



Bid Sheet

Please use this form. Simply mark “No Bid” if you do not wish to submit a bid.

Company Name: _____

Address: _____

Contact: _____

Phone: _____

email address: _____

Fax: _____

City Hall Administration Offices remodel – Bid Amounts

Section 1 Plumbing _____

Section 2 Tape, Bed and Texture _____

Section 3 Trim Carpentry and Staining _____

Section 4 Ceiling Grid and Tiles _____

Section 5 Floor Covering _____

Estimated completion time (days/weeks) : _____

City of Yukon Contractor’s License #: _____

Please attach the following documents to the bid:

_____ Non-Collusion Affidavit

_____ Commercial References

_____ Proof of Worker Compensation Insurance

_____ Proof of General Liability Insurance

Signed: _____

Date: _____



Bid Instructions

The City of Yukon is requesting sealed bids for remodeling the City Hall Administration Offices. The bids shall be in accordance with the following instructions:

1. All bids will be submitted in a sealed envelope or packet marked “**SEALED BID – CITY HALL ADMIN OFFICE REMODEL.**” Name of Bidder shall be clearly written on the sealed bid.
2. The City of Yukon shall have the authority to reject the bid package or any and all bids and any part or provision of a bid or the bid proposal when it is deemed to be in the best interest of the city. The city also reserves the right to waive any irregularity of the bidding process. Additionally, the city has the authority to direct the readvertisement or resolicitation of any bid.
3. Bids shall be submitted no later than **10:00 a.m., Friday, January 6, 2012**, in the City Clerk’s Office, City Hall, 500 West Main, Yukon, Oklahoma. Bids may also be mailed to P.O. Box 850500, Yukon, Oklahoma 73085. All bids will be opened at **10:00 a.m., Friday, January 6, 2012**, in the Centennial Building, 12 South 5th Street, Yukon, Oklahoma.
4. Faxed bids will not be accepted. **Please provide an original and one copy of your bid.**
5. American, Oklahoma and Yukon owned firms are encouraged to submit a proposal. The City reserves the right to award the bid to a business located within the corporate limits of the City of Yukon if the eligible business submits a bid that is within five (5) percent of the lowest apparent bid.
6. There will be a **Mandatory Pre-Bid Meeting / Site Walk-Through on Wednesday, December 28, 2011 at 2:00 p.m.** at City Hall, 500 W. Main, Yukon, Oklahoma. Attendance at the pre-bid meeting *is* mandatory.
7. Please complete the non-collusion affidavit and submit with your bid.
8. Additional information may be received by contacting Cheryl Dunn, Purchasing Agent, at cdunn@cityofyukonok.gov or 405-354-1895, 500 W. Main, Yukon, Oklahoma 73099.

Special Provisions

1. **Payment:**
The City shall make payments to the successful bidder upon completion of the each section of the project. There will be no advance or partial payments.
2. **Sales Tax:**
This project is exempt from sales tax. All bids made shall be assumed to have been made based on such exemption as effective on the bid date.

Specifications

Scope of Work

The City of Yukon has approved the re-configuration of certain administrative offices in City Hall. The plans call for job functions to be completed by city staff and other contractors outlined below.

Due to the specifications of work needing to be completed, we will conduct a pre-bid conference to review what we anticipate what the complete project will look like. Each contractor will be able to view the construction area and the City staff will be present to answer all questions regarding the project.

The City holds the construction permit for this project. Contractors must hold a City license and are only expected to bid on the section with your trade skill. You may bid on more than one section if you meet the qualification for that section.

Section 1- Plumbing

Qualified Contractor must be licensed with the City of Yukon and have at least five years experience in the field.

- Install approx. 2 feet of 2inch SCH 40 PVC drain pipe and a sweeping T in the floor of construction area. Drain will be installed in wall with an ASSE 1051 Air Admittance Valve in common ceiling space. Drain line will be connected to existing floor clean-out in construction area. (City staff will cut and replace concrete floor)
- Install approx 30 feet of 3/4 inch pix pipe from utility room over head to sink area. Install hot and cold service with a shut off valve under sink area. Install a valve and 3/8 water line off cold water line for automatic coffee maker.

Section 2 – Tape, Bed, and Texture

Qualified contractor must have at least five years experience with some commercial references.

- City staff will rough in all walls.
- Contractor will be responsible for all tape and bed and texturing of approx 124 feet of 8.75 feet wall.
- All surfaces will be paint ready upon completion of work.

Section 3 – Trim Carpentry and Staining

Qualified contractor must have at least five years experience with references.

- Complete final trim work around doors, windows, and floor trim.
- Construction area will include 10 door openings (moving of 2 doors) and 2 windows.
- Re-trim 2 existing windows
- All trim shall be colored to match existing trim in construction area.

Section 4 – Ceiling Grid and Tiles

Qualified contractor must have at least five years experience with references.

- Provide and Install new 2X2 Tegular Acoustical Grid ceiling in approx 1170 sq. feet of office space.

Section 5 – Floor Covering

Qualified contractor must have at least five years experience with references.

- Provide wood look vinyl flooring (Old Vintage Luxury Vinyl distributed by T&L) or exact equivalent; approx. 1680 sq. feet.
- Provide approx. 328 ft. cove base.
- Provide any additional materials needed for installation of flooring.
- Install laminate wood flooring and cove base selected by the city.

General Bid Specifications

- Contractors must be present for pre-bid conference to submit a qualified bid.
- Bid must be full and complete.
- Bidder is required to have a minimum of \$500,000 General Liability insurance
- Provide Certificate of Workers Compensation Insurance
- Bidder must have a City of Yukon Contractor's License.

The City of Yukon reserves the right to waive minor technicalities under these specifications.



Commercial References

The Bidder shall be a competent and experienced contractor with an established reputation within the community. The Bidder shall have performed similar work for a minimum period of five (5) years. He shall furnish a representative list of three (3) projects involving work as specified. The Bidder shall have adequate technically qualified personnel employed within his organization to perform all phases of contract requirements. Ability to meet the foregoing experience requirements shall be considered by the City in determining the responsibility of the Bidder. Failure to submit the required information with the Proposal may be cause for rejection of the Bid Proposal.

The City may make such investigation, as it deems necessary to determine the ability of the Bidder to furnish the services and the Bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by or investigation of such Bidder fails to satisfy the City that such Bidder is properly qualified to carry out the obligations of the contract and deliver the service herein.

1. Company Name: _____

Address: _____

Contact Person: _____ Phone: _____

Contract Value: _____

Description: _____

2. Company Name: _____

Address: _____

Contact Person: _____ Phone: _____

Contract Value: _____

Description: _____

3. Company Name: _____

Address: _____

Contact Person: _____ Phone: _____

Contract Value: _____

Description: _____



NON-COLLUSION AFFIDAVIT

STATE OF _____)
)
) ss:
)
 COUNTY OF _____)

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this invoice or claim 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 the Affiant. Affiant further states that he has made no payment directly or indirectly to any elected official, officer, or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other thing of value to obtain payment.

Company Name: _____

Print Name of Signer: _____

 Contractor, Supplier or Engineer Signature

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

Notary Public _____ (seal)

My commission expires: _____