspection (Service 7)	3

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
JV-MitsubishiDuctlessSplit PS	1	Trane	PUZ-A30NHA	95U04860C- PUZ-A30NHA	
JV-MitsubishiDuctlessSplit PS	1	Trane	PUZ-A30NHA	95U04861C- PUZ-A30NHA	

Description
 Mini Split Heat Pump Condenser Annual Inspection (Service 3)

Quantity Per Term
 1

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
3-10 Ton R410A PKGD Unitary Gas/Electric Rooftop	1	Trane	YHC037E3RX	192813418L	
3-10 Ton R410A PKGD Unitary Gas/Electric Rooftop	1	Trane	YHC047E3RX	192813392L	
3-10 Ton R410A PKGD Unitary Gas/Electric Rooftop	1	Trane	YHC047E3RX	192813404L	
3-10 Ton R410A PKGD Unitary Gas/Electric Rooftop	1	Trane	YHC047E3RX	192813416L	
3-10 Ton R410A PKGD Unitary Gas/Electric Rooftop	1	Trane	YHC047E3RX	192813440L	
3-10 Ton R410A PKGD Unitary Gas/Electric Rooftop	1	Trane	YHC047E3RX	192813452L	
3-10 Ton R410A PKGD Unitary Gas/Electric Rooftop	1	Trane	YHC067E3RX	192813428L	
3-10 Ton R410A PKGD Unitary Gas/Electric Rooftop	1	Trane	YHC067E3RX	192813344L	

Gas/Electric Rooftop					
3-10 Ton R410A PKGD Unitary Gas/Electric Rooftop	1	Trane	YHC074F3RX	192811799L	
3-10 Ton R410A PKGD Unitary Gas/Electric Rooftop	1	Trane	YHC074F3RX	192811803L	
3-10 Ton R410A PKGD Unitary Gas/Electric Rooftop	1	Trane	YHC092F3RX	192811798L	

Description
 Precedent Cooling Pre-Season Annual Start-Up (Service 4)
 Precedent Quarterly Inspection (Service 5)

Quantity Per Term
 1
 3

SITE COVERAGE

Kingfisher County Justice Center	1001 Victory Rd, Kingfisher, OK 73750
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NOTICE TO PROCEED

TO:

FROM: Kingfisher County Commissioners, Kingfisher County, Oklahoma

YOU ARE HEREBY NOTIFIED that all contract documents have been executed and accepted in relation to the contract on

**Kingfisher County Sheriff's Department
HVAC Service Agreement**

entered into on the ___ day of _____, 20 ____, by and between the County and

_____ and that work may now be commenced in accordance with said
Contract. With a contract time of (1 year) 365 calendar days, the completion date is the ____ day of
, 20____.

DATED at Kingfisher County, Oklahoma this ____ day of _____, 20____.

Kingfisher County Commissioners, Kingfisher County, Oklahoma

By: _____

Chairman

cc: County Clerk

INVOICE AFFIDAVIT

STATE OF _____)

) SS.

COUNTY OF _____)

The undersigned (architect, contractor, supplier, engineer, or supervisory official) of lawful age, being first duly sworn, on oath says that this invoice, claim or contract is true and correct. Affiant further states that the work, services, or materials as shown by this invoice or claim have been completed or supplied in accordance with the plans, specifications, orders or requests furnished to the affiant. Affiant further states that (s) he has made no payment, given or donated or agreed to pay, give or donate either directly or indirectly to any elected official, officer or employee of the State of Oklahoma, of money or any other thing of value to obtain payment or the award of this contract.

**Kingfisher County Sheriff's Department
HVAC Service Agreement**

Signature - Contractor or Supplier

Company Name (Print or Type)

Address

City, State, Zip

Subscribed and sworn to before me this _____ day of _____, 20_____.

_____, Notary Public

My Commission Expires: _____

PROPOSAL

TO: Kingfisher County Commissioners
Kingfisher County, Oklahoma

Gentlemen:

Pursuant to the notice inviting proposals, the undersigned bidder herewith submits his proposal.

He declares he has carefully examined the Plans, Specifications and forms of Contract and bonds as set forth in the proceedings for:

**Kingfisher County Sheriff's Department
HVAC Service Agreement**

and that he has reached a full understanding of everything required on said Plans and Specifications, and that he has informed himself as to the kind and quantities of various materials to be furnished and/or the nature and location of the work to be done, and all other matters affecting the work.

The undersigned bidder proposes and agrees that if his proposal is accepted, to enter into contract with the County, on forms prescribed, with approved sureties, within seven (7) days, after notice of award to execute the Contract, and to furnish to the County with certificates of Insurance, its limits, and Workers Compensation Insurance guaranteeing the faithful performance of the work and payment of bills.

To do any extra work not covered by the following schedule of prices or stipulated lump sum price which may be ordered by the Commissioner/or designee and to accept as full compensation therefor such prices as may be agreed upon in writing by the Engineer and the Contractor in accordance with Section 108.04 of the General Provisions.

It is further agreed that the Contractor shall begin the work on the date indicated in the Notice to Proceed and to prosecute said work in such a manner as to complete all work contracted for within 365 calendar days following the Notice to Proceed. The Notice to Proceed shall become effective within 30 calendar days of the bid opening.

The Contractor shall take out and maintain public liability insurance in accordance with Section 106.25 of the General Provisions of the Specifications. A copy of said Specifications is now on file in the Office of the County Clerk.

Signature - Contractor or Supplier

Company Name (Print or Type)

Address

City, State, Zip

S.A. & I. 425 (2000)

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

State of Oklahoma) SS

County of Kingfisher)

_____, lawful age, being first duly sworn, on oath says, 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 county official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of contract.

Bidder:

Name:

Address:

Phone Number:

Signature

Subscribed and sworn to before me the _____ day of _____, 2017.

Notary Public (or Clerk or Judge)

My commission expires: _____

Note:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okla. St. Ann. 138