



**DATE OF SOLICITATION** made as of the 20th day of **November** in the year **2024**.

**Solicitation Information:**

Solicitation Number: **523C**  
Project Name: **Removal & Installation Two Heat Systems**  
Address: **6733 SW Hwy 1**  
City ZIP: **Wilburton, OK 74578**

**Using Agency Information:**

Using Agency Name: **Oklahoma Department of Wildlife Conservation**  
Point of Contact: **Cheryl Luetkemeyer**  
Mailing Address: **PO BOX 53465**  
City, ST Zip: **Oklahoma City, Oklahoma 73152**  
Delivery Address: **1801 North Lincoln Boulevard**  
City, ST Zip: **Oklahoma City, Oklahoma 73105**  
Phone: **405-521-2097**  
Email: **cheryl.luetkemeyer@odwc.ok.gov**

Bids Due: **Monday, December 9, 2024 at 3:00 PM.**

The **Oklahoma Department of Wildlife Conservation** is inviting written bids for all Project Management, Superintendence, labor, machinery, equipment, tools, materials, supplies and appurtenances described by this solicitation.

Method of Responding to this Solicitation: Bids will be accepted by mail, email or hand delivered to the Using Agency Contact specified above.

The requirements of the proposed contract for construction are described within this Solicitation, and the Solicitation will become a part of any resultant Contract. Bidder will perform work in compliance with all applicable codes, standards, ordinances and laws. The issuance of this Solicitation does not guarantee that the State of Oklahoma will enter into an agreement, and the State reserves the right to reject any and all bids.

In preparing a bid, please review the attached documents and comply with instructions given:

- Bid Form: Submit your Bid using the form provided.
- Scope of Work (SOW): Description and Requirements of the proposed construction contract.
- Registered as a Supplier to do Business with the State of Oklahoma [Supplier Portal \(oklahoma.gov\)](http://oklahoma.gov).
- Supplier Insurance: General Liability and Workers Compensation or Exemption.
- Comply with the Federal Purchasing Requirement "Build America Buy America "(BABA) when applicable.

If the Bidder has any questions about this Solicitation, please contact the Using Agency Contact listed above.

This Solicitation and any resulting Contract for Construction is in accordance with 61 O.S. §101- 138, and specifically 61 O.S. §103(B) regarding projects under the statutory amount mandated therein. Any resultant contract will be awarded by the State of Oklahoma, Office of Management and Enterprise Services, Division of Capital Assets Management, Department of Real Estate Services, Construction and Properties (Owner Agent for State).



Oklahoma Department of Wildlife Conservation

- Bid Form: Sign, date and return Bid Form provided in Solicitation Package.
Scope of Work (SOW): Description, Requirements and Agreement of the Work Needed to Complete the Project.
Registered as a Supplier to do Business with the State of Oklahoma. Supplier Portal (oklahoma.gov)
Supplier Insurance: General Liability Insurance and Workers Compensation or Exemption.
Comply with the Federal Purchasing Requirement "Build America Buy America" (BABA) when applicable.

To: Oklahoma Department of Wildlife Conservation

Accounting Department
1801 N. Lincoln Blvd.
Oklahoma City, OK 73105
ATTN: Cheryl Luetkemeyer
RE: Solicitation Number: 523C

From:

(Firm Name)

(Address)

(City/State/Zip)

(Telephone No.)

(EIN/TIN No.)

(Email Address)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,
(List Addendum Number(s) received above)

ARTICLE 1: General.

1.1 The undersigned, being familiar with the local conditions affecting the cost of the work, with the Solicitation for Bids and in accordance with the provisions thereof, hereby proposes to furnish all labor, materials and equipment necessary for the sums listed herein.

1.2 In submitting the bid, it is understood that the right is reserved by the State of Oklahoma to reject any and all bids, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days after the date bids are due. Work is to start within ten (10) days after receipt of Notice to Proceed.

1.3 If awarded the project:

(Indicate applicable response and fill in days below)

[ ] We propose to complete this work within \_\_\_\_\_ calendar days from the date of receipt of the Notice to Proceed.
OR

ARTICLE 2: Compliance.

2.1 The Bidder certifies that:

2.1.1 they are an Equal Employment Opportunity Employer and that they do not discriminate in any of their business or employment practices;

2.1.2 they, and all sub-contractors and suppliers performing work on the Project, will comply with the provisions of the Oklahoma Taxpayer and Citizen Protection Act of 2007 and participate in the Status Verification System. The Status Verification System is defined in the Oklahoma Statutes, Title 25 §1312;

2.1.3 they will comply with the laws relating to public construction in the Oklahoma Statutes (Title 61) and the Oklahoma Administrative Code (Section 260, Chapter 65); and

they will comply with all State of Oklahoma Governor's Executive Orders, including those relating to the prohibited use of any and all tobacco product on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma.

Basis of Award: Fill out the requested rates and apply that rate to the estimated quantities to establish a comparative basis for contract award. The quantities are estimates only and may not reflect actual contract usage. The State will only assign work based upon need and makes no warranty or guarantee as to any minimum amount that may be authorized under the contract.

(Insert amount using words)

ARTICLE 3: Alternate(s):

\_\_\_\_\_ Dollars
(Insert amount using words)

\$ \_\_\_\_\_
(Insert amount using numbers)

**ARTICLE 4: Statements.**

**4.1 Non-collusion Statement.** For the purposes of a competitive bid for a public construction contract, the undersigned, being first duly sworn, certifies that

**4.1.1** I am the duly authorized agent of \_\_\_\_\_, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;

**4.1.2** I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and

- 4.1.3** Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
- a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. 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.

**4.2** I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached

**4.3 Business Relationship Statement.**

**4.3.1** I further certify that the nature of any partnership, joint venture or other business relationships presently in effect or which existed within one (1) year prior to the date of this statement with the Architect, Engineer, or other party of the project is:

\_\_\_\_\_  
*(If none, so state; use additional sheet if necessary.)*

**4.3.2** 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:

\_\_\_\_\_  
*(If none, so state; use additional sheet if necessary.)*

**4.3.3** And that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are:

\_\_\_\_\_  
*(If none of the business relationships herein above mentioned exist, then a statement to that effect. Use additional sheet if necessary.)*

**BIDDER:**

If awarded a contract, the bidder affirms that the work will be carried out in conformance with the contract requirements and that all invoices submitted for payment will reflect a true and accurate accounting of the work completed.

I solemnly swear or affirm, under penalty of perjury, that the foregoing is true and correct.

\_\_\_\_\_  
*(Bidder Signature)*

\_\_\_\_\_  
*(Bidder Printed Name)*

\_\_\_\_\_  
*(Bidder Printed Title)*

\_\_\_\_\_  
*(Date)*

**Scope of Work**  
**Service and Product – Remove & Install Two (2)**  
**Heat Pump Systems**  
**SE Region Office**  
**6733 Hwy 1, Wilburton, OK 74578**

**1. General Requirements:**

The proposed contract is for removal of two existing heat pump systems and dispose of properly and install two (2) new heat pump systems. The project location is at Oklahoma Department of Wildlife (ODWC), SE Region Office, 6733 SW Hwy 1, Wilburton, Oklahoma, 74578, approximately 6 miles east of Hartshorne on Hwy 1. To schedule an appointment to view installation location, please call Brandon Brown @ 918- 686-3673.

**Project 1:**

Remove two (2) existing heat pump systems and dispose of properly. Includes all labor, materials & supplies required to complete the job.

**Project 2:**

Provide and install 2 new heat pump systems:

- One (1) new 4-ton American Standard (or equivalent) 16 SEER heat pump system with 20kw back-up heat (to replace old 18 SEER 4-ton unit)
  - new indoor unit with 20kw back up heat
  - new thermostat
  - new outdoor unit (to be installed on existing slab)
  
- One (1) new 2-ton American Standard (or equivalent) 16 SEER heat pump system with 10kw back-up heat (to replace old 16 SEER unit)
  - new indoor unit with 10kw back up heat
  - new thermostat
  - new outdoor unit (to be installed on existing slab)

**2. Minimum Warranties:**

Two (2) years on labor

Ten (10) years on limited factory parts

Ten (10) years on compressor

**Contract Specifications:** Contractor is to provide all labor, materials, and needed equipment to complete the work as required.

Project must be completed within 60 days of Notice to Proceed. All work will be done as directed by ODWC Fisheries Regional Supervisor.

Please note that this will be awarded as a Binding Contract. The contract will be awarded based on the bid for the total project.

Contract will be awarded to one vendor only. If the vendor is awarded multiple ODWC projects, they must be capable of completing each project simultaneously.

**Insurance:** The successful bidder will be required to provide certificates of insurance for general liability, vehicles, and workers compensation. A contract will not be issued without the required proof of insurance.

**Basis of Contract:** The determination of the Lowest Responsible Bidder will be made based on the lowest extended price.

The Owner reserves the right to make any inquires to ensure that the lowest bidder can complete the work in a satisfactory manner.

The contract will be issued by the Office of Management and Enterprise Services, Construction and Properties Division (CAM/CAP). The contractor shall not begin work until the contract is in place and written notice to proceed has been issued by CAM/CAP.

Terms and Conditions: As stated in the contract.

Change Order: This will be a Binding Contract.

**Invoicing and Project Communication:** All work-execution related communication must go through the Agency Representative. Project invoice shall be sent to the Agency Representative at the following address and attention:

SW Region Office  
Brandon Brown  
6733 SW Hwy 1  
Wilburton, OK 74578  
918-683-1031/918-686-3673  
[Brandon.brown@odwc.ok.gov](mailto:Brandon.brown@odwc.ok.gov)

### **3. Execution:**

**Scheduling:** Provide Agency Representative with proposed work schedule prior to beginning work.

**Travel:** Contractor will not be compensated for travel to and from site.

**Closeout:** At completion of work, conduct final inspection with Agency Representative. Complete any corrective work as directed.

**\*\*\* End of Scope \*\*\***

OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION (ODWC)

SUPPLEMENT TO GENERAL CONDITIONS OF THE CONTRACT: [General Conditions of the Contract](#)

DOMESTIC PROCUREMENT REQUIREMENTS FOR INFRASTRUCTURE PROJECTS THAT ARE FUNDED IN WHOLE OR IN PART BY FEDERAL FUNDS UNDER BUY AMERICA BUILD AMERICA

As required by Section 70914 of the Infrastructure Investment and Jobs Act ([BUY AMERICA BUILD AMERICA ACT Pub. L. 117-58](#)) and related statutes and regulations, on or after May 14, 2022, the funds under a federal award for infrastructure projects must not be obligated unless all the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver. If any part of the project is funded by a federal award, then the entire project must meet the Buy America Build America provisions. This requirement is hereby expressly and formally incorporated into ODWC's *General Conditions of the Contract*, any contract that ODWC is party hereto and into all ODWC subawards under this program, including all contracts and purchase orders for work or products.

**I. REQUIRED USE.**

**A. Steel and Iron Products:**

All iron and steel used in the project must be produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, must have occurred in the United States. This includes the processes of epoxy coating, galvanizing, painting, or applying any other coating that protects or enhances the value of the coated material and that are permanently incorporated into the completed project. The Contractor shall provide certification that the steel/iron is domestically produced.

**B. Manufactured Projects:**

All manufactured products used in the projects must be produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation. The Contractor shall provide certification that the construction materials defined under BABA are domestically produced.

**C. Construction Materials:**

All construction materials used in the project must be manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States. This includes the components of the manufactured product, which must also be mined, produced, or manufactured in the United States.

**II. BIDDER/OFFEROR AND CONTRACTOR OBLIGATIONS.**

**A. Required Certifications:**

At the outset, the Bidder or Offeror must submit a certification of assurance of compliance with BABA, attached hereto as Exhibit A. After work is completed on the project, the Contractor must

submit an additional certification to ODWC with the following information, also reflected in Exhibit B:

*"I hereby certify that all construction materials furnished to the Oklahoma Department of Wildlife Conservation for the construction of the above referenced project that are required to be compliant with the Build America Buy America Act have been produced in the United States of America as defined by §70912 "Definitions" of the Infrastructure and Investment Jobs Act (IIJA) (Public Law 117-58 - Nov. 15, 2021). I further certify that all supporting documentation is on file and will be maintained for a period of five (5) years after project completion."*

**B. Assumption of Risk:**

The Contractor assumes the risk of including any foreign materials that are not exempt from this requirement, including iron or steel. ODWC may request to review the Contractor's supporting documentation to verify compliance with BABA at any time. The Contractor shall provide the supporting documentation within five (5) business days of the request. The burden of proof to meet the BABA provisions rests on the Contractor. If the supporting documentation does not undeniably demonstrate to ODWC that the iron or steel, manufactured products, or construction materials identified in the Certificates of Compliance were produced in the United States of America, then such iron, steel, manufactured products or construction materials may be considered unacceptable and must be replaced by the Contractor at no cost to ODWC. The Contractor shall not anticipate that any BABA preference provisions will be waived.

**C. Removal Due to Non-Compliance:**

The Contractor has the obligation to remove and replace non-BABA compliant material unless a waiver is granted for the use. No claims for contract adjustment (additional time, money, or both) will be made because of the non-compliant material. The Contractor shall provide certification that all materials defined under BABA are domestically produced.

More information on BABA requirements may be found here: [BABA - Federal Financial Assistance](#).

More information on BABA requirements for projects funded directly under the DOI may be found here: [USFWS Award Terms and Conditions May 14, 2022](#) and ["Buy America" Domestic Sourcing Guidance and Waiver Process for DOI Financial Assistance Agreements | U.S. Department of the Interior](#).

Attachment A

**BUY AMERICA BUILD AMERICA CERTIFICATION**

Procurement of Steel, Iron, or Manufactured Products, and Construction Materials

*Instructions: BIDDER or OFFEROR shall complete the Buy America Certification below. BIDDER or OFFEROR shall certify that it will either comply or that it cannot comply with requirements (only sign one, not both). This Certification MUST BE submitted with the Bidder's or Offeror's response.*



PROJECT: \_\_\_\_\_

**Certificate of Compliance with Buy America Requirements**

The BIDDER or OFFEROR certifies that it will comply with the requirements of ODWC's Supplement to General Conditions of the Contract, Public Law 117-58 and related statutes and regulations:

Date \_\_\_\_\_

Signature \_\_\_\_\_

Company \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_



**Certificate of Non-Compliance with Buy America Requirements**

The BIDDER or OFFEROR certifies that it cannot comply with the requirements ODWC's Supplement to General Conditions of the Contract, Public Law 117-58 and related statutes and regulations:

Date \_\_\_\_\_

Signature \_\_\_\_\_

Company \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_



Attachment B

**BUY AMERICA BUILD AMERICA CERTIFICATION**

Procurement of Steel, Iron, or Manufactured Products, and Construction Materials

***Instructions: CONTRACTOR shall complete the Buy America Certification below.***

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**PROJECT:** \_\_\_\_\_

I hereby certify that all construction materials furnished to the Oklahoma Department of Wildlife Conservation for the construction of the above referenced project that are required to be compliant with the Build America Buy America Act have been produced in the United States of America as defined by §70912 “Definitions” of the Infrastructure and Investment Jobs Act (IIJA) (Public Law 117-58 - Nov. 15, 2021). I further certify that all supporting documentation is on file and will be maintained for a period of five (5) years after project completion.

I fully acknowledge that I have the obligation to remove and replace non-BABA compliant material unless a waiver is granted for the use. I further acknowledge that no claims for contract adjustment (additional time, money, or both) will be made because of the non-compliant material. It is my obligation to provide certification that all materials defined under BABA are domestically produced.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Company \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_