

## **NOTICE TO BIDDERS**

On behalf of the Peoria Fire Department, sealed bids will be received in the Office of the Ottawa County Clerk, Reba G. Sill, at 102 East Central Avenue, Suite 103 in Miami, Oklahoma 74354 until 9:10 AM on August 29, 2011. Bids will then be publicly opened and read aloud by the Board of County Commissioners on the following:

### **4 x 4 UTILITY VEHICLE w/ TRAILER LEASE**

Lease/purchase option shall be exercised in accordance with O.S. 62, Section 430.1. **Vendor** must secure financing with a competitive interest rate not to exceed that allowed by State Statute.

One fully-serviced Utility Vehicle (with Trailer) that meets or exceeds the following minimum specifications:

ENGINE: Minimum 3-cylinder, 4-cycle, 22 horsepower

DRIVE TRAIN: Four-wheel drive

SUSPENSION: Independent front / rear suspension

TIRES: Heavy-duty all-terrain

BRAKES: Front / rear four-wheel hydraulic disc

STEERING: Rack and pinion steering

WHEELBASE: Minimum 75 inches

GROUND CLEARANCE: Minimum 11 inches

SEAT CAPACITY: 3-person bench seat

PAYLOAD CAPACITY: Minimum 1400 pounds

TOWING CAPACITY: Minimum 1300 pounds

CARGO BED CAPACITY: Minimum 1000 pounds

BODY COLOR: State color options available

ADDITIONAL EQUIPMENT TO BE INCLUDED:

**Trailer sufficient to haul Utility Vehicle**

Canopy

Front windshield

Rear view mirror

Lights: Headlights, brake lights, turn signals, hazard switch

2-inch rear hitch receiver

WARRANTY: State terms

Vehicle must be delivered to the Peoria Fire Department, located at 115 W Main St in Peoria, Oklahoma.

Bids submitted shall be honored for a minimum of thirty days, to allow sufficient time for review and consideration.

Bids submitted must be clearly marked on the outside of a sealed envelope:

**BID 2011-2012.10: PEORIA UTILITY VEHICLE LEASE**

**OPEN: AUGUST 29, 2011 @ 9:10 AM**

and must be accompanied by a completed and notarized **“Statement of Non-Collusion”** (included, page follows) as required by O.S. 74, Section 85.22.

Following award of bid, **amortization schedule and completed SA&I Form 120b** shall be required on equipment that is lease/purchased.

The successful bidder must comply with O.S. 19, Chapter 33 (Purchasing Procedures).

Bids received late will be returned unopened.

Upon the recommendation of the Peoria Fire Department, the Board of County Commissioners reserves the right to reject any or all bids and/or make an award to other than the low bidder, if such an award is deemed to be in the best interest of the County.

Brenda M. Ellis,  
First Deputy County Clerk

**OTTAWA COUNTY PURCHASING OFFICE**

**102 EAST CENTRAL AVENUE, SUITE 103**

**MIAMI, OKLAHOMA 74354**

(918) 542-3332

FAX (918) 542-8260

[ottawacntyclerk@att.net](mailto:ottawacntyclerk@att.net)

**INVITATION TO BID**

BID 2011-2012.10: PEORIA UTILITY VEHICLE LEASE

ISSUED: AUGUST 17, 2011

OPEN: AUGUST 29, 2011 @ 9:10 AM

**DESCRIPTION**

Four-Wheel Drive Utility Vehicle w/ Trailer

**MAKE** \_\_\_\_\_

**MODEL** \_\_\_\_\_

**HORSEPOWER** \_\_\_\_\_

**WHEELBASE** \_\_\_\_\_ **inches**

**GROUND CLEARANCE** \_\_\_\_\_ **inches**

**PAYLOAD CAPACITY** \_\_\_\_\_ **pounds**

**TOWING CAPACITY** \_\_\_\_\_ **pounds**

**CARGO CAPACITY** \_\_\_\_\_ **pounds**

**COLORS AVAILABLE** \_\_\_\_\_

**WARRANTY** \_\_\_\_\_

**TRAILER MAKE** \_\_\_\_\_

**TRAILER MODEL** \_\_\_\_\_

**TOTAL COST OF UNIT w/ TRAILER \$** \_\_\_\_\_

**LEASE/PURCHASE OPTIONS**

36 PAYMENTS OF \$ \_\_\_\_\_ @ \_\_\_\_\_ % INTEREST

48 PAYMENTS OF \$ \_\_\_\_\_ @ \_\_\_\_\_ % INTEREST

60 PAYMENTS OF \$ \_\_\_\_\_ @ \_\_\_\_\_ % INTEREST

**CONDITIONS OF BID**

Sealed bids will be opened in the Office of the County Commissioners located in the Ottawa County Courthouse at 102 East Central Avenue, Suite 104 in Miami, Oklahoma, at the time and date shown on the Invitation to Bid.

Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with Bid Number, Date and Time written on the outside of the envelope.

Unit prices will be guaranteed correct by the bidder.

Firm prices will be **FOB Ottawa County**.

Purchases by Ottawa County, Oklahoma are not subject to State or Federal taxes.

This bid is submitted as legal offer and any bid, when accepted by the County, constitutes a firm contract.

Oklahoma laws require each vendor submitting a bid to a County for goods or services to furnish a notarized sworn Statement of Non-Collusion (**form supplied below**).

NOTE: Other terms and conditions may be added at the discretion of county officers.

**STATEMENT OF NON-COLLUSION**

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state 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 state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly, in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal)

Firm: \_\_\_\_\_

**Signed:** \_\_\_\_\_

Address: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

My commission expires \_\_\_\_\_

Zip: \_\_\_\_\_

**SUGGESTED FINANCIAL**  
**INSTITUTION**  
***For County Lease / Purchase***  
***Agreements***

**Welch State Bank**

Contact: Sherri Mount  
PO Box 129  
Welch, OK 74369

Phone: (918) 788-3373

Fax: (918) 788-3364

E-mail:

[smount@welchstatebank.com](mailto:smount@welchstatebank.com)

*We have learned – through years of experience – that **Welch State Bank** does an outstanding job of meeting the State Auditor & Inspector's requirements for the Lease / Purchase of County equipment.*

*Many Financial Institutions refuse to comply with SA&I's requirements and cannot be used.*

*If a Financial Institution will not complete an **unaltered** State Auditor & Inspector's Form 120b, they **may not** be used.*

I CERTIFY COPIES OF **BID 2011-2012.10: PEORIA UTILITY VEHICLE LEASE**  
WERE MAILED TO THE FOLLOWING VENDORS ON AUGUST 17, 2011 –

John's Tractor Works & Equipment Inc  
444934 E Hwy 60  
Vinita, OK 74301

Legacy Farm & Lawn  
404 S Prosperity  
Joplin, MO 64801

Mosier & Hatfield  
105 S East Ave  
Columbus, KS 66725

Murphy Farm & Lawn Inc  
PO Drawer 437  
Anderson, MO 64831

Neosho Kawasaki  
16194 Hwy 59  
Neosho, MO 64850-8667

O'Malley Implement Co  
1076 S Hwy 69  
Pittsburg, KS 66762

P & K Equipment Inc  
4385 W 520  
Pryor, OK 74361

S & H Farm Supply  
4060 Coyote Dr  
Joplin, MO 64804

Swartz Tractor Sales  
12483 Hwy 59  
Neosho, MO 64850

Brenda M. Ellis,  
First Deputy County Clerk