



**Bid Information  
RFP #2223-28  
Moore-Lindsey Historical Museum  
Roof Replacement Project  
508 North Peters Street // Norman, OK**

**NOTICE TO BIDDERS**

When submitting bids or responses to RFPs, corporate entities are required to comply with State law regarding authorized signatures.

State statute requires that bids/RFPs “be signed by the chair or vice chair of the Board of Directors, or the President, or by a Vice President, and attested by the Secretary or an Assistant Secretary; or by officers as may be duly authorized to exercise the duties....” 18 O.S. § 22

However, if some other official with the corporation, such as a secretary, signs a document, such signature needs to be accompanied by a certificate or a copy of a resolution adopted by the Board setting forth the authority of that individual to execute a contract.

With respect to limited liability corporations, every manager is an agent of the company for the purpose of business and binds the limited liability company. Therefore, instruments and documents shall be valid and binding upon the limited liability company if executed by one or more of its managers. 18 O.S. § 32

As set forth above when submitting bids and RFPs, certification adhering to the state statutes should accompany documents being turned in for review.

**BID PROPOSAL (RFP #2223-28)—Page 1 of 4**

DATE: \_\_\_\_\_

PROJECT: MOORE-LINDESY  
HISTORICAL MUSEUM  
ROOF REPLACE PROJECT

LOCATION: 508 North Peters Avenue; Norman, Oklahoma

Proposal of \_\_\_\_\_  
(Hereinafter called "Bidder") a corporation/partnership/an individual (strike out inapplicable terms)  
doing business in the state of \_\_\_\_\_

To: The City of Norman, Oklahoma

Gentlemen:

The undersigned, as the Bidder, declares that before preparing his bid, he read carefully the instructions to bidders, the general conditions, and the general detailed plans and specifications, examined the form of the contract and the several bonds and the information blanks to be submitted, and that he is familiar with all the provisions of the same and with all the requirements of the complete contract to be entered into and bonds to be executed; that he has carefully examined the specifications for the proposed work on file with the City Controller and Director of Parks and Recreation, that he has visited the site of the work, has examined carefully all local conditions, has informed himself by his independent research and soundings of all the difficulties to be encountered, has judged for himself of the accessibility of the work, and the quantities and character of the materials to be encountered or excavated and all attending circumstances affecting the cost of doing the work and the time required for its completion and that this bid is made with full knowledge of the difficulties that may be encountered and the kinds, quantity and quality of the work, and materials required or to be encountered, and with full knowledge of all specifications and estimates and all provisions of the contract and bonds, gained by the independent research of the Bidder.

Said Bidder proposes and agrees that if his proposal is accepted, he will enter into a contract with the City of Norman, within ten (10) days after the acceptance of his bid, for the furnishing of all necessary tools, all work necessary to erect, construct and install the described products and/or structures and appurtenances complete in place in the manner and under conditions required by the contract and by the plans and specifications therefore, on file in the Office of the Director of Parks and Recreation, Norman, Oklahoma for the following amounts:

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after submission of bid.

Upon receipt of written notice of the acceptance of this bid, Bidder will execute a contract within five (5) days and deliver all bonds as required by the General Conditions.

**BID PROPOSAL (RFP #2223-28)—Page 2 of 4**

The Contractor hereby agrees to commence work within ten (10) days following issuance of a written NOTICE-TO-PROCEED from the Project Manager and to complete same within thirty (30) consecutive calendar days. (Please Note below if additional time will be required to complete work)

**SECTION 1: MOORE-LINDSEY HISTORICAL MUSEUM ROOF REPLACE PROJECT**

<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit \$</b>	<b>Total Cost</b>
1.	Provide and install all labor and materials necessary to remove existing shake roof from the main house at Moore-Lindsey Historical Museum site in Norman, OK and replace With a new cedar shake roof according to the project specifications (attached) and as described in the general conditions and specific provisions, attached herein; including all required construction inspections, as needed.	Lump Sum	1	_____	_____
1.a.	Alternate price to do the work in Item 1 Using Ipe Wood instead of Cedar	Lump Sum	1	_____	_____
2.	Provide all labor and materials as necessary to remove the existing composite shingle roof from the Carriage House at the Moore-Lindsey Historical Museum site in Norman, OK and replace With a new cedar shake roof according to The project specifications (attached) and as described in the general conditions and specific provisions, attached herein; including all required construction inspections, as needed.	Lump Sum	1	_____	_____
2.a.	Alternate price to do the work in Item 1 Using Ipe Wood instead of Cedar	Lump Sum	1	_____	_____

**Total Base Proposal:** \$ \_\_\_\_\_  
**(30 Day completion? Y/N)** \_\_\_\_\_  
**Total Base Proposal in words:** \$ \_\_\_\_\_

**Total Alternate (Ipe Wood) Proposal:** \$ \_\_\_\_\_  
**(30 Day completion? Y/N)** \_\_\_\_\_  
**Total Alternate Base Proposal (Ipe Wood) in words:** \$ \_\_\_\_\_

**Add-Alternate: MOORE-LINDSEY HISTORICAL MUSEUM ROOF REPLACE PROJECT**

<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit \$</b>
1.	Provide material and all labor necessary to install solid sheathing to replace (as-needed) any existing roof deck found to be rotten, missing or otherwise damaged enough to make it un-usable on both the main house and the Carriage House at the Moore-Lindsey Historical Museum site in Norman, OK. New Sheathing shall match existing roof Deck material in type and thickness as described in the specific provisions.	Square Ft.	1	_____

**BID PROPOSAL (RFP #2223-28)—Page 4 of 4**

If partnership, give name  
and address of each member.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED: \_\_\_\_\_  
Contractor

BY: \_\_\_\_\_  
Representative

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Incorporated under the laws of:

\_\_\_\_\_  
State

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_ of lawful age, being first duly sworn, upon his oath  
deposes and says: That he executed the accompanying bid on behalf of the bidder therein named for  
the construction of the above improvement in the City of Norman, Oklahoma, and that he had  
lawful authority to do so and said bidder has not directly nor indirectly entered into any agreement,  
expressed or implied, with any bidder or bidders, having for its object the controlling of the price or  
amount of such bid or bids, the paying to anyone any money for promotion to any bidder or bidders  
or other persons of any part of the contract or any part of the subject matter the bid or bids of the  
profits thereof, and that he has not and will not divulge the sealed bid on such public improvements  
to any persons whatsoever, except those having partnership or other financial interest with him in  
said bid or bids, until after the said sealed bid or bids are opened.

SIGNED: \_\_\_\_\_

Subscribed and sworn to before me, a Notary Public, in and for the State of

\_\_\_\_\_, County of \_\_\_\_\_ this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

Commission Number: \_\_\_\_\_



**Bid Information**  
**Moore-Lindsey Historical House**  
**Roof Replacement Project**  
**508 North Peters Avenue// Norman, OK**  
**RFP #2223-28**

**GENERAL CONDITIONS**

1. The intent of the City of Norman (City; Owner) is to replace the existing shake roof on all roof surfaces of the main house of the Moore-Lindsey Historical House Museum with a new cedar shake roof at 508 North Peters Avenue in Norman, OK, according to the roofing methods described herein, as well as all relevant sections of the attached guidelines from the Cedar Shake and Shingle Bureau {CSSB}, (attached) and the specific provisions provided herein. We are also seeking a second item of work to remove the composite shingle roof on the Carriage House structure at the Museum site with a new cedar shake roof to match that being installed on the main house museum. Contractor is expected to follow the scope of work as outlined in the attached specifications and drawings, including all structural and otherwise specified details indicated, except where specifically called-out as to be completed by others or otherwise not included in this contract. Bidders shall also supply a line-item price to replace any damaged, missing or rotten areas of roof deck on both structures to be used once the deck has been exposed and an accurate quantity can be calculated. Contractor is expected to work with and coordinate all construction activities with the City of Norman Parks and Recreation Department Director and his Project Manager. **The work included under these specifications shall consist of furnishing all items, materials, operations, or methods listed, mentioned, indicated, or scheduled on the plans and/or these specifications, including all labor, materials, equipment, rentals, transportation and incidentals necessary and required to perform the work as close to the descriptions contained herein as possible in order to produce a complete project ready for use.** All materials used for this project shall be new and free from defects, unless otherwise indicated as re-use of existing material. The new roof(s) shall carry a minimum 15-year warranty in performance and, at a minimum, follow the guidelines of the required One Year Maintenance Bond for all workmanship.

Read all information carefully and provide all bid prices for all sections of work on the Bid Form in accordance with the details necessary to follow the work in these documents. Alternate information on specifications and cost-efficient measures which would be in the best interest of this project may be considered, if proven to be in accordance with the goals of the City of Norman. **Note that we are accepting Alternate pricing for an Ipe Wood shakes instead of Cedar. Please indicate on Bid Form the time for completion for each type of shingle along with pricing.**

**Proposals are due on or before 5:00 PM on Friday, October 14, 2022;** and shall follow the attached bid form. Although one contractor shall be awarded the construction contract, the City

of Norman reserves the right to only award those parts of the project that fit within the available budget. A non-mandatory pre-proposal meeting shall be held at the project site on Monday, October 10, 2022; at 2:00 p.m. Any parts of the project that are not awarded through this Bid shall be re-bid at a later date. All work shall receive permitting, inspection and approvals consistent with similar construction in Norman.

2. Operations will include but not be limited to: Verification of all utility locations and building operational systems. This will include those items installed and recorded over the years by the City of Norman on this property. Also included: All questions regarding which method shall be followed if there is a conflict between these specifications and the manufacturers' specifications shall be resolved by agreement with the project manager.

3. Codes and Standards: All construction shall be done in compliance with all relevant and applicable sections of the ANSI Codes (latest version) as well as the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and Uniform Federal Accessibility Standards for such facilities, as they apply to this project. Building construction shall, further, be executed to follow all pertinent guidelines set forth in the ***International Building Codes [(IBC): 2011 version]*** as adopted by the City of Norman as it pertains to any and all design factors as needed to gain approval by City of Norman. Fire-retardant chemical impregnation is not required for the shake roof on this project, as-per Norman code. All work performed by successful contractor shall be in accordance with the included/attached provisions and specifications, which are to be followed during the construction process, unless altered by change order issued by the City of Norman. All work shall also meet the latest edition of any relevant federal, State or City of Norman codes, standards and ordinances that affect the project execution.

***It is the Contractor's responsibility to know and note in their proposal any items of work required by the above-referenced codes and standards but not specifically shown or mentioned in the plans and specifications and provide for these in their proposal.*** Any such item of work required by the above codes and standards but not specifically shown or mentioned in the plans and specifications shall be provided without additional cost, unless otherwise noted in addenda issued by the City of Norman.

4. Location: Work will be performed solely at the Moore-Lindsey Historical Museum site, located at 508 North Peters Avenue in Norman, OK (see map for exact location).

5. **Proposals shall include a project list where at least three (3) similar jobs have been executed by the contractor in the past five (5) years and a contact person for each job. If available, submit locations in the Oklahoma City metro area.**

6. All proposals will be evaluated based on the company's experience with this type of project, availability of project materials and time required to complete the requested work.

7. Operations will consist of field checking the condition of the Historical Museum property and performance of all work as described. Parks and Recreation Staff will be available for on-site meetings prior to bidding to discuss any concerns over the site and project. Please call 405-366-5480 for answers to questions about this project.

9. Any necessary City, State or Federal permits are to be obtained by contractor. All

utilities being used at the current facility shall be made available for the contractor, within reason during execution of the project (Parks and Recreation Project Manager will assist in scheduling all utility uses).

10. General Conditions/Scope of Work: The contractor shall make a field inspection of the project site and determine the project cost, including the extent to which all tools, lifts, scaffolding, equipment and labor methods shall be necessary to properly remove all the existing roof material down to the deck, repair or replace deck material as-needed, and install the new roof (any costs associated with rental equipment shall be included in the contractor's bid). An aerial inspection of the roof shape and size was done recently for the main house, and is included herein to help estimate the amount of material and method of installation for the main house (see attached). Evaluation and calculation of material needed for the Carriage House shall be the responsibility of the bidder in completing the bid form. All methods of installation are the same for both structures. **Successful** contractor shall submit for approval manufacturer's product information sheet describing each material to be used on the project to the project manager, if not called out in the plans. Materials will not be accepted as final without approval prior to their installation at the Museum. Construction will need to be coordinated with the City to minimize impact on daily users of this City facility. **Preferred work dates are to be identified as soon as possible after selection of successful bidder, due to current condition of roof.** All proposed work dates must be coordinated with the project manager in order to minimize impact of work on the Historical Museum event schedules. All final site clean-up must be approved by the Project Manager prior to final acceptance by the City of Norman.

11. Special Contitions: In addition to the work methods described in the attached specifications from the CSSB for installation of cedar shake roofs, bidders must include in their pricing the materials and labor necessary to:

- A.) remove all ornamental metal roof caps, finial pieces, lightning rod and ground wire and any other ornamental roof details that are not made of the same material as the cedar shake material as the roof, itself;
- B.) Tag all such removed roof details in a manner that allows them to be replaced in their same locations via the same attachment methods once the new shake roof has been installed;
- C.) Inspect and repair any damaged or broken parts of those items removed;
- D.) Remove any loose paint on all roof items removed in 11.A.) (above), and prime all bare and repaired surfaces (color/brand TBD) prior to applying two (2) coats of finish paint (color/brand TBD on all removed pieces) according to the selected paint manufacturer's "directions for use"; and
- E.) Replace all items removed in 11.A. (above) in a manner equivalent to or better than the method used to attach them prior to this project after new shake roof has been installed according to the guidelines that are a part of this packet.

12. Specific Provisions: All Bids shall propose Lump Sum(s) to do all roof replacement work on entire house and entire Carriage House at the location indicated following the Specific Guidelines described in the CSSB Roof Construction Manual (2020 Edition) as it applies to this project. **Be sure to bid both a Cedar shake and the alternate Ipe Wood shake when completing the Bid Form.** Roof deck replacement shall be awarded as-necessary, based on bidder's pricing per square foot as indicated on the Bid Form. Specifically, the application of



the new wood shake roof (cedar OR Ipe) shall include the items included in this item:

A.) Once the old roof has been removed down to the plywood roof deck; including the work described in the Special Conditions listed above in Item 11, all roof surfaces shall be covered with Certi-Sawn ® Shakes bearing the CSSB's official grade marked label. Shakes shall be Western Red Cedar; 24"; ½" Thick, Minimum (¾" also acceptable); Premium Grade with 10" Exposure. Do Not Bid Shingles. Shingles require a different installation method than that described herein.

B.) Prior to installation of new Shake Roof, any damaged, rotten, or otherwise un-usable roof deck areas shall be replaced with solid sheet plywood sheathing to match the existing roof deck for the pricing indicated on the Bid Form; applied according to the methods and specifications of the American Plywood Association. Bid will also include all costs for materials and labor necessary for installation of 1X4 nailing strips applied horizontally directly to the plywood sheathing. Space nailing strips at a distance equal to the exposed surface of the shakes (See Page 7 of attached guidelines) . **NOTE: For the Main House Front Porch Only**—Bidder shall include in their Lump Sum Bid the cost to remove the entire deck below the existing shake roof and allow the Project Manager to inspect the structural condition of the porch prior to installation of all new solid plywood sheathing on the porch as the first step in re-roofing.

C.) Roofing Felt—ASTM D226, Type I, asphalt-saturated organic felt (felt). Contractor shall apply a 36" wide strip of 30lb. split felt at the eave line of all roof sections. An 18" wide strip of 30lb split felt shall be applied over the top portion of all rows of shakes and extend onto the sheathing. Bottom edge of felt shall be positioned at a distance above the butt equal to twice the weather exposure.

D.) Shakes shall be doubled at all eaves. Butts of the shakes in the first course on roofs shall project 1-1/2" from the edge of roof eaves to insure proper spill into gutters and approximately 1" at gable and rake edges. Shakes shall be spaced no less than 3/8" apart; and no more than 5/8" apart. Offset shakes a minimum 1-1/2" between joints in adjacent courses. See CSSB New Roof Construction Manual (2020 Edition) (not included, available on-line) to use as a guide for proper installation of shakes on round roof turret on the main house and any other odd geometries and/or roof pitches.

E.) Chimney flashing shall extend up the chimney to a height not less than 3" up the roof slope to a point equal in height to the flashing on the chimney but never less than 1-1/2 times the shake exposure (All Metal Flashing shall be painted—color TBD). Use 4" Manufactured Step Flashing; and extend greater than 3" in all locations needed to meet building code. Apron flashing shall extend to within 1" of the surface of the finished roof. Where saddles or crickets are formed in back of chimneys, curves or similar vertical surfaces, they shall be carried not less than 10" under the shakes.

F.) Step slashing shall be used where vertical surfaces occur in connection with slopes. They shall be formed of separate pieces. Flashing shall extend not less than 3" and up the vertical wall so that they shall be lapped by the counter flashing not less than 4". It shall be installed in step fashion and each piece shall lap not less than 3" (one flashing installed on each course concealed under the covering course). Flashing shall extend up the wall not less than 3" behind the sheathing paper.

G.) Dormer flashings shall run 3" up under the sheathing paper and not less than 3" horizontally. Window caps and all other projections at points where rain water accumulates must be provided with flashings, such flashings must extend a distance of at least 3" up the wall behind the sheathing paper.

H.) Hips and Ridges—All shake hips and ridges shall be of alternate overlap type applied at the same exposure filed of roof and with nails long enough to penetrate into sheathing at least  $\frac{3}{4}$ ”; position fasteners approximately 2” above exposure line Install a strip of felt, eave protection material or metal over hip or ridge under the ridge or hip cap. If longer or shorter ridge cap is used, adjust exposure accordingly. Be sure to accommodate method to re-attach all ornamental roof ridge, finial and other cap details according to Item 11, above. If different attachment method is proposed, note such in each proposal.

I.) Valleys—Shakes extending into a valley shall be sawed to the proper miter. Do not lay shakes with grain parallel with the center line of valleys. All valleys shall be installed with shakes lapping the valley flashing not less than 7” on each side. On roof sections of less than 6:12 slope, flashing should extend at least 11” on each side. Metal valley sheets shall be center-crimped; of 20” minimum width; underplayed with a strip of 30lb roofing felt over the sheathing and coated with a metal paint (color TBD)

J.) Fasteners: Shake Roof shall be hand nailed according to CSSB specifications (DO NOT USE AIR COMPRESSORS or other automatic nailing methods for shakes. Plywood decking (sheathing) and all 1X4 spacers may be installed using automatic nailing techniques in accordance with local building codes. All shakes shall be secured with two (2) fasteners; Hot-Dipped Galvanized with a coating weight of ASTM A153 Class D (1.0 oz/sq ft). Do NOT use electro-galvanized nails. Fasteners shall be long enough to penetrate into the solid wood sheathing at least  $\frac{3}{4}$ ” or all the way through. Nails shall be driven flush but not so that the nail head crushes the wood. They shall be placed approximately  $\frac{3}{4}$ ” to 1” from the side edges of the shakes and approximately 1-1/2” above the butt line of the following course. Each shake shall be secured with two 6d “box2”, hot dipped galvanized nails of a length described herein.

13. Site Access and Care: The contractor shall be given such access to the site as necessary to complete the project. Contractor shall protect existing structural features to stay during construction, and will be responsible for any damage caused by performance of the work. Due to the special historic nature of this facility, the contractor and his assigns shall exercise extreme caution at all times to insure protection of the interior and exterior of the facilities on this property, including, but not limited to all window glass and built-in fixtures, furniture and building ornamentation. **Contractor shall repair or replace any damage caused at their sole expense.** No long-term vehicle parking will be allowed in the alley adjacent to the Museum; however, the alley may be used to load/unload material onto the roof for use in this project, as necessary. Parking will be allowed in the vacant grass lot owned by the city, north of the alley and/or in the lawn area south of the Carriage House at the site by special permission of the City of Norman during the project, weather-permitting. These areas may be used by all contractor vehicles when not being used to deliver or remove materials/tools/lifts/equipment to the site.

Contractor shall make necessary arrangements to protect the public in the work area during the project. Such precautions may include, but not be limited to: Temporary construction fencing as needed, daily site cleanup, locking up materials and securing the materials being used for the job during times when the site is not secured by the physical presence of the Contractor or his assigns. Items at the Museum which will not be altered via this project shall be covered or removed and protected according to prior agreement between contractor and owner during work and uncovered or reinstalled only after completion of work in the area around these items.

Guard against fire through daily clean-up and disposal of combustible material. Contractor shall, further, place all cotton waste, cloths and other material which may constitute a

fire hazard in closed metal containers and remove daily from the project site. Also, all material delivered to the site shall be stored in a dry, well ventilated space within the temperature range recommended by the manufacturer of the product being stored.

Material storage will be permitted on the grounds around the Museum, only if feasible. Any storage containers or other storage areas to be utilized shall be approved by the Project Manager prior to use. All storage shall be kept clean and all precautions shall be taken by the contractor in these areas to avoid vandalism, theft and danger of fire and spontaneous combustion.

The Historical Museum does not have any permanent occupants; however, the work site is a public facility, and has periods of high daily human activity and may have special events during the contract period. All such daily site activities shall be adjusted or restricted to the greatest extent possible to accommodate work on this project; however, the Contractor may request to work outside of the normal 8-hour work day and/or on weekends to better facilitate both Contractor and City during construction. Any delays which cause the contractor to not be able to work on the project as a result of a request by the Director shall not count against the days to completion agreed-upon for the project. Any other delays in the project caused by either the City of Norman or the Contractor shall be documented in a written statement signed by both parties as soon as such delays are known. All such details (if any) of adjustment to working hours will be negotiated with the successful contractor upon selection and prior to execution of contract and bonds. All areas uncovered shall be covered with a sufficient amount of tarps and weighted material to protect from rain and wind whenever those areas are not re-covered by new roof material at the end of each day and made secure against rain and wind so that the interior of the house does not get water inside of it during a rain event outside of the work day.

14. Besides the work of the roofing contractor covered in the bond forms for this project, all standard manufacturer's or dealer's warranties for materials used for this project shall be supplied in writing covering replacement of all defective material and workmanship assurances associated with the materials used for this project. All materials used for this contract shall be new, unused and free of defects and imperfections. Materials shall be delivered to the site in their original containers with legible labels intact indicating the manufacturer, type of material, stock number, brand name, color, label analysis and instructions for mixing and reducing (where applicable). All manufacturers' instructions related to installation, care and maintenance of their product after proper installation shall be provided and be explained to the City of Norman prior to final acceptance.

15. It is the intent of the City of Norman to award the work as quickly as possible, due to the condition of the current roof on the properties listed. Note that the Contractor with the successful proposal will be required to enter a **Construction Contract** with the City of Norman and shall be required to provide a **Performance Bond, Statutory Bond and one-year Maintenance Bond as well as proof of professional liability insurance.**

16. Funding for this project is to be solely provided by the Capital Budget of the City of Norman. No Federal funds are being used for this project.

17. The basic project being bid shall consist of those items, methods and specifications shown in the drawings and specifications that accompany this document, and any addenda issued by the City of Norman prior to bidding. **No Bid Bond is required.**

No additional work shall be performed on the project without prior written approval from the City of Norman in agreement with a change order request from the contractor. All such requests shall only be considered if the work, material, method, or means of construction are not otherwise covered in the project general conditions and specifications, as mentioned in this Request for Proposals for the project.

18. All items shall be bid as a lump sum project following the details described in the accompanying specifications. Final material call-outs (if not included on the plans) will be determined by consultation with the successful contractor. As stated, all material, labor, equipment and appurtenance necessary to provide the structure, ready for use, as described which are not mentioned in this document, but are essential to the project are understood to be included in the bidder's base bid costs.

**19. The base bid shall be a total of all costs for all items of work described in the project drawings and specifications, as broken down on the bid form necessary to perform the project described on the bid form. Alternate Bid Item(s) shall be awarded only if necessary and upon approval by project manager.**

20. Project is to be completed within 30 calendar days from issuance of notice to proceed-provided material supply, site and environmental conditions meet those specified as appropriate for the project. Contractor shall use an adequate number of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the work on this project; as further described in the project specifications. Note any/all anticipated supply issues.

21. Bids are due to the Norman Parks and Recreation Department office as noted in this proposal; and can be accompanied with a detailed breakdown of the project method, if desired. However, all proposals shall be compared using only the Lump Sum information on the Bid Form included in this document. All proposals are to include the **Bid Form and all Affidavits** (attached), and be delivered in a sealed envelope with all items of the Bid Form filled out and all required notarized signature(s) on the Bid Form and the attached Bid Affidavits. Clearly indicate "City of Norman: RFP #2223-28: Moore-Lindsey Historical Museum Roof Replacement Project" on the outside of all proposals. There is no Bid Bond required for this project. Any questions about the project can be addressed by contacting the project manager, listed below.

The City of Norman reserves the right to reject any and all proposals.

Proposals should be submitted to:  
**James Briggs, Park Development Manager**  
**City of Norman Parks and Recreation Department**  
**P.O. Box 370**  
**Norman, OK 73070**  
405-366-5480 phone; 405-226-0016 cell

**BID AFFIDAVITS**

The following affidavits are to accompany the bid:

A. **Non-Collusion Affidavit**

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_, of lawful age, being first duly sworn on oath says that (s)he is the agent authorized by the bidder to submit the attached 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 government official or employee as to quantity, quality, or price in the prospective contract, of any other terms of said prospective contract; or in any discussions between bidders and any government 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 City of Norman (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.

SIGNED: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

**B. Business Relationships Affidavit**

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states 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 as follows:

\_\_\_\_\_  
Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

\_\_\_\_\_  
(If none of the business relationships herein above mentioned exist, affiant should so state.)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

**CERTIFICATE OF NONDISCRIMINATION**

In connection with the performance of work under this contract, the contractor agrees as follows:

- A. The contractor agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, or ancestry. The Contractor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, or ancestry. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, lay-off, or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Contractor and Subcontractor shall agree to post in a conspicuous place, available to employees and applicants for employment notices to be provided by the City Clerk of the City of Norman setting forth provisions in this section.
  
- B. In the event of the Contractor's noncompliance with this nondiscrimination clause, the contract may be canceled or terminated by the City Council. The Contractor may be declared by the City Council ineligible for further contracts with the said agency until satisfactory proof of intent to comply shall be made by the Contractor.
  
- C. The Contractor agrees to include this nondiscrimination clause in any subcontracts connected with the performance of this agreement.

I have read the above stated clause and agree to abide by its requirements.

\_\_\_\_\_  
Contractor

ATTEST:

\_\_\_\_\_  
SECRETARY





**PLEASE SIGN AND RETURN THIS PAGE BACK TO  
THE CITY OF NORMAN PARKS AND RECREATION  
DEPARTMENT AT**

**405-366-5470 (fax)**

**OR scan and return as a PDF document to**

**[james.briggs@normanok.gov](mailto:james.briggs@normanok.gov)**

**AS CONFIRMATION THAT YOU RECEIVED**

**Bid Packet Information**

**For**

**RFP#2223-28**

**MOORE-LINDSEY HISTORICAL MUSEUM ROOF  
REPLACEMENT PROJECT**

**Signature**\_\_\_\_\_

**Company Name**\_\_\_\_\_

**Contact Number**\_\_\_\_\_

**Address**\_\_\_\_\_