

\_\_\_\_\_  
Receiving Agent

\_\_\_\_\_  
Address of Receiving Agent

\_\_\_\_\_  
Phone Number

**Invitation to Bid**

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE SIDE  
RELATING TO SUBMISSION OF THIS BID.  
Notarized Affidavit completions and signature required on reverse side.

Date Issued \_\_\_\_\_  
Page \_\_\_\_ of \_\_\_\_

**BID NUMBER**

**BID CLOSING DATE AND HOUR**

**REQUIRED DELIVERY DATE**

**UEI NUMBER**

**SAM.gov EXPIRATION DATE**

--	--

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
BIDDERS MUST HAVE A UEI NUMBER AND A CURRENT SAM.gov REGISTRATION .					

**TERMS and CONDITIONS**

1. Sealed bids will be opened in the \_\_\_\_\_ (Location of bid opening)  
 \_\_\_\_\_ (Address of bid opening)  
 at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by entity may not be subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm for 90 days.

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say the he (she) is the agent authorized by the bidder to submit the above 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 state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other 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 the State of Oklahoma (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.

All bids and/or proposals must comply with the following provisions:

1. Federal Labor Standards Provisions, U.S. Department of Labor, 29 CFR 5;
2. Section 3 of the Housing and Urban Development Act of 1974, as amended, 12 U.S.C. 1701U, which requires that, to the greatest extent feasible, opportunities for training and employment be given lower-income residents of the project area and contracts for work in substantial part by persons residing in the area of the project ;
3. Section 109 of the Housing and Community Development Act of 1974 which assures that no person shall, on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination;
4. Certification of Non-Segregated Facilities, which assures that bidder does not maintain or provide any segregated facilities;
5. Equal Opportunity Provisions - Executive Order 11246, as amended, which assures nondiscrimination.
6. Minority Business Enterprise and Women Business Enterprise provisions which encourage minority-owned businesses and women-owned businesses to bid on the project.
7. Assurances that surety companies executing bonds (if applicable) appear on the Treasury Department's list and are authorized to transact business in the State where the project is located.

Subscribed and sworn before this \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_ (SEAL)

Firm: \_\_\_\_\_

My commission expires \_\_\_\_\_ Signed by: \_\_\_\_\_  
(Manual Signature of Undersigned)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC (CLERK OR JUDGE) Zip: \_\_\_\_\_

NOTE: Other terms and conditions can be added at the discretion of receiving agent.