

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:

Integrated Vegetation Management of Right-of-Way in various areas of the County.

Bid # 2026-15

Date Published: Wednesday, March 25th & April 1, 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 Commissioners

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. Specifications

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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 proposals that might be offered.

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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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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.

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

Vegetation Management Roadside Right-of-Way

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 party to the project is as follows:

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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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Bid Specifications

The County is seeking services to include mowing, herbicide applications, and other vegetation control methods necessary to maintain acceptable roadside conditions and safe right of ways. Services and maintenance to be conducted based on an agreed-upon schedule, considering seasonal growth patterns, weather, and other factors affecting vegetation growth.

The services are to include selective and targeted vegetation control to maintain clear and safe right-of-way to specified height levels. Application of appropriate vegetation control treatment to promote long-term sustainability. Report on vegetation conditions, with recommendations for ongoing management.

The contractor must provide experience in roadside vegetation management. And must have the ability to provide a comprehensive vegetation program that includes both proactive and responsive vegetation control measures. The contractor must have access to the required specialized equipment for efficient application and maintenance.

No spray zones – if an area or section is designated as a no spray zone, it will be a mechanically managed area. The Commissioners will determine these areas at such time.

Excluded Services- would be removal or disposal of litter, large rocks, debris, fallen branches or non-vegetation waste obstructing the right of way, tree or large bushes or woody plants over 3” in diameter. Emergency services required outside of regular maintenance caused by unforeseen events such as storms, floods, or other natural disasters.

To be considered please submit your proposed pricing based on service levels and contract duration.