



EAST CENTRAL UNIVERSITY

RFP No. 2021004

ASPHALT PARKING LOT REPAIR and STRIPING

ISSUE DATE: MONDAY, MAY 24, 2021

PRE-PROPOSAL SITE VISIT: TUESDAY, JUNE 1, 2021, @ 10:00AM CT

PROPOSAL DUE DATE/TIME: TUESDAY, June 15, 2021 @ 3:00PM CT

NOTICE

If you are not responding:

- 1.) Please check the line below for "NO RESPONSE",
- 2.) Add the reason for your non-response,
- 3.) Sign, date and fax back this cover page only to 580-436-4563 or email to ecupurchasing@ecok.edu

1. _____ NO RESPONSE

2. Company Name _____

3. Our reason for "No Response": _____

This Request for Proposal document can also be retrieved online at: <https://myecu.ecok.edu/ics/>
Addenda if any will be posted on the website. It is the responsibility of the bidder to visit the website daily for information and postings.

DIRECT ALL QUESTIONS AND INQUIRIES TO:

Chandra Miller
Director, Purchasing Office
Email: chalmil@ecok.edu and Cc: ecupurchasing@ecok.edu

No phone calls shall be accepted during the solicitation posting. Email communications are the only acceptable form of communication and shall be posed during the designated and acceptable time frame according to this RFP directive. Reference RFP No. 2021004 as the Subject Line.

1.0 BACKGROUND

East Central University, (ECU) is located in southeastern Oklahoma in Ada, Oklahoma, a city of 16,000, which is in Pontotoc County, population 37,000. It is 60 miles from Norman, Oklahoma, and 90 miles from Oklahoma City. Our students enjoy our rural setting, and yet are close enough to these urban areas to experience the learning opportunities that a vibrant metropolitan area can provide. The University's mission is —to foster a learning environment in which students, faculty, staff, and community interact to educate students for life in a rapidly changing and culturally diverse society. Within its service area East Central University provides leadership for economic and cultural enhancement. This mission provides a guide for action for our faculty and staff, our alumni, our students, and people in our region. The University is focused on the vision of being —recognized both within the state and nation as a premier, comprehensive, student-centered, regional university, offering outstanding academic programs and experiences for its students and contributing to the betterment of the region and beyond.

East Central University was established by legislative act in 1909 as one of three normal schools founded to serve the eastern half of Oklahoma. Three similar institutions had been established earlier in the western half of the new state which had been Oklahoma Territory. The six institutions were established to train teachers. For

many years these institutions have served almost identical roles in the state's system of higher education as they have evolved from normal schools to state teacher's colleges to multipurpose college and finally to regional universities. All six institutions are governed by a single board.

East Central University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools (NCA) and by the Oklahoma State Regents for Higher Education (OSRHE). In addition, 20-degree programs hold specialty accreditations.

East Central University also has unique or specialized degree programs not generally found in institutions of our size or in rural locations. These include a BS in Cartography, a BS in Environmental Health Science, a BA in Native American Studies, a BA in Human Services Counseling with a concentration in Services to the Deaf, and two adult degree completion programs, a BS in Organizational Leadership and a Bachelor of General Studies.

East Central University is in compliance with Title VI and VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246 (as amended), Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 (as amended), the Americans With Disabilities Act Amendments Act of 2008, the Civil Rights Act of 1991, as amended, and other federal and state laws and does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures.

2.0 GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSERS

2.1 Intent

It is the intent of this solicitation is for the selection of a qualified vendor with the capabilities of providing construction services related to parking lot repairs as identified and required by East Central University (ECU). These services are more specifically described herein (Scope of Work, Specifications).

2.2 Specific Bid Instructions, Organization, Preparation, Submission & Opening

The Purchasing Affidavit (Attachment A), Vendor Qualification/Financial Resource Statement (Attachment B), and, Certificate of Compliance with Executive Order 11246 (Attachment C), OMES Vendor Payee Application (Attachment D), Responding Bidder Form, and Non-Collusion Affidavit, all attached herewith, and any applicable addenda are required portions of the submitted proposal.

2.3 Required Permits, Licenses, Credentials

Bidder shall possess all applicable permits, licenses, and credentials (where necessary) to supply products and perform services including insurance and bonding as specified under this RFP.

2.4 Special Circumstances

Parking lot repairs shall be for multiple locations throughout the ECU Campus as specified herein and identified on the Campus Map. Campus will be open for business and will remain open throughout the duration of this project. Parking lot asphalt repairs must be performed in a manner with and for minimal disruptions to the owner.

2.5 Schedule of Events

The following is a tentative schedule applicable to this RFP. East Central University reserves the right to make changes in accordance with the University's needs.

05/24/2021 Issue Invitation to Bid (RFP)

06/01/2024 Site Visit @ 10:00 AM CT, Tuesday 06/01/2021

- Meet ECU Personnel at the Chickasaw Plaza at Koi Ishto Stadium, Stadium Drive, Ada, OK. SEE CAMPUS MAP for location.

06/07/2021 Last day to email questions: chalmil@ecok.edu 2:00 PM CT

06/15/2021 RFP Closing – Proposals Due 3:00 PM CT Bid Opening

06/16/2021 Tentative Notice of Award

06/21/2021 Estimated Project Start Date or sooner

Bidders may be notified of the award, by email communication.

2.6 Pre-Bid Conference

If a pre-bid conference has not been scheduled, the university reserves the right to schedule a pre-proposal conference at a later date PRIOR to the due date of the Proposal if, in the sole judgement of East Central University, there is a need for such conference.

2.7 Pre-Bid Site Visit

A site visit is offered Tuesday, June 1, 2021 @ 10:00AM CT. This scheduled site visit is encouraged but not mandatory. The vendor is responsible for all field measurements and must have actual knowledge of the physical situation relative to the solicitation in order to submit a valid response. Site visit will commence from the Chickasaw Plaza of the Koi Ishto Stadium, located on the east side the university's campus on Stadium Drive. Link to campus map: <https://www.ecok.edu/about-east-central-university/campus-map>

2.8 Accommodations for People with Disabilities

If the vendor or any of the vendor's employees participating in this RFP needs or has questions about the University's accommodations for people with disabilities please contact the ECU Purchasing Office by telephone at 580-559-5262, to make the necessary arrangements. Requests should be made as early as possible to allow time to arrange the accommodations.

2.9 Performance, Payment, and Defect Bonds – Requirement(s)

Vendor should read this document closely to determine whether a performance bond or similar requirements are indicated for this RFP. If project costs exceed \$50K, bond is required per Title 61 O.S. 113.B. Vendors shall ensure that complete and competent evidence of such coverage is provided to East Central University in their

proposal package. The Bond and insurance are required to be in effect and cover 100% of the project until accepted in total by the University. Bonds must be delivered not later than the day of execution of the Contract.

2.10 Communication, Questions, Inquiries

From the date of RFP Issue, to the submission closing date, the vendor shall not make available or discuss any part of their proposal with an employee or agent of East Central University, unless prior permission is request in writing by the vendor and granted in writing, from the ECU Purchasing Director or designee. The sole contact between the University and vendor for questions, inquiries, clarifications or interpretations related to the terms and conditions, process, procedures, language, and/or specifications of the RFP is the ECU Purchasing Director or designee. For communication purposes all questions and inquiries regarding this document shall only be directed in writing to the attention of:

Primary Contact Chandra Miller, Purchasing Director
ECU Purchasing Office
Email: chalmil@ecok.edu

Secondary Contact Weston Blaine, Purchasing Assistant
ECU Purchasing Office
Email: ecupurchasing@ecok.edu

Questions and/or information requests may be emailed as they occur, but not later than 3:00PM Central Time, Monday, June 7, 2021. Email questions, referencing “Questions for RFP 2021004 Asphalt Parking Lot Repairs” to chalmil@ecok.edu and Cc: ecupurchasing@ecok.edu. Questions and answers shall be posted to the website as an addendum to the solicitation. East Central University will provide responses as soon as possible and practicable with the intention to respond to all in a timely manner. However, the University reserves the right to decline to respond to any question. Responses and Addenda, if any will be posted to the website at <https://myecu.ecok.edu/ics/>. It shall be the sole responsibility of the proposer to visit the website daily for any and all update information. Any applicable addenda in relation to this RFP Solicitation are required to be executed and included int the vendor proposal submission. **Bid proposals missing addenda may be deemed as unresponsive and therefore, disqualified from evaluation.**

2.11 Deadline – Bid Submission

The Bid submission including all attachments, to also include any applicable and acknowledged addenda are to be included within the required proposal submissions which shall be one (1) original and two (2) copies sent to ECU Purchasing Office as indicated herein the RFP. Signer of the vendor’s proposal shall be a legally authorized representative capable of binding, through contract, the vendor and vendor’s organization. The signed, original proposal, addenda and all attachments **shall not be submitted via email**. All proposals shall be submitted in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted/printed in the upper left corner of the single envelope, package, or container. **THE SOLICITATION NUMBER, AND SOLICITATION RESPONSE DUE DATE, AND THE TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE OR CONTAINER.** **Bids may be mailed or hand delivered to arrive in a timely. Bids shall be received by the East Central University Purchasing Office (University), no later than 3:00PM, Central Time Wednesday, June 15, 2021.**

3.0 Terms and Conditions Governing the Resulting Contract

3.1 East Central University Standard Terms & Conditions are available at the following link:

<https://myecu.ecok.edu/ics/>

By submitting a quotation, proposal or bid, the supplier or vendor is agreeing to adopt ECU’s Standard Terms and Conditions as the Terms and conditions applicable to this transaction.

3.2 The Resulting Contract

The resulting contract, if any shall consist of (1) East Central University solicitation (whether RFQ, RFP or RFP) and any changes, additions, deletions or clarifications per addenda, (2) Negotiations rendered to writing and signed by both parties, (3) Vendors qualifying Response/Quote/Proposal/Bid, and (4) East Central University Terms and Conditions. This shall also be the priority order by which any conflict in the contract shall be resolved.

3.3 Sexual and Verbal Harassment

The policies of the University, along with sections of Federal and State Laws, prohibit sexual and verbal unwelcome sexual advance, any request for sexual favor or any other verbal or physical conduct of sexual nature that is so pervasive as to create a hostile or offensive work environment or offensive academic environment. Verbal harassment includes, but is not limited to, the use of profanity, loud or boisterous remarks, inappropriate speech, inappropriate suggestive conduct or body movement or comments that could be interpreted by the hearer as being derogatory in nature. This type of behavior and conduct is not tolerated on the East Central University campus. Vendors and contractors are required to exercise control over their employees, agents and subcontractors so as to prohibit acts of sexual and verbal harassment and agree as a term and condition that such vendor, contractor, agents, employees or subcontractors may be immediately removed from the project site and from University premises.

3.4 Vendor Restriction Against Hiring University Employees

For the duration of this project, the vendor shall agree that neither the vendor nor any subcontractors shall solicit for employment or employ any University staff member.

3.5 Specific and Unique Terms and Conditions applicable to this RFP

The following Terms and Conditions, along with the University's Standard Terms and Conditions, incorporated by reference, shall become part of any Agreement resulting from this RFP between East Central University and the vendor.

- A. This RFP does contain bond requirements. The successful vendor, upon notification of the award of the contract must deliver the required Performance Bond. The bond must be satisfactory to East Central University, executed by a surety company authorized to do business in the State of Oklahoma and approved by the State Board of Finance or local governing authority. The bond shall stay in full force and effective throughout the term(s) of the contract. Should any surety become insolvent or cease to do business in the State of Oklahoma, the contractor must immediately provide a new surety satisfactory to the University. No payment shall be made under the contract until the new surety is qualified, and bond accepted by the University. Vendor shall provide documentation to include Proof of Insurance, ability to secure bond, and workers compensation.
- B. Vendor is responsible for cleaning the work area of all debris, providing their own clean up bins and labor. Vendor shall assume ownership for a safe and secure work area.
- C. This work is time/schedule sensitive and is limited to a "not later than" date.
- D. This is a firm fixed price solicitation. Please stall all costs clearly and completely; East Central University shall not accept hidden charges or costs not disclosed as part of this proposal.
- E. Fees proposed herein, shall remain effective for the entire contract term. Change Orders proposed, after the initial project start, shall be submitted by the vendor in writing to Jerry Branscum, ECU Structural Superintendent. Change orders shall be reviewed and if approved, acknowledged in writing by East Central University Purchasing Office before proceeding.

- F. No work shall be sublet by the proposing vendor unless the subcontractor information has been noted in the proposal and approved by ECU. Subletting after the award without written approval from the University shall result in possible termination of the awarded contract.
- G. Vendors shall submit a written safety plan with their proposals. The safety plan shall reflect results of the Vendor's detailed study of the contract plans and specifications, with careful inspection and elevation of the work site and equipment needed to perform the services in accordance to the scope of work. The plan shall specifically identify the potential jobsite accident hazards and offer measures to protect personnel and property of the University. The vendor is also liable and responsible for assuring the safety representative contact name, email address and phone number within the proposed plan.
- H. Currently Face Masks are required to be worn while inside buildings of East Central University campus. This policy shall remain until further notice from the ECU President.
- I. Contract and terms are for the entire duration of the roof project, implementation to completion. East Central University Director of Facilities Management or his/her designee and the awarded vendor, must agree when the project is complete according to the University's specifications.
- J. Tentatively, the contract shall be effective and the project shall begin on or before June 21, 2021.

3.6 HB 1804, Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

Pursuant to 25 O.S. 1313, effective 7/1/0, all individuals, contactors, subcontractor or vendors are prohibited by State Law from entering into a contract with a public employer for the performance of services within the State of Oklahoma unless registered and participating in the Status Verification System to verify information of all new employees.

The Status Verification Service System is defined in 25 O.S. 1312 and includes, but is not limited to the free Employment Verification Program (EEV) available at: www.dhs.gov/E-Verify

By accepting a purchase order from East Central University or executing a contract on part of the vendor with the University, the individual, contractor or vendor warrants and attests that they are registered and participating in the Status Verification System. Vendor declares its employees and all proposed subcontractors are in compliance, with the Federal Immigration and Nationality Act (FINA), and all other Federal and State laws and regulations related to the immigration status of employees. These warranties shall remain in effect through the entire term, including all renewed periods if applicable, of the contract. The University reserves the right to request copies of documents certifying compliance with this requirement.

3.7 Information Technology for Individuals with Disabilities – Section 508 Federal Law

Pursuant to Title 74, Section 85.7d and OAC 580:15-6-21 electronic and information technology acquisitions, agreements and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance.

3.8 Tobacco-Free Campus

Effective August 1, 2012, East Central University is a tobacco-free campus. This includes e-cigarettes and vaping devices. The University appreciates compliance.

3.9 Requirement for Criminal Background Checks

The contractor awarded this RFP shall be fully responsible for the provision and support of goods and services required hereunder. Any subcontractors shall be approved in writing and in advance by East Central University; all contractors and subcontractors shall adhere to the resulting original RFP and the terms and any resulting Agreement(s). Contractors and any subcontractors and all visitors on campus related to such contract shall conduct themselves in a professional and courteous manner at all times with ECU faculty, staff, and/or students, and guests as well as any other customers, contractors or individuals with whom the contractor comes in

contact as a result of this contract or in the course of providing goods or services hereunder while working or visiting the campus.

- A. If East Central University, in its sole discretion, reasonably believes that an employee, agent or subcontractor of the Contractor assigned to provide goods or services to ECU pursuant to this Agreement has engaged in conduct inconsistent with the requirements herein, ECU may so notify the Contractor and the Contractor shall promptly reassign said employee, agent or subcontractor so that they shall no longer provide goods or services pursuant to this Agreement.
- B. The Contractor shall warrant that they shall only assign employees who have passed a criminal background check to perform work under this contract. The background checks shall demonstrate the worker has no convictions or charges include, but are not limited to, sexual offenses, violent offenses, and drug offenses.
- C. The Contractor warrants they are supplying employees who have passed a background check(s). Contractor agrees to defend, indemnify and hold harmless East Central University, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this warranty.
- D. The most common minimum background check does the following:
 - Social Security Trace
 - County Level Criminal Search (in all counties as found by the Trace)
 - National Sex Offender Search Statewide Criminal
 - National Criminal Database Federal Criminal
 - Motor Vehicle Report

4.0 Owner's Reservation of Rights

East Central University reserves the right and may evaluate the bids proposed based on the anticipated completion of all or any portion of the project. ECU reserves the right to reject any and all bids and re-solicit for new bids, or to reject any and all bids and temporarily or permanently abandon the project. ECU reserves the right to award any, all, or none of the project. ECU makes no representations, written or oral, that will enter into any form of agreement with any respondent to this RFP for any project and no such presentation is intended to be construed by the issuance of this RFP.

The successful Proposer, if any, selected by the University through this RFP will be the proposer that submits a proposal on or before the submittal deadline that is the most advantageous to the University.

4.1 Evaluation Criteria

Proposal Evaluation

Proposers are encouraged to submit proposals offering maximum benefit to East Central University in terms of (1) schedule, delivery (2) total overall cost, and (3) service, experience, and expertise. Proposals shall be evaluated by a committee designated by ECU's Executive Vice President of Administration and Finance or designee. Evaluation for this RFP shall include, but are not limited to, the following criteria:

- Fee proposed (cost of goods and services)
- Ability to meet specifications and schedule
- References and experience
- Value added concessions

The University may consider additional information if the university determines the information is relevant.

5.0 Specifications

Statement of Objective

East Central University is seeking a Vendor partner to repair parking lot repairs as identified, required and stated herein.

5.1 SCOPE OF WORK

Provide all labor, equipment, supplies, materials, required and necessary to repair asphalt parking areas/parking lots and replace as specified and indicated in EXHIBIT 1 Photos 1 through 8:

Repairs

- Power clean pavement, dress out edges and remove all loose debris
- Weed kill as necessary
- Remove all loose asphalt/raveling
- Square up sides of all pothole(s) sides vertically to result in having intact pavement on all sides
- Prime pavement
- All paving to be machine installed, rolled and compacted

Crack Fill

- After completion of the pavement repairs and repaving noted above, apply asphalt crack fill hot rubber material as required to remaining open cracks prior to seal coating.

Seal Coat

- Power clean pavement
- Dress out edges and remove all loose debris.
- Weed kill as necessary
- Heavy dirt and oil areas are to be steel brush cleaned
- All seal coating to be with a coal tar sealer with sand additive, applied according to the manufacturer's specifications
- Include the manufacturer's specifications with your bid.

Re-stripe

- The current parking pattern is to be duplicated when new striping is applied.
1. Parking at MAYHUE TENNIS COURTS a (Campus Map Location No. 28)
 - a. West Side of Tennis Courts:
Prep and overlay with 2" asphalt, and restripe.
 - b. South, and East Side:
Crack fill with hot rubber, seal coat w/sand, and restripe.
 2. Parking Lot northeast of Hallie Brown Ford Fine Arts Center (FFAC, Campus Map Location No. 11) at the corner of 10th & Francis Streets Lot:
 - a. Patch with asphalt as needed, crack seal with hot rubber, seal coat w/sand additive, and restripe.
 3. Physical & Environmental Science Center (PES, Campus Map Location No. 17);
 - a. Patch with asphalt as needed, crack seal with hot rubber, seal coat with sand additive, and restripe.
 - b. Overlay with 2" asphalt in one (1) area (as identified).

4. Chickasaw Business & Conference Center (CBCC, Campus Map Location No. 4) Lot:
 - a. Patch with asphalt as needed, crack seal with hot rubber, seal coat with sand additive, and restripe.
5. Charles F. Spencer Administration Building (Campus Map Location No. 3) Parking:
 - a. Crack seal with hot rubber, seal coat w/sand additive, and restripe.
6. 14th Street and College Lot:
 - a. Fill large crack with asphalt, crack seal with hot rubber, seal coat w/sand, and restripe.
 - b. Upper (West) strip of Parking Lot, seal coat w/sand additive, and restripe.
7. Briles Hall (Campus Map Location No. 38) Road and Parking:
 - a. Prep and overlay with 2" of asphalt and restripe.
8. Pontotoc Hall (Campus Map Location No. 43) West Lot:
 - a. Prep and overlay with 2" of asphalt 20' wide the whole west side drive from north to south.
 - b. The rest of the lot needs to be patched with asphalt, potholes repaired, crack sealed with hot rubber, seal coated w/sand, and restriped.
9. Bidder is solely responsible for field measurements.

Campus Map may be obtained online at: [https://www.ecok.edu/about-east-central-university/campus-](https://www.ecok.edu/about-east-central-university/campus-map)

[map](https://www.ecok.edu/about-east-central-university/campus-map) EXHIBIT 1 – Photos 1 – 9, See link: <https://myecu.ecok.edu/ics/>

6.0 Proposal Submission Order

Vendor proposals and all copies of said proposals shall be submitted in the following tabbed order to be considered for evaluation. Any proposal not following this order may be disqualified from review and evaluation, by the University.

Tab 1 Company/staff introduction, background/experience, and references

Tab 2 All pages of the ECU RFP document, including all attachments (Vendor Payee Form, etc.), in entirety and executed in full, with signatures where required and notary public witness where applicable. Tab 2 shall also include the Addendum or Addenda (if any), acknowledged and executed in entirety, by the proposing vendor.

Tab 3 Cost proposal and value-added concessions

Tab 4 MSDS(Material Safety Data Sheets) for all proposed chemicals (if applicable)

Tab 5 Proof of Insurances, ability to secure bond if awarded, workers compensation and licenses

Tab 6 Safety Plan

7.0 Cost Proposal – Pricing Structure

7.1 Provide

The total costs of proposed item(s), service(s), proposed solution(s), indicating whether each cost is one-time, incremental, or recurring cost for ECU after completion, should be clearly delineated within the proposal. Costs shall be line itemed.

7.2 Payment Terms, Incentives, and Penalties

If payment is required on other than a 30-day (monthly) basis, by appropriate invoicing, please identify the vendor requirements. East Central University issues purchase orders and therefore shall be invoiced by

purchase order. Applicable vendor invoices should be billed within 30 days of completion of services and/or delivery of goods. Being the University has fiscal year funding and budgets, and any disputes or payment issues shall be addressed within the current fiscal year or within 45 days of each fiscal year close. Payment made by the University shall be applied to the appropriate purchase order and applicable invoice, per the vendor’s accounting system. Payments applied to the oldest vendor balance are unacceptable. Vendors are responsible for keeping current on any payment/invoice issues to ensure appropriate receipt of payments.

7.3 Other Costs

If a form for the itemized costing of your proposal is not supplied by East Central University in the Specifications, Section 5.0, or by way of attachment, please list on a separate sheet, any other costs, not included in the above, necessary to provide the equipment, goods or services of your proposal. Include associated cost and the reasons therefore. The university shall be able to clearly understand your proposal and the cost structure you propose.

7.4 Costs Proposed Based on Volume

This RFP, and any resulting contact, contemplates the possibility that East Central University may wish to form purchasing partnerships or alliances with other higher education institutions to include, but not limited to, the Regional University System of Oklahoma (RUSO). ECU reserves the right to re-negotiate costs and/or services on behalf of these partnerships and alliances based on the increased volume of business offered to our vendor partner. Additional savings offered by the vendor following these re-negotiations shall be deemed as an amendment to the existing contract and made available to East Central University’s partners and alliance members.

7.5 Insurance

The successful bidder(s) awarded the Contract shall obtain and retain insurance, including worker’s compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide ECU with evidence of such insurance and renewals. The Regional University System of Oklahoma’s Board of Regents shall be named as the Certificate Holder.

Coverage Type	Minimum Amounts
Worker’s Compensation (*)	Statutory- Oklahoma
Employer’s Liability (each accident)	\$100,000.00
Commercial General Liability Insurance (shall be on an occurrence basis for all claimants and coverage)	\$2,000,000.00
Automobile Liability (any auto)	\$1,000,000.00
Bodily Injury and Property Damage (each occurrence)	\$1,000,000.00

() OR delivery of a fully executed original AFFIDAVIT OF EXEMPT STATUS UNDER THE WORKERS’ COMPENSATION ACT*

RESPONDING BIDDER INFORMATION

“Certificate for Competitive Bid and Contract” **must** be submitted along with the response to the solicitation.

1. RE: RFP 2021004 – ASPHALT PARKING LOT REPAIRS

2. Bidder General Information:

FEI / SSN: _____ VEN ID: _____

Company Name:

3. Bidder Contact Information:

Address:

City: _____ State: _____ Zip Code: _____

Contact Name:

Contact Title:

Phone#: _____ Fax #: _____

Email: _____ Website: _____

4. Oklahoma Sales Tax Permit:

- YES – Permit #:
- NO- Exempt pursuant to Oklahoma Laws or Rule

5. Workers’ Compensation Insurance Coverage:

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers’ Compensation Act.

- YES – include a certificate of insurance with the bid.
- NO – attached is a signed statement that provides specific details supporting the exemption you are claiming from the Workers’ Compensation Act. (If you do not know whether you are entitled to an exemption you should consult your legal counsel.)

BID FORM

TO: East Central University
Attn: Purchasing, Chandra Miller
Administration Bldg. – Room 164
1100 E. 14th Street, PMB W-8
Ada, OK 74820-6999

FOR: RFP 2021004 – ASPHALT PARKING LOT REPAIRS

DATE: _____

SUBMITTED BY:

Company / Firm _____

Address _____

City, State, Zip _____

OFFER

- I, the undersigned, hereby offer to provide Asphalt Parking Lot Repairs and Services as specified for the Sum Total Amount of :

_____ dollars

\$_____.

- Provide a Line Item(s) description of service(s) and associated cost in form below, to be delivered upon if bid is accepted, Award/Notice to proceed and associated cost(s), and any value-added concessions.

**EAST CENTRAL UNIVERSITY ASPHALT PARKING LOT REPAIR RFP 2021004
BID SUBMITTAL FORM**

DESCRIPTION	MEASUREMENT	TOTAL COST AMOUNT
Repair Asphalt		
Crack Fill & Seal Coat		
Re-Stripe		
Additional Costs (please specify)		

Total Cost (including materials & labor)	Materials Labor	

ACCEPTANCE:

- This offer shall be open to acceptance and is irrevocable for sixty (60) days from the bid closing date.
- If this bid is accepted by East Central University within the time period stated above, we will:
 - Execute the Agreement within seven days for receipt of Notice of Award.
 - Commence work within seven days after written Notice to Proceed of this bid.

CONTRACT TIME:

- If this Bid is accepted, we will:
 - Complete the Work in _____ calendar days from Notice to Proceed.
 - Provide warranty to include labor and materials for _____ years.

BID FORM SUPPLEMENTS:

- These Supplements are herein and attached to this RFP and are considered an integral part of this Proposal for submittal:
 - Responding Bidder Information
 - Bid Form
 - Attachment A – Purchasing Affidavit
 - Attachment B – Vendor Qualification and Financial Resource Statement
 - Attachment C – Vendor Certification of Compliance with Executive Order 11246
 - Attachment D – Vendor Payee Form
 - Attachment E – Certification for Competitive Bid and Contract (Non-Collusion Certification)

BID FORM SIGNATURE

(Print Full Name of Your Firm)

(Print name of Authorized Signing Officer)

(Signature, Authorized Signing Officer, Title)

Date