

Lori Hendricks
Wagoner County Clerk



307 E. Cherokee St.
Wagoner, OK 74467
918.485.7716
Fax 918.485.7718

Invitation to Bid

The Board of County Commissioners, Wagoner County, Oklahoma is seeking sealed bid proposals for:

New Side-by-Side RTV with HVAC Cab. Equipped with Road Striping Kit with GPS, Tablet and Software.

Specifications: Details for Specs can be found on page 9.

Bid # 2026-14

Date Published: Wednesday March 25th & April 1st, 2026 (Wagoner Tribune)

Bidding Period Closing Date and Hour: Friday, April 17, 2026 @ 4:00 PM

Sealed Bid Opening Date and Hour: Monday April 20, 2026 @ 9:00 AM

Requesting Authority: Wagoner County Commissioner District 2

Bid submissions are to be:

Addressed to:

Wagoner County Purchasing Agent
P O Box 156
Wagoner, OK 74477

Delivered to:

Wagoner County Purchasing Agent
307 E Cherokee
Wagoner, OK 74467

Please review the attached Terms and Conditions pertaining to the submission of this bid.

Please pay particular attention to Item 1 of the Terms and Conditions. This item specifies how the bid envelopes are to be identified to prevent inadvertent or premature opening of sealed bids. Your compliance will ensure consideration of your bid by the awarding body. Late bids will not be considered.

Included in this packet is a Non-Collusion Affidavit which must be signed and submitted as part of the bid.

This packet contains:

1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Competitive Bid
4. Bid Form
5. Business Relationship Affidavit
6. Specs for Used Motor Grader

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TERMS AND CONDITIONS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID
NO EXCEPTIONS TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED

1. **Bids MUST be received in a Sealed envelope** by the date and time specified in the Invitation to bid. **Each envelope MUST be legibly marked on the outside with the following information in the lower left corner: The word "BID", the Bid Number and the closing date. This information must be readily observable along with the Supplier's name and return address.**

Bid packets should be addressed EXACTLY as: **Wagoner County Clerk, Attention: Purchasing Agent, P.O. Box 156, Wagoner, OK 74477** or if they are sent by Specialty Mail Service to: **Wagoner County Clerk, Attention: Purchasing Agent, 307 E. Cherokee, Wagoner, OK 74467**

Bids which are hand delivered must be submitted to the County Clerk's Office **ONLY** at: **Wagoner County Clerk's Office, 307 E. Cherokee, Wagoner, OK 74467**. Any bid submitted to a different Department, Office or District facility can and will be rejected.

2. Sealed bids will be opened by the authority requesting the bid, at the location and time specified in the published advertisement and on the "Invitation to Bid" form. Late bids will not be considered and will be rejected.
3. Bids must be submitted on the included forms only. Each SEALED Bid shall be placed in a separate envelope and enclosed in an outer Mailing or Express Mail envelope. Be sure that both envelopes are completely and properly identified and sealed, showing the bid name and number in the lower left-hand corner.
4. All bids shall be entered on the provided "Invitation to Bid Form" enclosed or a copy thereof. Bids are to be typewritten or in ink. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
5. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of the contract with Wagoner County.

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6. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form
7. The enclosed Affidavit for Filing with Competitive Bid **MUST** be returned with the bid.
8. Wagoner County reserves the right to reject any and all bids and to waive any technicalities in the bidding.
9. Direct purchase of certain items of equipment or material by Wagoner County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.
10. Bid must show number of days required for delivery under normal conditions. Supplier or Contractor must keep the County advised at all times on the status of the order. For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval from the Purchasing Agent.
11. Bidder agrees to defend and save Wagoner County from and against all demands, claims, costs expense, damage and judgments based upon infringement of any patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidder's direction.
12. Firm prices will be F.O.B. destination.
13. Unit prices will be guaranteed correct by the bidder.
14. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
15. Oklahoma laws require each bidder submitting a bid to a county for goods or services to Furnish Notarized sworn Affidavit for Filing with Competitive Bid (Affidavit forms included in this bid packet.)
16. The Wagoner County Board of Commissioners reserves the right to accept or reject any or all bids, and to make the bid award in the best interest of Wagoner County whether it be lowest bid or best bid.
17. Vendor does not need to return the entire bid packet with submission. The only Documents required to be submitted are the Affidavits provided, Bid Form and related equipment information sheets, documents or specifications along with Lease / Purchase

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proposals that might be offered.

18. **NOTE: ALL BIDS MUST BE SUBMITTED ON OUR PROVIDED FORMS. BIDS SUBMITTED ON VENDOR LETTERHEAD OR OTHER FORMS WILL NOT BE ACCEPTED.**

NOTE: Please contact Wagoner County Purchasing Agent, Kathy Smith at (918) 485-7712, ksmith@wagonercounty.ok.gov or Lori Hendricks at (918) 485-7716. for more information.

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BID SHEET

TOTAL PRICE \$ _____

Please attach itemized price list to this Bid Sheet

The undersigned acknowledges receipt of the following Addenda. (Give number and date of each)

Delivery will be available in not more than _____ days after receipt of order.

I have examined the terms and specifications and instructions to bidders herein, and agree, provided I am awarded a contract, to provide the above-described items for the sum shown in accordance with the terms and specifications stated herein. All deviations are in writing and attached hereto.

MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____ FIRM NAME: _____

ADDRESS: _____

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PHONE NO: _____ DATE: _____

BUSINESS RELATIONSHIP AFFIDAVIT

New Side-by-Side RTV with Road Striping Kit with GPS, Tablet and Software

STATE OF OKLAHOMA)
)SS
COUNTY OF _____)

_____, of lawful age, being duly sworn, on oaths says that he or she is an agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, or other business relationship presently in effect, of which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect of 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

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party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein above mentioned exist, affiant should so state.)

(Signature of Affiant)

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

Notary Public _____

My Commission Expires _____

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Specifications are as follows:
New Side-by-Side
HVAC Cab
HDWS Tires, Steel Wheels
Equipped with Road Striping Machine
With Paint Hoppers, Spray Guns,
Software, GPS Receiver, and Tablet

MUST BE FULLY PREPPED AND READY TO WORK.

Wagoner County has the right to accept or reject any or all bids.