BID PACKAGE

Everest Administration South Offices Carpet Replacement 2026

Schedule of Events

Bids Release	March 31, 2026
Pre-Bid Walkthrough	April 1, 2026 02:30 PM
Bids Due	April 14, 2026 02:00 PM
Notice of Award	April 23, 2023

1220 East Grand Avenue
Tonkawa, OK 74653

Designated Contact
Stacy Burns
Director of Physical Plant
(580) 628-6281
stacy.burns@noc.edu

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Purpose

Northern Oklahoma College is requesting bids for carpet tile replacement for some of the offices in the Everest Administration Building.

The project location is at 100 S University Ave, Enid, OK 73701.

General Information

Bid Policy Notice

Per State of Oklahoma Statutes and Northern Oklahoma College Purchasing Policies, any purchase over $25,000 requires competitive bids.

Project Deadlines

Mandatory Pre-Bid Visit

A mandatory pre-bid walk is required for vendors who wish to be considered for this job. The pre-bid walk will be held on **4/3/2026** starting at 2:30 PM. The initial meeting location will be Hallie Gantz Student Center - 2402 E Maine Enid, OK 73701 in the President's Conference Room (GU 116).

Bidders are responsible for taking field measurements of project sites.

Bid Due Date

All bid forms must be notarized and received by the Office of Financial Affairs no later than 2:00 p.m. on **4/13/2026**. Bids received by mail or digitally after the deadline will not be accepted. Electronic submissions can be sent via email to harley.morton@noc.edu .

Project Contacts

Questions or concerns regarding this Request for Proposal shall be directed to Stacy Burns at (580) 628-6281 or email him at stacy.burns@noc.edu.

Electronic submissions can be sent via email to the purchasing department at harley.morton@noc.edu.

Apart from the contact required for any on-going business at Northern Oklahoma College (NOC), vendors are specifically prohibited from contacting any individual at, or associated with, NOC regarding this project. Vendor communication shall be limited to the college's Purchasing Department and the contact person listed above. A vendor's failure to adhere to this prohibition may, at NOC's sole discretion, disqualify the vendor's proposal.

Acceptance Policy Notice

Northern Oklahoma College reserves the right to reject any or all bids, to waive irregularities in the bid or to select other than the lowest bid, as may be in the best interest of the college.

Project Packet Revisions

In the event that it becomes necessary to revise any part of this packet prior to the assigned return date, the revision will be provided by the Purchasing Department, or designee, to all respondents involved in the request for proposal. Changes in the specifications will be provided to all respondents, electronically, via an addendum made through the Purchasing Department email. NOC will be the sole determinant of whether any revisions/addendum should be issued as a result of any questions or other matters, and may extend the proposal deadline, if in NOC's judgment such information significantly amends this solicitation, or makes compliance with the original proposed due date impractical.

College and Project Background

College Background

Approximately 4,000 students pursue degree programs through the three campus locations. NOC has approximately 275 staff and faculty located on its three campuses. More information about NOC can be found at https://www.noc.edu/about-noc/

Project Background

The Everest Administration building was built in 1963. Some of the buildings flooring was replaced in 2013.

Existing Features

The rooms currently have existing carpet that will need to be removed before installation of new flooring.

Project Requirements

Equipment Requirements

The vendor will need to possess all necessary equipment for the removal of existing flooring features.

The vendor will need to possess all necessary equipment for the installation of the new flooring.

The vendor will need to possess all the necessary safety equipment for personnel involved in the installation.

Pre-Project Preparation Requirements

The vendor will be required to remove all existing carpet, padding, staples or other binding materials from the rooms.

The vendor will be required to clean and prepare the subfloor for new material installation.

Peri-Project Requirements

The vendor will be required to install carpet tiles, cove base, molded corners, and transition strips to other existing flooring materials.

Post Project Requirements

The vendor is required to remove all equipment from the premises and for waste materials to be properly disposed of in provided receptacles or transferred off site.

The project manager or lead will be required to report in completion to Stacy Burns at (580) 628-6281 or email him at stacy.burns@noc.edu.

Additional Requirements

Insurance

Vendor is required to provide a valid Certificate of Insurance (COI) with bid showing coverage of General Liability, Workers' Comp, Employer Liability, Excess Liability, Owner's & Contractors Protective Liability, Property Insurance, and Auto Liability of employees and vehicles that will be present during the project.

Proof of Prior Experience on Projects of this Type & Scale

Vendor is required to show photos or other documentation showing three projects similar to the one in this packet on commercial properties.

Proof of Warranty

Vendor is required to provide documentation of warranty certification and guidelines.

Invitation, Affidavits, & Bond Requirements

Completed Bid Form, Non-Collusion Affidavit and Business Relationship Affidavit must accompany the proposal of each bidder. Bids for this project over $50,000 must complete a Bid Bond and include it in the returned materials per Oklahoma State Statute.

Notarization of Documents

Do not sign the following documents except in the presence of a notary public. The attached Invitation to Bid, Non-Collusion Affidavit, and Business Relationship Affidavit must be notarized by a licensed Notary Public prior to submission.

Submission of Documents

Documents must either be submitted digitally to harley.morton@noc.edu or through mail:

Address to: Northern Oklahoma College
Office of Financial Affairs
1220 E. Grand Ave.
Tonkawa, OK 74631

Submissions must include signed a notarized Invitation Form, Bond Forms, Affidavits, and itemized cost summaries.

Cost Summary

Northern Oklahoma College is a tax-exempt entity and can provide a letter of exemption for tax exemption for the purchase of materials for the project.

The vendor is required to provide a system cost summary. The bid must include the complete purchase price for the described system including the warranty for the proposed system.

Pursuant to Oklahoma Statute Title 74:

§ 85.40. Travel Expenses to be Included in Bid, Proposal, or Quotation

Suppliers that may incur travel expenses pursuant to an acquisition by a state agency from the supplier shall include travel expenses in the total acquisition price in the supplier's bid, proposal, or quotation. A state agency shall not pay any supplier travel expenses in addition to the total price of the acquisition.

Travel and lodging costs must be included in in the cost of the bid put within the supplies and services. NOC cannot payout travel and lodging if it is listed as an itemized item.

Submission Checklist

The following items are required for vendor proposals to be valid and placed into consideration.

- ☐ Invitation to Bid – Filled in and Notarized
- ☐ Non-Collusion Affidavit – Filled in and Notarized
- ☐ Business Relationships Affidavit – Filled in and Notarized
- ☐ Bid Bond – Filled in and Notarized if Bid is Over $50,000.00
- ☐ Valid Certificate of Insurance (COI) Showing Coverage of General Liability, Workers' Comp, Employer Liability, Excess Liability, Owner's & Contractors Protective Liability, Property Insurance, and Auto Liability of employees and vehicles that will be present during the project.
- ☐ 3 Examples of Prior Projects of this Type and Scale on Commercial Properties

☐ Proof of Warranty (if Applicable)

MAIL SEALED BID TO:

INVITATION TO BID

FINANCE OFFICE
NORTHERN OKLAHOMA COLLEGE
PO BOX 310
TONKAWA, OK 74653-0310

PHONE 580.628.6233
FAX 580.628.6396

DATE BID TYPED	BID ON REQ. NO.	AGENCY REQ. NO.	TERMS	VENDORS DELIVERY DATE

NO RFP RECEIVED AFTER	OBJECT CODE

FOR USE OF OFFICE OF PUBLIC AFFAIRS	
DIRECTOR	
DEPUTY DIRECTOR	
ENGINEER	
ASSISTANT DIRECTOR	
BUYER	
OTHER	

PLEASE MARK ENVELOPE "RFP ENCLOSED"

PHYSICAL ADDRESS:
1220 E GRAND AVE
TONKAWA, OK 74653-4022

BIDDER'S F.E.I. NO. **(FEIN OR SSN MUST BE ENTERED)**

NAME OF FIRM, COMPANY

STREET ADDRESS

CITY STATE ZIP

PHONE

BIDDER AGREES TO COMPLY WITH ALL TERMS AND CONDITIONS BELOW

ITEM NO	QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
			PRICES SHOULD INCLUDE FREIGHT **TOTAL**		$

IMPORTANT **THIS BID INVALID IF NOT SIGNED AND NOTARIZED**

AFFIDAVIT:
STATE OF _____ COUNTY OF _____ _____ OF LAWFUL AGE, BEING FIRST DULY SWORN, ON OATH SAYS THAT:
(1) (S)HE IS THE DULY AUTHORIZED AGENT OF _____, THE BIDDER AND/OR CONTRACTOR SUBMITTING THE COMPETITIVE BID AND/OR PROCURING THE CONTRACT 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;(2)(S)HE IS FULLY AWARE OF THE FACTS AND CIRCUMSTANCES SURROUNDING THE MAKING OF THE BID AND/OR THE PROCUREMENT OF THE CONTRACT TO WHICH THIS STATEMENT IS ATTACHED AND HAS BEEN PERSONALLY AND DIRECTLY INVOLVED IN TH E PROCEEDINGS LEADING TO THE SUBMISSION OF SUCH BIDS; AND (3)NEITHER THE BIDDER/CONTRACTOR NOR ANYONE SUBJECT TO THE BIDDER/CONTRACTOR'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 DISCUSSION BETWEEN BIDDERS AND ANY STATE OFFICIAL CONCERNING EXCHANGE OF MONEY OR OTHER THING OF VALUE FOR SPECIAL CONSIDERATION IN THE LETTING OF A CONTRACT, (D) TO PAYING, GIVING OR DONATING OR AGREEING 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.

FIRM

ADDRESS PHONE

CITY STATE ZIP

NAME/TITLE

SUBSCRIBED & SWORN BEFORE ME THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC (OR CLERK OR JUDGE)

MY COMMISSION EXPIRES _____

NONCOLLUSION OF BIDS AFFIDAVIT

STATE OF Oklahoma)
) SS
COUNTY OF Kay)

PURSUANT TO H.B. 469, 2nd Session of the 34th Legislature, this statement if hereby submitted:

_____, 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 Northern Oklahoma College 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 bidder and any Northern Oklahoma College official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

_____
(Signature of Company Official)

Subscribed and Sworn to before me this _____ day of _____, 20_____

_____
Notary Public (or Clerk of Judge)

My Commission Expires: _____

BUSINESS RELATIONSHIPS AFFIDAVIT

STATE OF Oklahoma)
) SS
COUNTY OF Kay)

_____, 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 hereinabove mentioned exist, affiant should so state.)

_____
(Signature of Company Official)

Subscribed and Sworn to before me this _____ day of _____,20 _____

_____
Notary Public

My Commission Expires: _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

THAT _____ of _____ as Principal,

and _____ ,a _____ Corporation,

as Surety, are held and firmly bound unto Northern Oklahoma College as Obligee, in the

full and just sum of five percent (5%) of amount of bid $ _____ dollars,

lawful money of the United States, for the payment of which sum, well and truly to be made, we

bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally,

firmly by these presents.

WHEREAS, the said Principal is herewith submitting its proposal

_____

_____

THE CONDITION OF THIS OBLIGATION is such that if the aforesaid Principal shall be awarded the contract the said Principal will, within the time required, enter into a formal contract and give a good and sufficient bond to secure the performance of the terms and conditions of the contract, then this obligation to be void; otherwise the Principal and Surety will pay unto the Obligee the difference in money between the amount of the bid of the said Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former, but in no event shall liability hereunder exceed the penal sum hereof.

NEITHER the Principal or Surety are obligated under the terms and conditions of the bond unless funds are dedicated for the project and set aside in a manner satisfactory to both the Principal and the Surety.

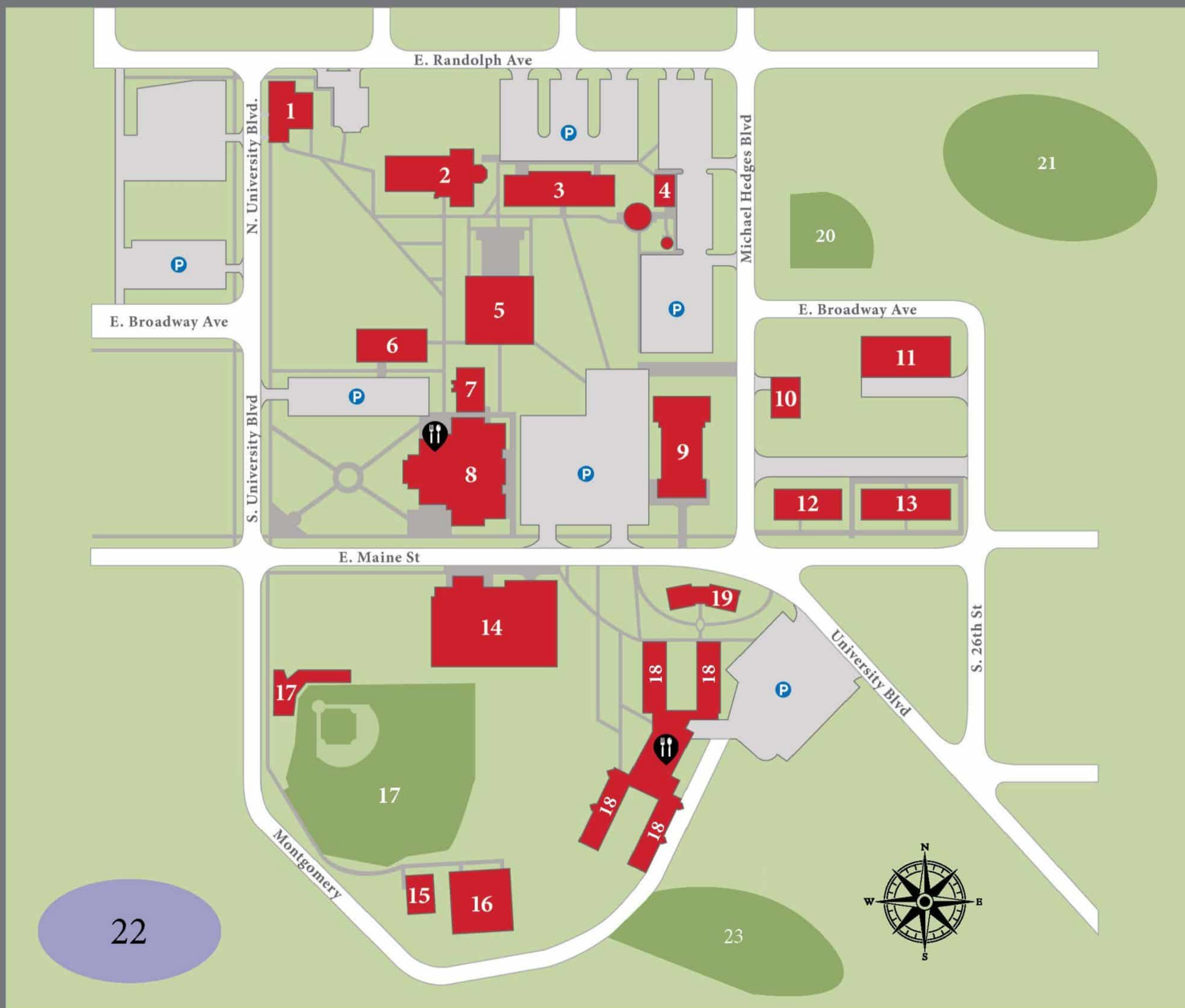
Signed, sealed and delivered _____

Attest: _____ (Seal)
(Principal)

By: _____ By: _____

_____
(Surety)

By: _____



1. **Making A Difference**
   Counseling Services
2. **Marshall Building (ML)**
   Bivins Chapel
3. **Harmon Science Hall (HS)**
4. **Astronomy Complex**
   Bert & Janice Mackie Planetarium
   Observatory (OB)
5. **Zollars Memorial Library (ZL)**
   Classroom Building
6. **Everest Administration Building (EV)**
7. **Grace Phillips-Johnson Art Building (AB)**
8. **Hallie Gantz Student Center (GU)**
   Bookstore
   Hub/Snack Bar
   James Room
   Montgomery Hall
   President's Conference Room

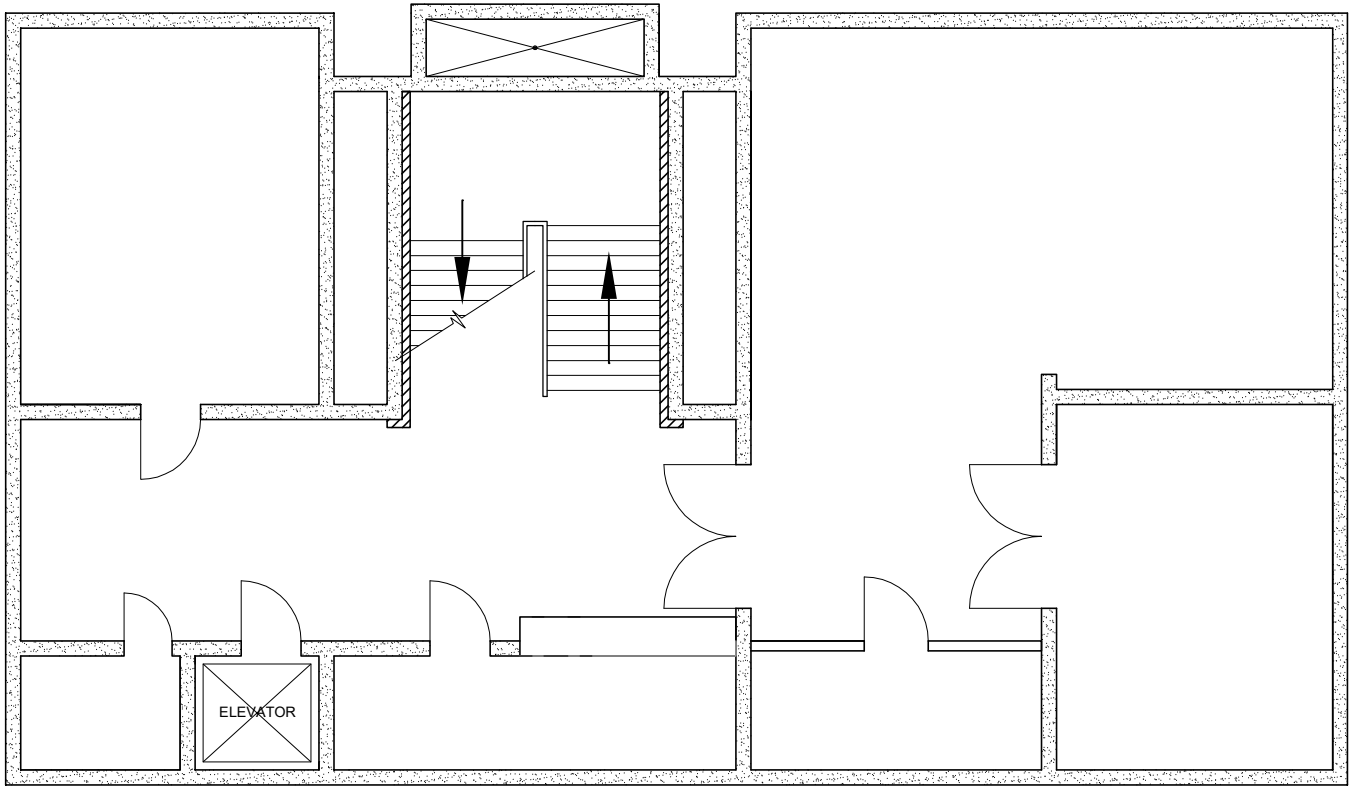
NOC

NORTHERN
Oklahoma College

Enid Map

100 S. University • PO Box 2300
Enid, OK 73702 • 580.242.6300
www.noc.edu

9. **Eugene S. Briggs Auditorium (BA)**
10. **Physical Plant Office (MH)**
11. **Physical Plant Shop (PP)**
12. **Lankard Residence Hall (LD)**
13. **Elliot-Goulter Residence Hall (EG)**
14. **Mabee Center Fieldhouse (MF)**
15. **Locker Room**
16. **Integris Indoor Baseball Facility (IIB)**
17. **Failing Field Ballpark (FFP)**
18. **Earl Butts Residence Hall (EB)**
    Jets Café
19. **Jets Residence Hall (JRH)**
20. **Softball Practice Field (SPF)**
21. **Disc Golf Course**
22. **NOC Pond**
23. **Northern Hills Golf Course (Closed)**



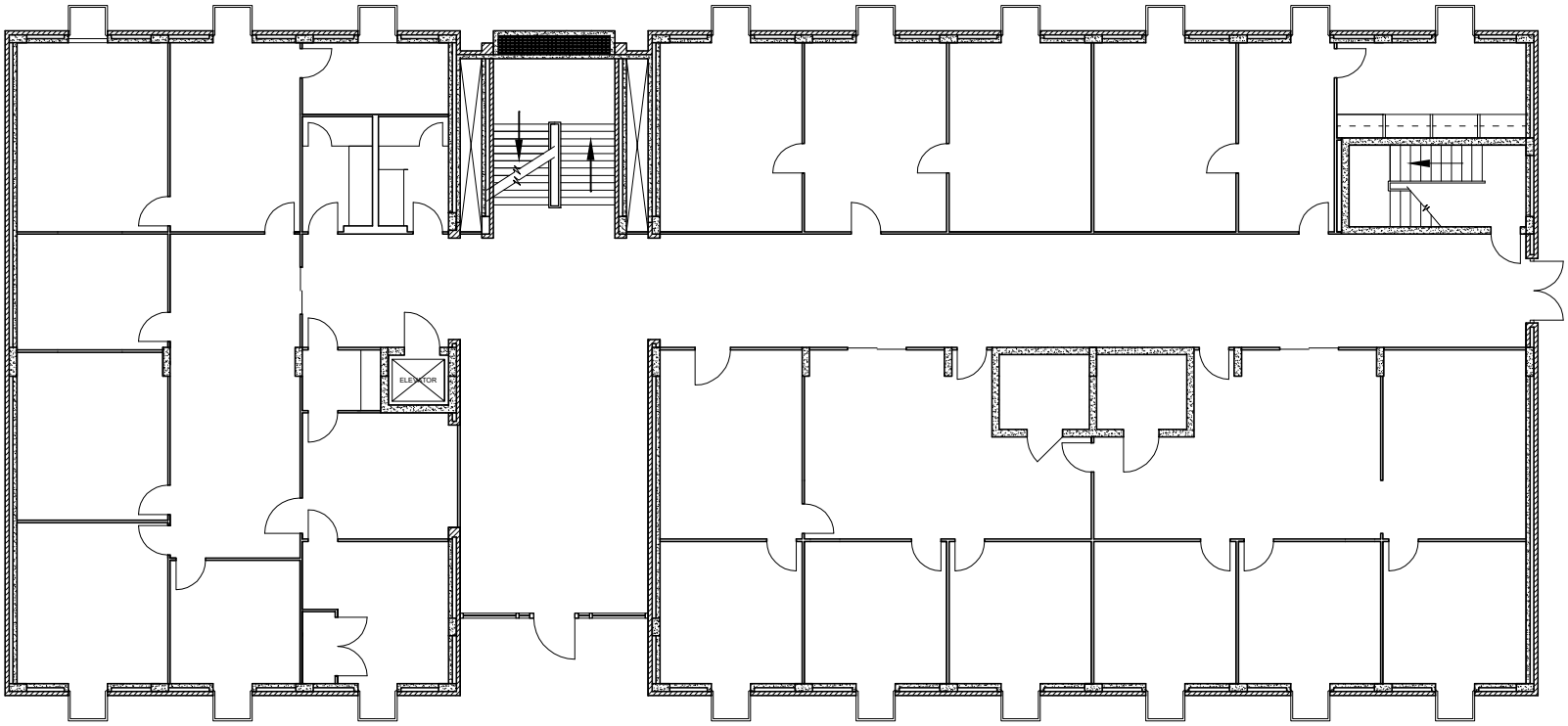
ADMINISTRATION

BASEMENT

ENID CAMPUS

10-08-2019

1/8" = 1'-0"



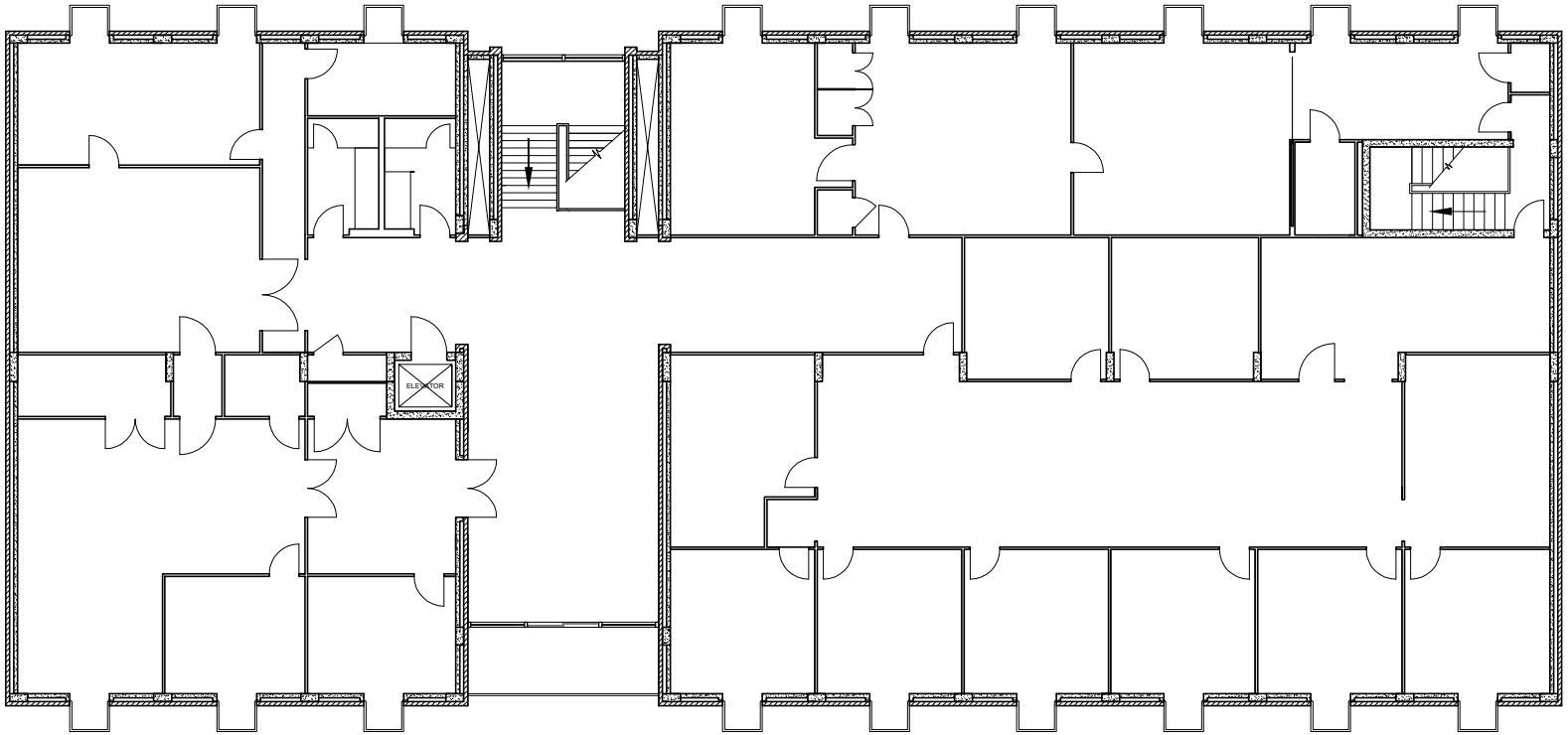
ADMINISTRATION

FIRST FLOOR

ENID CAMPUS

10-08-2019

1/16" = 1'-0"



ADMINISTRATION

SECOND FLOOR

ENID CAMPUS

10-08-2019

1/16" = 1'-0"