



**CLEVELAND COUNTY PURCHASING DEPARTMENT
CLEVELAND COUNTY OFFICE BUILDING
NORMAN, OKLAHOMA**

INVITATION TO BID

Please review the terms & conditions and bid regulations on pages 2, 3 & 4 relating to submission of this bid.

Please mark your bid envelope clearly,
"SEALED BID #BE-2208/CLOSING 6/18/26"

BID NUMBER: **#BE-2208**

ISSUE DATE: **6/2/26**

BID CLOSING DATE & HOUR
6/18/26 @ 4:30 P.M.

BID OPENING DATE & HOUR
6/22/26 @ 1:00 P.M.

RETURN BIDS TO:

Keri Lyles, Purchasing Agent
CLEVELAND COUNTY PURCHASING DEPARTMENT
201 S. Jones, Suite 240
Norman, OK 73069
Phone Number: 405-366-0224
Email: kyles@clevelandcountyyok.com

DESCRIPTION:

One-Year (1) Maintenance Agreement for Fire Life Safety Inspection and Service for twelve (12) different locations for Cleveland County. This includes the Courthouse and Office Building, Detention Center, Sheriff's Office, Election Board/OSU Extension, Alan J. Couch Center, South Annex, Building Maintenance, Fairgrounds, Sheriff-OPS, Financial Building, 718 N. Potter Building and the Arvest Building.

Bid term is from July 1, 2026 through June 30, 2027, with the option to renew for up to one (1) year.

Pricing Sheet on Page 7

Bidders's FEI/SSN: _____

Company: _____

Address: _____

Contact Name: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

THIS AFFIDAVIT MUST BE EXECUTED FOR THE BID TO BE CONSIDERED

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 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 perspective contract or any other terms of said prospective contract; or in any discussion between bidders and any County Official concerning exchange of money or 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 Cleveland County (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.

No person, firm or corporation who is convicted of or pleads guilty to a felony involving fraud, bribery, corruption or sales to the State or to any of its political subdivisions may make sale of real or personal property to Cleveland County.

Affiant further states that full payment shall be made of all indebtedness incurred by such contractor or his subcontractor who performs work in performance of any contract using labor, and or materials or repairs to and parts for equipment used and consumed in performance of a contract with Cleveland County. False execution of this affidavit shall constitute perjury and is punishable as provided by law.

Bidder's Name (Type or Print): _____

Bidder's Signature: _____

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

My Commission Expires: _____

NOTARY PUBLIC (CLERK)

**CLEVELAND COUNTY
GENERAL TERMS AND CONDITIONS**

1. Contract Type:

This is a firm fixed price contract for the supplies/services specified. Firm Prices will be F.O.B destination.

2. Preparation of Bids:

- a. Bidders are expected to examine the solicitation, statement of work, instructions, and all amendments. Failure to do so will be at the bidder's risk.
- b. Each bidder shall provide the information required by the solicitation. Bids shall be typewritten or written in ink. Penciled bids, faxed or emailed bids will not be accepted. The person signing the bid shall initial erasures or other changes.
- c. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn "Statement of Non-Collusion" with original signatures. Bids without a notarized signature or seal will be rejected. Affidavit is supplied on front page of Invitation to Bid.
- d. Unit prices will be guaranteed correct by the bidder.
- e. Recipients of this solicitation not responding with a bid shall write **"NO BID"** on the front of the envelope being mailed.

3. FOB Destination and Shipping Instructions:

Unless otherwise specified, all goods are to be shipped pre-paid, F.O.B. Destination. F.O.B. Destination shall mean delivered to the receiving dock or other point specified in the purchase order. The county assumes no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency. The successful supplier shall be responsible for filing, processing and collecting all damage claims.

4. Delivery:

For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval thereto from the Purchasing Agent or appropriate buyer with respect to delivery under this contract. Time is of the essence and the order is subject to termination for failure to deliver as specified.

5. Amendments to Invitation to Bid:

- a. If this solicitation is amended, then all terms and conditions, which are not modified, remain unchanged.
- b. Bidders shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment form. The Cleveland County Purchasing Department must receive the acknowledgement by the opening time and date specified for receipt of bids.

6. Rejection:

All goods or materials purchased herein are subject to approval by the end user. Any rejection of goods or materials resulting because of nonconformity to the terms and specifications of this order, whether held by the end user or returned, will be at the Vendor's risk and expense.

7. Bid Compliance:

The County reserves the right to reject any bid that does not comply with the requirements and specifications of the solicitation. A bid shall be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidders liability to the County.

8. Evaluation and Award:

- a. The County shall evaluate bids in response to this solicitation and will award a contract based on lowest and best criteria in accordance with Oklahoma Statute Title 19, Section 1505.
- b. Acquisition based on lowest and best criteria which includes, but not limited to, the operational cost the County, quality and/or technical competency, delivery and /or implementation schedule, maximum facilitation, data exchange and/or integration, warranties, guarantees, return policy, vendor stability, best solution to proposed planning documents and/or strategic program, vendor experience, vendor prior performance, vendor expertise with similar scope, extent and quality of proposed participation and acceptance of all user groups, proven methodology and tools, innovative use of current technologies and quality results by vendor.
- c. The County may (1) reject any or all bids, (2) accept other than the lowest bid, and (3) waive informalities or minor irregularities in bids received.
- d. The County reserves the right to accept by item, group of items or by the total bid.
- e. The County may award multiple contracts for the same or similar to two or more sources under this solicitation.

**CLEVELAND COUNTY
GENERAL TERMS AND CONDITIONS CONTINUED**

9. Notice of Award/Rejection Letter:

A letter and bid summary will be furnished to each bidder after bid is approved/awarded by the Board of County Commissioners. The awarded vendor must contact the Department listed for order information. No order may be placed without a purchase order being issued by Cleveland County.

10. State and Federal Taxes:

Purchases by the County are not subject to any sales tax or federal excise tax. Exemption certificates will be furnished upon request.

PURCHASING AND BID REGULATIONS:

BID PROCEDURES

A Bid selection. If no bids are received and a new bid is not issued, the County Purchasing Agent may solicit telephone quotes from three or more vendors selected at random and select the lowest and best bid.

B Formal requirements on bid form.

1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted on the approved form. All bids, quotations, and contracts shall be typewritten or written in ink. Any corrections to this instrument shall be initialed in ink.
2. This form must be made out in the name of the bidder and must be properly executed by an authorized person, in ink, and notarized with full knowledge and acceptance of all its provisions.
3. Bids and any bid amendments thereto shall be submitted in a single envelope, package, or container and shall be sealed. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package or container. **BIDDER NAME, BID NUMBER AND BID OPENING DATE MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.**

C Bid Contents – Terms and Conditions

1. **Entire Agreement.** The General Terms & Conditions of this solicitation, together with the specifications and any other documents made a part of the bid package, shall constitute the entire agreement between the parties. The selected bidder will be required to enter into a contract approved by the Cleveland County District Attorney's office within 30-days. Failure to do so will result in the bid award being retracted and the award going to the next selected bidder or rebid.
2. **Amendments.** An amendment will be issued for any changes or waivers of specifications, terms, or conditions of a bid. This amendment must be issued by the County Purchasing Department.
3. **Offer Firm for Thirty Days.** Bid prices will be firm until approved by the Board of County Commissioners or for 30 calendar days from the bid opening date.
4. **Unit and Total Prices.** Prices per unit should be clearly shown and extended. Bidder guarantees the unit price to be correct.
5. **Items to be New.** Unless otherwise stated with the solicitation, goods, materials or equipment offered are to be new and of current design.
6. **Shipping Instruction.** Firm price should be F.O.B. destination unless otherwise specified. The bidder shall prepay all packaging, handling, shipping & delivery charges.
7. **Inspection and Rejections.** All goods and materials shall be subject to inspection by the receiving officer. Any goods not in complete conformance with the contract specifications, defective in material or workmanship, or found to contain latent defects, may be rejected. Such goods are to be removed and replaced by and at the cost of the vendor promptly after notification. The costs of inspection and risk of loss shall be borne by the vendor.
8. **Exemption from Taxes.** Purchases made by the County are exempt from State Sales Taxes (68 Okla. Stat. 71&23532) and from Federal Excise Taxes (Chapter #32 of the Internal Revenue Code). These taxes should not be included in price quotation.

D Submission Procedures

1. **Sealed Envelope.** Bids must be submitted in a sealed envelope with the name and address of the vendor, the bid number and date and time of closing clearly marked on the outside of the envelope. See illustration.

Vendor name Vendor address	Cleveland County Purchasing Attn: Keri Lyles 201 S. Jones, Suite 240 Norman, OK 73069
Bid # _____ Date _____ Time _____	

PURCHASING AND BID REGULATIONS CONTINUED:

2. **Where to Submit.** File the bid proposal with the Cleveland County Purchasing Agent, either by mail or in person, before 4:30 p.m., on Thursday, June 18, 2026. Bids received after this time will be rejected and returned unopened. All bids will be opened at 1:00 p.m., Monday, June 22, 2026, during the County Commissioners' meeting held at 201 S. Jones, Suite 200, Norman, OK 73069.
3. **Change or Withdrawal of Bid.** A bid may not be changed or withdrawn after it has been received unless changes are to be made by submission of a substitute bid or a letter may be submitted to the Purchasing Agent withdrawing a bid before the bid due date which will be returned to the vendor.
4. **Late Bids.** The time/date stamp in the Cleveland County Purchasing Department shall be the official time of receipt. Bids received after the due date & time listed on the solicitation will be rejected. Late bids shall not be accepted. Late bids will be returned to the vendor unopened.
5. **Bid Questions**
If you have any questions regarding the bid specifications, contact Lisa Painter at (405) 366-0685.
If you have any questions regarding the bid deadlines, etc., contact Keri Lyles, Purchasing Agent at (405) 366-0224.
6. **Payments.** For prompt payment of all invoices, please submit original invoice with reference to the Cleveland County purchase order number, to the ordering agency. Upon receipt of properly executed invoice and receiving report from the ordering agency, payment will be processed. If the original invoice and receiving report are received by the Invoice Clerk by 11:00 a.m. on Fridays, payment will be processed for the following second Monday. If the invoice totals \$25,000.00 or more, the attached SA&I Form 427 "AFFIDAVIT FOR PAYMENTS IN EXCESS OF \$25,000.00" must be filled out, notarized and attached to the original invoice. Only one (1) "AFFIDAVIT FOR PAYMENTS IN EXCESS OF \$25,000.00" is required per fiscal year (July 1 through June 30). A new "AFFIDAVIT FOR PAYMENTS IN EXCESS OF \$25,000.00" dated July 1 or later must be resubmitted at the beginning of each new fiscal year.

E Grounds for Rejection

Any bid which does not meet the requirements or specifications of the solicitation or is unsuitable for the intended use, or does not comply with these rules and regulations may be rejected. The County Commissioners reserve the right to reject any or all bids when such is deemed in the best interest of the County.

TERMINATION

Subject to the provisions below, the contract award derived from this Invitation to Bid may be terminated by either party upon thirty (30) days advance written notice to the other party: but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the County until said work or services are completed and accepted.

1. Termination of Convenience

This contract award shall be considered to be in force until the expiration date or until 30 days after notice has been given by either party of its desire to terminate the contract.

2. Termination for Default

Termination by the County for cause, default, or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

3. Immediate Termination

Immediate termination shall be administered when violations are found to be an impediment to the function of the County and detrimental to its cause, or when conditions preclude the 30 day notice.

BUSINESS RELATIONSHIP AFFIDAVIT

TO BE SUBMITTED WITH BID REQUIRING LABOR AND MATERIALS

STATE OF _____)
) S. S.
COUNTY OF _____)

_____, of 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 nature of any partnership, joint venture, or other business relationship presently in effect or 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 or 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:

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 hereinabove mentioned exist, Affiant should so state. Attach additional sheet if necessary.)

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

(Notary Public, Clerk or Judge)

My Commission Expires: _____

SPECIFICATIONS FOR CLEVELAND COUNTY BID #BE-2208

The specifications provided for this bid are guidelines intended to insure adequate and quality products and services for the County. The Board of County Commissioners may accept any variation from these specifications if the changes are found to be in the best interest of the County. The intent of the Board of County Commissioners is to provide the best product or service available for the lowest price.

Cleveland County is looking for a company to provide Fire Life Safety Inspections and Service for twelve (12) different locations. The awarded company is to provide inspections on fire sprinklers, fire extinguishers and kitchen vent hoods as applicable and in accordance with local, state and federal laws.

All twelve (12) locations need to be invoiced separately as services are performed. Any deficiencies noted by the inspections will need to be included with service report/invoice. A quote to fix the deficiency may be included with the report/invoice but does not guarantee that the awarded company will be used to rectify any deficiencies found.

VENDOR QUALIFICATIONS:

Vendor must be able to exhibit that the company is a professional company with all necessary licenses to provide safety inspections in accordance with all current local, state and federal laws.

NOTE: Contractor agrees to furnish material, labor, equipment, complete and adequate workmen's compensation, public liability and property damage insurance.

If there are additional charges that are not stated in these specifications, please list them below and state what they are for:

The Board of County Commissioners reserves the right to reject any and all bids, to waive any informality in bids, to accept in whole or in part such bid or bids as may be deemed in the best interest of the County.

Please fill in the following:

Company Name: _____
Contact Person: _____
Address: _____
Telephone Number: _____
Fax Number: _____

Fire Life Safety-Inspection & Service Pricing Sheet

All locations in this maintenance contract must be invoiced separately.

1. Location: Cleveland Co. Detention Center-2550 W. Franklin Rd. Norman, OK

Equipment: Fire Sprinklers, Fire Extinguishers, Kitchen Vent Hood

Price per inspection: Fire Sprinklers _____

Fire Extinguishers _____

Kitchen Vent Hood _____

2. Location: Sheriff's Office-2600 W. Franklin Rd. Norman, OK

Equipment: Fire Sprinklers, Fire Extinguishers

Price per inspection: Fire Sprinklers _____

Fire Extinguishers _____

3. Location: Election Board/OSU Extension 631&641 E. Robinson St. Norman, OK

Equipment: Fire Extinguishers

Price per inspection: Fire Extinguishers _____

4. Location: Alan J. Couch Center-1650 W. Tecumseh Rd. Norman, OK

Equipment: Fire Sprinklers, Fire Extinguishers

Price per inspection: Fire Sprinklers _____

Fire Extinguishers _____

5. Location: South Annex-122 E. Eufaula St. Norman, OK

Equipment: Fire Extinguishers

Price per inspection: Fire Extinguishers _____

6. Location: Building Maintenance-111 E. Symmes St. Norman, OK

Equipment: Fire Extinguishers

Price per inspection: Fire Extinguishers _____

7. Location: Fairgrounds-615 E. Robinson St. Norman, OK

Equipment: Fire Sprinklers, Fire Extinguishers

Price per inspection: Fire Sprinklers _____

Fire Extinguishers _____

Fire Life Safety-Inspection & Service Pricing Sheet Cont.

All locations in this maintenance contract must be invoiced separately.

8. Location: Sheriff OPS-10501 US-77 Slaughterville, OK

Equipment: Fire Extinguishers

Price per inspection: Fire Extinguishers _____

9. Location: Financial Building-111 N. Peters Norman, OK

Equipment: Fire Extinguishers

Price per inspection: Fire Extinguishers _____

10. Location: Service Oklahoma-718 N. Porter Ave. Norman, OK

Equipment: Fire Sprinklers, Fire Extinguishers

Price per inspection: Fire Sprinklers _____

Fire Extinguishers _____

11. Location: Arvest Building-210 & 212 Main St. Norman, OK

Equipment: Fire Extinguishers

Price per inspection: Fire Extinguishers _____

12. Location: Courthouse and Office Building-200 S. Peters/201 S. Jones Norman, OK

Equipment: Fire Sprinklers, Fire Extinguishers

Price per inspection: Fire Sprinklers _____

Fire Extinguishers _____