

April 22, 2021

Seminole State College is accepting bids for the following:

Replacement of metal roofing at Raymond Harber Field House/Natatorium.

Replacement and repair of flat roof on Raymond Harber Field House.

\*Bid should include all costs of removal and disposal of existing R panel roofing, wall panels and cap metal.

\*Removal existing insulation from the underside of metal panels.

\*Provide/install 24ga standing seam metal roof system.

\*Provide /install 24GA metal panel fitting ridge cap.

\*Provide/install 24GA Standing seam wall panels to the east and west parapets.

\*Provide/install 24GA parapet cap.

\*Remove and replace guttering and downspouts on the north and south elevations.

\*Provide/install all necessary flashings and copings for roof penetrations.

\*Provide/install R10 3" reinforced vinyl insulation to underside of metal roofing panels.

\*Remove and haul away any debris.

\*Provide all lifts and material moving equipment required to execute the removal installation of the new roof.

\*Provide any and all required permits and inspections. Any state certifications must be followed (licensing etc.)

\*Project will include a maintenance program for 3-10 years. Including annual inspections and repair any of any defects discovered or suspected as a result of inspection Report of findings and corrective actions shall be provided annually in conjunction with inspection and repairs.

\*Ceiling tiles shall be replaced after the roof is repaired in the gym area.

\*Touch up paint and finish work shall be required if damaged during the reroof.

\*\*\*An add alternate could be leaving the existing metal roof and putting bracing on top of the old R panel and placing the new roof on the metal spacing but screwed to the purlins. Be clear in explaining your process of securing the roof.

\*Price both options and be prepared to explain your option.

\*Flat roof- shall be replaced with a new overbuilt metal roof of industry standard approved by Seminole State College

\*The new roof should replace existing short panels at the top of the existing overbuilt roof and tie in seamlessly.

\*The current heat and Air units will be removed by Seminole State College.

\*The same specifications should be used on the new overbuilt roof as are being used on the replacement roof on the gym area. All products should be professionally installed.

Schedule. The following schedule will apply to this bid:

April 22, 2021 —Issue RFP

May 13, 2021—Proposals Open (10:00 a.m., Hager-Chapman Center of the Ben & Bonnie Walkingstick Students Services Building)

Inquires. Questions and inquiries concerning the RFP should be addressed to:

RFP Questions:

Courtney Jones

Interim Vice President for Fiscal Affairs

(405) 382-9277

[c.jones@sscok.edu](mailto:c.jones@sscok.edu)

Technical Issues:  
Ed Lemmings  
Director for Physical Plant  
(405) 584-0574  
e.lemmings@sscok.edu

Mandatory pre-bid meeting will be held on May 5th, 2021 at 10:00 a.m. on the west side of the Seminole State College Raymond Harber Fieldhouse at 2701 Boren Blvd. Seminole Oklahoma 74868. Please direct any questions to the individuals noted above.

Proposal Format and Submission.

Proposals will be submitted to:  
Ms. Courtney Jones  
Interim Vice President for Fiscal Affairs  
Seminole State College  
2701 Boren Blvd.  
P. O. Box 351  
Seminole, OK 74818-0351

Proposal envelopes must be marked:  
"Seminole State College Request for Proposal #2021-004, Raymond Harber Field House/Natatorium Roof Project"  
**clearly marked on the outside of the sealed package to:**

Seminole State College  
Attention: Courtney Jones, Interim Vice President for Fiscal Affairs  
Bid Proposal Enclosed (2021-004)  
P. O. Box 351  
2701 Boren Blvd.  
Seminole, OK 74818

***Facsimile and/or Email Proposals will NOT be accepted.***

Seminole State College reserves the right to reject any and all bids. Please show proof of all bonding and licenses required.

Sincerely,

Courtney Jones  
Vice President of Fiscal Affairs



**Certification for Competitive Bid and/or Contract (Non-Collusion Certification)**

**NOTE:** A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: \_\_\_\_\_ Agency Number: \_\_\_\_\_

Solicitation or Purchase Order #: \_\_\_\_\_

Supplier Legal Name: \_\_\_\_\_

**SECTION I [74 O.S. § 85.22]:**

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, 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 said bid;
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
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, nor
  - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. 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 this contract herein.

**SECTION II [74 O.S. § 85.42]:**

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

the competitive bid attached herewith and contract, if awarded to said supplier;

**OR**

the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

\_\_\_\_\_  
Supplier Authorized Signature

\_\_\_\_\_  
Certified This Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax Number



# Responding Bidder Information

*"Certification for Competitive Bid and Contract" MUST be submitted along with the response to the Solicitation.*

1. RE: Solicitation # \_\_\_\_\_

**Bidder General Information:**

FEI / SSN : \_\_\_\_\_ Supplier ID: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Bidder Contact Information:**

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Oklahoma Sales Tax Permit<sup>1</sup>:**

YES – Permit #: \_\_\_\_\_

NO – Exempt pursuant to Oklahoma Laws or Rules – Attach an explanation of exemption

**Registration with the Oklahoma Secretary of State:**

YES - Filing Number: \_\_\_\_\_

NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming ([www.sos.ok.gov](http://www.sos.ok.gov) or 405-521-3911).

**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 with the bid a certificate of insurance.

NO – Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) – Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.<sup>2</sup>

<sup>1</sup> For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

<sup>2</sup> For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>

**Disabled Veteran Business Enterprise Act**

- YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.
- NO – Do not meet the criteria as a service-disabled veteran business.

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Authorized Signature

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Date

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Printed Name

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Title

Seminole State College  
P O Box 351  
Seminole, Oklahoma 74818

New Vendor Information Form

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Vendor Name \_\_\_\_\_

Vendor Contact \_\_\_\_\_ Phone \_\_\_\_\_

Please describe the product or service you as a vendor will provide for Seminole State College:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected Start Date \_\_\_\_\_

In addition to this form, please attach/include a completed and signed IRS Form W-9. If your organization is an LLC, please enter the tax classification.

Seminole State College will not setup a new vendor without the completion of this form and IRS Form W-9.

Additionally, please note that Seminole State College requires an approved purchase order for all purchases. Verbal purchase requests from anyone representing themselves as an agent of SSC should not be processed. Please help us help you receive timely payment of your invoices.

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For Seminole State College Business Office Use Only

Approved for Vendor Setup \_\_\_\_\_ Date \_\_\_\_\_