



**Purchasing Department**

**A Department of the  
Tulsa County Budget Board**

Tulsa County Administration Bldg.  
500 South Denver  
Tulsa, Oklahoma 74103-3832  
P: 918.596.5022  
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**Matney M. Ellis**  
Purchasing Director

February 13, 2019

Board of County Commissioners  
Tulsa County Administrative Building  
Tulsa, Oklahoma 74103

We respectfully request the Board of County Commissioners advertise for bids for the following:

Tulsa City-County Health Department Roof Replacement

Specifications will be prepared by this department and Roof Consultants on behalf of the City-County Health Department. Bids will be accepted until 4:00 PM on March 29, 2019. Bids will be opened at the Board of County Commissioner's meeting on April 1, 2019 at 9:30 AM. This bid shall advertise two (2) times.

Respectfully,

Matney M. Ellis  
Purchasing Director

ORIGINAL: Michael Willis, County Clerk, for February 19, 2019 agenda.



## Purchasing Department

A Department of the Tulsa County Budget Board  
Tulsa County Administration Bldg. • 500 South Denver  
Tulsa, Oklahoma 74103-3832 • (918) 596-5000  
FAX (918) 596-4647

**MATNEY M. ELLIS**  
Purchasing Director

February 19, 2019

### NOTICE TO BIDDERS

On behalf of the City-County Health Department, we are requesting bids for the following:

#### **Tulsa City-County Health Department Roof Replacement**

SEALED BIDS, submitted on forms prepared by the Tulsa County Purchasing Department and Roof Consultants on behalf of the City-County Health Department will be received by the County Clerk in Room 117, Tulsa County Administration Building, 500 South Denver, Tulsa, Oklahoma 74103, until 4:00 PM CST **March 29, 2019**. Bids received after 4:00 PM CST, March 29, 2019 will be rejected. Bidders delivering bids in person must wait until a County Clerk's Office Employee receives and time stamps their bid submission before leaving. All bids timely received will be publicly opened and vendor names will be read aloud on April 1, 2019, in Room 119 of the Tulsa County Administration Building, starting at 9:30 AM CST, during the regularly scheduled meeting of the Board of County Commissioners.

All bid submissions must include the following documents (signed with original signatures and notarized as required):

- Bidder Information Form
- Construction – Bid Form
- Construction – Bid Affidavits
- Bid Security (Required if bid is over \$50,000.00. See additional information below.)
- IRS Form W-9
- Construction – Solicitation Checklist

Ensure all blank fields are completed. Out-of-state bidders should change the State of Oklahoma at the top of forms to indicate the state where bidder is located.

Bids over \$50,000.00 shall be accompanied by a certified check, cashier's check or bid bond approved by the County in an amount of not less than five percent (5%) of the amount of the bid as a guarantee that, if awarded the contract, the bidder will enter into a contract with the Board of County Commissioners, Tulsa County, for the execution of the above-stated work, and in the event of failure to do so, there shall be paid to the County the sum of five percent (5%) of said bid as liquidated damages. The bid bond must have a duly executed Power of Attorney attached to show that the individual signing the bond has been granted that authority by the Surety.

An **MANDATORY** pre-bid conference will be held at **2:00 PM CST March 12, 2019** at the Tulsa City County Health Building 5051 South 129th East Avenue Room 231, Tulsa OK. Site visit(s) will be scheduled upon request during the bidding phase.

Bid forms and documents may be downloaded from the Tulsa County Purchasing Vendor Portal ([www.tulsacounty.org/PurchasingVendors](http://www.tulsacounty.org/PurchasingVendors)) after registering. Registration is free. Documents may also be obtained in person from the Tulsa County Purchasing Department.

All questions regarding this bid must be directed in writing by before 5:00 PM CST, **March 15, 2019** to:

**Matney M. Ellis**  
*Tulsa County Purchasing Director*  
Tulsa County Administration Bldg, Room 322  
500 South Denver  
Tulsa, Oklahoma 74103  
Phone: 918-596-5022  
E-mail: [matney.ellis@tulsacounty.org](mailto:matney.ellis@tulsacounty.org)

Copies of all questions and responses will be sent in the form of a formal addendum which will be posted on the Tulsa County Vendor Portal (see hyperlink above).

The Tulsa County Board of County Commissioners reserves the right to reject any and all bids and to waive informalities or minor irregularities in any bid. All bids will receive consideration without regard to race, color, religion, sex, age, national origin or handicap status.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matney', with a long horizontal flourish extending to the right.

Matney M. Ellis  
Tulsa County Purchasing Director