

## **NOTICE TO BIDDERS**

Notice is hereby given that the City of Ardmore, Oklahoma, will receive and open sealed bids for

**TREE REMOVAL  
ARDMORE DOWNTOWN EXECUTIVE AIRPORT  
BID NO. 21-1000**

a project consisting of the removal of trees, shrubs, and undergrowth, together with all necessary appurtenant works.

Sealed bids for the project, which will be received in the offices of the Purchasing Department, City of Ardmore, 23 South Washington, Ardmore, Oklahoma 73402, are due no later than

**3:00 PM on Tuesday, November 2, 2021**

Sealed bids can also be mailed to the Office of the Purchasing Coordinator at Post Office Box 249, Ardmore, Oklahoma 73402, as long as they are received by the date and time referenced above. Bids shall be opened at the above stated address and time for receipt of bids or as soon thereafter as practicable and publicly read aloud and tabulated.

Bids shall be made in accordance with the Instructions to Bidders contained in the Contract Documents. Contract Documents may be examined at the following places:

- City of Ardmore – Purchasing Department, 23 S. Washington, Ardmore, OK 73401, (580) 221-2506

Copies of Contract Documents, digital [Adobe pdf] format may be obtained from the City of Ardmore – Purchasing Department upon email request to [kmcelroy@ardmorecity.org](mailto:kmcelroy@ardmorecity.org) or [sshaw@ardmorecity.org](mailto:sshaw@ardmorecity.org).

All bids timely received shall be considered by the City prior to a Contract being awarded. Bids received more than ninety-six (96) hours, excluding Saturdays, Sundays, and Holidays, before the time set for opening of bids, as well as bids received after the time set for opening of bids, will not be considered and will be returned unopened. The Bidder shall honor the quoted prices for a period of 60 days from the time the bids are opened.

Bid security in the form of a cashier's check, a certified check, or a Surety Bond in the amount of five percent (5%) of the Base Bid shall accompany the sealed Bid of each Bidder. Bid security will be returned to the unsuccessful Bidders.

The City reserves the right to reject any or all bids and reserves the right to waive immaterial defects and irregularities or award the bid by item/schedule or all/none as it deems to be in the best interest of the City.

The Bidder shall only use the City's Bid Proposal and affidavits or photocopies thereof. All forms must be signed and all affidavits sworn to and notarized. All bids shall be typewritten or in ink. Bidder shall file the bid in a sealed envelope. Each envelope shall bear a legible notation thereon that it is a bid upon the project proposed and the name of the Bidder.

The Successful Bidder shall deliver the executed Contract and Bonds together with the certificates of insurance, all as required in the Contract Documents, to the City no later than fifteen (15) calendar days following the City's notification of its intent to award the Contract, unless that time is extended by the City.

The City may issue addenda as may be necessary in the best interest of the public and the City. Addenda may amend the date and/or time for receipt of bids or any specification, item, document or requirement in the Contract Documents upon notice to all prospective Bidders who have purchased Contract Documents for this project. The Contract will be awarded to the lowest and best Bidder.

A mandatory pre-bid conference will be held at **11:00 AM, Tuesday, October 26, 2021**, at the Ardmore Downtown Executive Airport, 1315 S. Lake Murray Drive, Ardmore, Oklahoma, 73401.

Kristi McElroy  
Purchasing Coordinator

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