

## DOCUMENT 00 0100 – INVITATION TO BID

### NOTICE TO BIDDERS

Notice is given that the City of Midwest City will receive sealed bids in the Office of the City Clerk, Midwest City Municipal Center, 100 N. Midwest Blvd., Midwest City, Oklahoma, until **2:00pm on February 20, 2024** for:

**MIDWEST CITY POLICE DEPARTMENT RESTROOM RENOVATION  
100 NORTH MIDWEST BLVD  
MIDWEST CITY, OKLAHOMA 73110**

Bids received more than ninety six (96) hours, excluding Saturdays, Sundays and holidays, before the time set for opening of bids, as well as bids received after the time set for opening of bids, shall not be considered and shall be returned unopened. Bids shall be made in accordance with the bid documents, all of which are on file and available for public examination at the Office of the City Clerk in the Midwest City Municipal Center at the address listed above.

**Complete sets of general conditions, plans, specifications, and other bidding documents MUST be obtained from the City of Midwest City.** Please contact Engineering and Construction Services Department, at 100 North Midwest Boulevard, Midwest City, Oklahoma 73110. Telephone (405) 739-1220.

The cost of the PRINTED plans and specifications will be Thirty Dollars and no Cents (\$30.00) per set. ELECTRONIC plans and specifications will be Thirty Dollars and no Cents (\$30.00). Purchases are non-refundable.

Bidding documents will also be on file at the following locations during the bidding period:

Dodge Plan Room ([www.construction.com](http://www.construction.com))  
iSqFT ([www.isqft.com](http://www.isqft.com))  
Southwest Construction News ([www.swcnews.com](http://www.swcnews.com))

Bids filed with the City Clerk shall be opened publicly and read aloud in the City Council Chambers at the time stated above or later. The Mayor and Council shall consider all bids prior to the award of the contract. The City Council may consider award of the bid on **February 27, 2024** to the lowest and best bidder meeting specifications. The City Council may table item to a subsequent meeting for comparison and computation.

Sales Tax Exemption. Title 68, Oklahoma Statutes (1991), Section 1356(1), exempts sales to municipalities and their contractors from sales taxes on the sale of “tangible personal property or services.” All bids for City projects shall be assumed to have been made based on such statutory exemption as effective on the bid date.

The bidder shall use the City’s bid forms and affidavits, and all forms shall be signed and notarized/attested. The bidder shall file the bid in a sealed envelope. The envelope shall bear a legible notation thereon stating that it is a bid for the project proposed. The bid shall be filed with the City Clerk in the City Clerk’s office. All bids shall be typewritten or in ink.

The bidder shall attend the mandatory pre-bid conference at **2:00pm on February 6, 2024** in the Council Chambers of the Midwest City Municipal Center, 100 N. Midwest Boulevard, Midwest City, Oklahoma. The meeting will be followed by a trip to the project site. **Attendance and project site inspection is required in order to be qualified to submit a bid.** Refer to the Certification of Pre-Bid Site Inspection form, CSI-1, for additional information.

Requests for Substitutions and Requests for Interpretation (RFI's) will be accepted in accordance with procedures described in Division 01, no exceptions. The last date for receipt of substitution requests and RFI's is **Thursday, February 8th at noon.**

Submit Requests for Substitution and Requests for Interpretation in written form only using the forms provided in Sections 01 2500 and 01 3100 respectively to Jeff Thomas at [jt@505architects.com](mailto:jt@505architects.com). Responses will be issued to bidding General Contractors via an Addendum.

The specifications are complete as written. No oral representations made by any agent or employee of the City or its affiliate agencies shall be of any force or effect unless reduced to writing and submitted to all prospective bidders at least 24 hours in advance of the bid opening.

Any protest of the award of this proposed contract shall be in writing, shall specify the grounds for the protest in specific terms and shall be received by the City Clerk of Midwest City within three (3) business days after the award of the contract by the governing body. The governing body reserves the right to review all bids and make the award to the lowest and best bidder. All other provisions of the specifications shall also apply.

The following documents comprise the complete bid package and must be submitted. Incomplete bid packages will be rejected.

1. Midwest City standard bid bond or surety bid bond form or cashier's check in the amount of five (5) percent of the total bid (cashier's checks will be returned to the unsuccessful bidders following the acceptance of the bid).
2. Bid.
3. Certification of Pre-bid Site Inspection.
4. Business Relationships Affidavit.
5. Bid Affidavit.
6. Non-Collusion Affidavit.
7. Contractor Certification.
8. Statement of Bidder Qualifications.
9. All Addendum Acknowledgment(s) (if applicable).

Additional information may be obtained by contacting the Midwest City Engineering and Construction Services Department at (405) 739-1220.

The Midwest City Council reserves the right to reject any or all bids.

**Note: Failure to comply with any of the 9 listed items shall disqualify the Bidder's Submittal.**



---

SARA HANCOCK  
CITY CLERK

END OF SECTION 00 0100