

NOTICE TO BIDDER

Bids will be received until 4:00 pm, Wednesday, June 29, 2022, at the Grant County Courthouse, County Clerk's Office, 112 E. Guthrie St, Room 102, Medford, Oklahoma, 73759 and will be opened at 9:30 am, Thursday, June 30, 2022, during the Regular Meeting of the Bd of County Commissioners for the following:

Bid-15-2022

Bidder may bid any combination of Bid A, B, and/or C

Bid A - Purchase or Lease/Install/Tech Support of
VOIP Countywide Phone System

Bid B - Countywide IT Technical Support for local computers/printers/scanners including
hardware and software needs to function properly

Bid C - Cyber Security for countywide software.

Excluding systems managed and maintained by other third-party vendors.

Bid 15-2022A

Purchase or Lease/Install/Tech Support – VOIP Countywide Phone System

Bid 15-2022B

Countywide IT Technical Support for local computers/printers/scanners including
hardware and software needs to function properly. Excluding systems managed and
maintained by other third-party vendors.

Bid 15-2022C

Cyber Security for countywide software.

Excluding systems managed and maintained by other third-party vendors.

Project details are described in "Specifications & Exhibits A & B"

NON-MANDATORY PRE-BID MEETING

**Will be held on Monday, June 20, 2022, at 10:00 am during the open meeting of the
BOCC located at 112 E Guthrie St, Room 103, Medford, OK 73759**

Questions regarding these bids can be directed to Steve Stinson, D3 @ 580-532-1044 • Craig A Fredrick, D2 @ 580-541-0945 • Max L Hess, D1 @ 580-541-4740 • Cindy Pratt, County Clerk's Office @ 580-395-2274. Bid packet can also be found at: www.grantcountyok.com or can be obtained by emailing Cindy Pratt, County Clerk at: cpratt@grant.okcounties.org

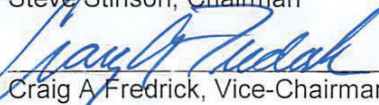
The Bidders shall submit their bid(s) on the official proposal form furnished. The bid envelope shall be clearly marked "**SEALED BID #15-2022**" with closing date and time. Bid Packet must contain correctly executed documentation of forms provided in the Bid Packet including: *Invitation to Bid, Terms and Conditions, Affidavit of Contract & Payment, Affidavit of Filing with Competitive Bid, W-9, and Bid Submission Sheet(s)*. Documentation may be submitted with Bid Packet to include additional detailed quote information. The Board of County Commissioners will review all bids and reserves the right to reject any and/or all bids.

Approved this 6th day of June 2022

Board of County Commissioners
Grant County, Oklahoma



Steve Stinson, Chairman



Craig A. Fredrick, Vice-Chairman

Max L Hess, Member



Cindy Pratt, County Clerk attest



GRANT

County, Oklahoma

COUNTY PURCHASING OFFICE

GRANT

County Court House

MEDFORD

, Oklahoma

Phone Number +1 (580) 395-2274

Invitation to Bid

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE SIDE
RELATING TO SUBMISSION OF THIS BID.
Notarized Affidavit completions and signature required on reverse side.

Date Issued Jun 6, 2022

Page 1 of 2

BID NUMBER

15-2022

BID CLOSING DATE AND HOUR

4:00 pm, Wed, June 29, 2022

REQUIRED DELIVERY DATE

—

(Days after award of Purchase Order)

TERMS**Date of Delivery**

Bid Opening Thursday, June 30, 2022 @ 9:30 am during the BOCC meeting

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ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			<p>Bid A Purchase or Lease/Install/Tech Support VOIP Countywide Phone System</p> <p>Bid B Countywide IT Technical Support for local computers/printers/scanners including hardware and software needs to function properly</p> <p>Bid C Cyber Security for countywide software excluding systems managed and maintained by other 3rd party vendors</p> <p>Bidder may bid on Bid A, B, and/or C Including combined bid packets or as individual bid packet(s)</p> <p>See bid specification sheet for details of bid request</p> <p>Non-mandatory pre-bid meeting will be held Monday, June 20, 2022 at 10:00 am during the opening meeting of the BOCC located at 112 E. Guthrie St, Room 103, Medford, OK 73759</p>		

TERMS and CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, 112 E GUTHRIE ST., MEDFORD, OK - GRANT County Courthouse, MEDFORD, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by GRANT County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until _____ (Date)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say the he (she) is the agent authorized by the bidder to submit the above 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 state 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 bidders and any state 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 State of Oklahoma (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.

Subscribed and sworn before this _____ day

of _____, 20____ (SEAL)

Firm: _____

My commission expires _____

Signed by: _____

(Manual Signature of Undersigned)

Address: _____

Phone: _____

NOTARY PUBLIC (CLERK OR JUDGE)

Zip: _____

In accordance with 62 O.S. § 310.9

NOTE: Other terms and conditions can be added at the discretion of the county officers.

AFFIDAVIT FOR CONTRACTS AND PAYMENTS

STATE OF OKLAHOMA)
) ss
COUNTY OF)

THE UNDERSIGNED (ARCHITECT, CONTRACTOR, SUPPLIER OR ENGINEER), OF LAWFUL AGE, BEING FIRST DULY SWORN, ON OATH SAYS THAT THIS INVOICE OR CLAIM IS TRUE AND CORRECT. AFFIANT FURTHER STATES THAT THE (WORK, SERVICES OR MATERIALS) AS SHOWN BY THIS INVOICE OR CLAIM HAVE BEEN (COMPLETED OR SUPPLIED) IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, ORDERS OR REQUESTS FURNISHED THE AFFIANT. AFFIANT FURTHER STATES THAT (S)HE HAS MADE NO PAYMENT DIRECTLY OR INDIRECTLY TO ANY ELECTED OFFICIAL, OFFICER OR EMPLOYEE OF THE STATE OF OKLAHOMA, ANY COUNTY OR LOCAL SUBDIVISION OF THE STATE, OF MONEY OR ANY OTHER THING OF VALUE TO OBTAIN PAYMENT OF THE INVOICE OR PROCURE THE CONTRACT OR PURCHASE ORDER PURSUANT TO WHICH AN INVOICE IS REQUIRED.

BUSINESS NAME

By _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS DAY OF , 20

NOTARY PUBLIC (OR CLERK OR JUDGE)

NOTE: 62 OKL.ST.ANN. § 310.9 (B), AUTHORIZES COUNTIES EXECUTING MORE THAN ONE CONTRACT, EXCEEDING \$ 25,000.00 DURING THE FISCAL YEAR, WITH AN ARCHITECT, CONTRACTOR, ENGINEER OR SUPPLIER OF CONSTRUCTION MATERIALS TO ACCEPT ONE AFFIDAVIT APPLYING TO ALL WORK, SERVICES OR MATERIALS COMPLETED OR SUPPLIED UNDER THE TERMS OF AWARDED CONTRACTS, OR WHICH ARE NEEDED ON A CONTINUAL BASIS; SUCH AFFIDAVIT TO BE IN LIEU OF ALL INDIVIDUAL AFFIDAVITS FOR EACH INVOICE SUBMITTED IN RELATION TO SUCH CONTRACT.

Bid #15-2022

S.A.&I. 425 (2000)

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA }
COUNTY OF _____ } SS

_____, 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 county 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 bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

BIDDER:

Signature

Subscribed and sworn to before me this _____ day of _____
20 ____.

Notary Public (or Clerk or Judge)

My commission expires: _____

Note:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl.St.Ann. § 138

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional) Grant County 112 E Guthrie St, Room 102 Medford, OK 73759
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

BID SUBMISSION SHEET
GRANT COUNTY, OKLAHOMA

INDIVIDUAL BID QUOTES FOR SUBMISSION

VOIP Phone System
BID 15-2022A

SCOPE OF REQUEST #1: **New Countywide VOIP Phone System - Turnkey phone system and continued technical support of hardware and software for this system**

		Response Time
Nature of Support:	Phone	_____
	VPN	_____
	Onsite	_____

VENDOR NAME _____
VENDOR ADDRESS _____
VENDOR CONTACT PHONE # _____
VENDOR EMAIL ADDRESS _____
VENDOR TIN: _____

TOTAL OF QUOTE: \$ _____

Vendor Signature: _____

Date: _____

<p style="text-align: center;">SPECIFICATIONS VOIP Phone System GRANT COUNTY, OKLAHOMA BID 15-2022A</p>
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DATE OF QUOTE: _____

VENDOR NAME _____
VENDOR ADDRESS _____
VENDOR CONTACT PHONE # _____
VENDOR EMAIL ADDRESS _____
VENDOR TIN: _____

SCOPE OF REQUEST #1: **New Countywide VOIP Phone System - Turnkey phone system and continued technical support of hardware and software for this system**

- Purchase or lease of turnkey countywide VOIP phone system
[See Attached "Exhibit A"]
- Installation of new countywide VOIP phone system including but not limited to necessary hardware and software installation to obtain turnkey products and services
- Facsimile capability (*as applicable*) [See Attached "Exhibit A"]

All telecommunication systems must comply with the guidelines setforth by the State of Oklahoma and the Corporation Commission, *O.S. Title 17 .139 §101 et seq.* for all

- County Offices including but not limited to the Assessor's Office, All District Shops (D1, D2, & D3), Commissioners' Office, County Clerk's Office, Court Clerk's Office, District Attorney's Office, District Judges' Offices, Election Board Office, OSU Extension Office, Sheriff's Office, and Treasurer's Office

		Response Time
Nature of Support:	Phone	_____
	VPN	_____
	Onsite	_____

**COMBINED BID SUBMISSION SHEET
GRANT COUNTY, OKLAHOMA
BID 15-2022**

TOTAL OF QUOTE: Bid A/B	\$ _____
TOTAL OF QUOTE: Bid A/C	\$ _____
TOTAL OF QUOTE: Bid A/B/C	\$ _____
TOTAL OF QUOTE: Bid B/C	\$ _____

Any of the above combination of bids may be submitted. Detailed specifications and quote details must be submitted to allow comparison of all bids received.

Bid A		Response Time
Nature of Support:	Phone	_____
	VPN	_____
	Onsite	_____
Bid B		Response Time
Nature of Support:	Phone	_____
	VPN	_____
	Onsite	_____
Bid C		Response Time
Nature of Support:	Phone	_____
	VPN	_____
	Onsite	_____

VENDOR NAME _____

VENDOR ADDRESS _____

VENDOR CONTACT PHONE # _____

VENDOR EMAIL ADDRESS _____

VENDOR TIN: _____

Vendor Signature: _____

Date: _____

"Exhibit A"

BID 15-2022A
VOIP PHONE SYSTEM FOR GRANT COUNTY, OK

Office	Phone Sets	Fax Line	Office Location
County Clerk	5	Yes thru Copier	CH-1st Flr
Assessor	4	No	CH-1st Flr
Treasurer	3	Yes thru Copier	CH-1st Flr
Commissioners Office	2	Yes thru Copier	CH-1st Flr
Board Room	1	No	CH-1st Flr
Court Clerk	4	Yes thru Copier	CH-2nd Flr
Judge	2	No	CH-2nd Flr
DA	2	Yes thru Copier	CH-3rd Flr
Election Board	2	Yes thru Copier	CH-3rd Flr
OSU	3	No	CH-3rd Flr
Sheriff Office	10	No	Sheriff's Building east of CH
Janitorial	1	No	Sheriff's Bldg in basement
District One (1)	4	Yes thru Copier	2005 Elm St - Wakita, OK
District Two (2)	5	Yes thru Copier	524 N First - Medford, OK
District Three (3)	6	Yes thru Copier	416 W Dogwood - Pond Creek, OK
TOTAL	54	9	

<p style="text-align: center;">SPECIFICATIONS IT Technical Support GRANT COUNTY, OKLAHOMA BID 15-2022B</p>
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DATE OF QUOTE: _____

VENDOR NAME _____
VENDOR ADDRESS _____
VENDOR CONTACT PHONE # _____
VENDOR EMAIL ADDRESS _____
VENDOR TIN: _____

SCOPE OF REQUEST #2: IT Technical Support

- IT Technical Support for county local computers (*as applicable*)

Duties to include continued installation and maintenance of hardware and software

- for local workstations (i.e., local networks server(s) and local printers/scanners) not currently under contract with other vendors.

Provide the most cost effective solution to workstation software licensing to include

- but not limited to the most current version of Microsoft Windows and Antivirus software

		Response Time
Nature of Support:	Phone	_____
	VPN	_____
	Onsite	_____

Sheriff's Office is on a separate network and WILL NOT be included in this bid

"Exhibit B"

BID 15-2022B

Third-Party Servers **NOT** included in Bid

Office	Vendor	Server/Online	Office Location
County Clerk	KellPro	Inhouse Server	CH-1st Flr
Assessor	State	Inhouse Server	CH-1st Flr
Treasurer	Tom Martin	Inhouse Server	CH-1st Flr
Commissioners Office	KellPro	Online	CH-1st Flr
Court Clerk	State	Inhouse Server	CH-2nd Flr
Judge	State	Online	CH-2nd Flr
DA	State	Online	CH-3rd Flr
Election Board	State	Online	CH-3rd Flr
OSU	State	Online	CH-3rd Flr
District One (1)	KellPro	Online	2005 Elm St - Wakita, OK
District Two (2)	KellPro	Online	524 N First - Medford, OK
District Three (3)	KellPro	Online	416 W Dogwood - Pond Creek, OK

Sheriff's Office is on a separate network and WILL NOT be included in this bid

BID SUBMISSION SHEET
GRANT COUNTY, OKLAHOMA

INDIVIDUAL BID QUOTES FOR SUBMISSION

IT Technical Support
BID 15-2022B

SCOPE OF REQUEST #2: IT Technical Support

		Response Time
Nature of Support:	Phone	_____
	VPN	_____
	Onsite	_____

VENDOR NAME _____
VENDOR ADDRESS _____
VENDOR CONTACT PHONE # _____
VENDOR EMAIL ADDRESS _____
VENDOR TIN: _____

TOTAL OF QUOTE: \$ _____

Vendor Signature: _____

Date: _____

<p style="text-align: center;">SPECIFICATIONS <u>Cybersecurity</u> GRANT COUNTY, OKLAHOMA BID 15-2022C</p>
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DATE OF QUOTE: _____

VENDOR NAME _____
VENDOR ADDRESS _____
VENDOR CONTACT PHONE # _____
VENDOR EMAIL ADDRESS _____
VENDOR TIN: _____

SCOPE OF REQUEST #3: Countywide Cybersecurity

Provide protection against unauthorized access to all countywide computer systems. Excluding

- servers currently maintained and monitored by other third party vendors as identified in "Exhibit B"
- Provide adequate security measures without hindering the county's credentials or compromising the quality of internet services and/or internet speed
- Devised responsive and recovery tools for prevention of any anticipated cyberattacks
- Provide centralized monitory of county computer network to include current mapping of all applicable servers, printers, copiers, scanners, and location of firewall
- Provide IT Risk Assessment documentation to Grant County on scheduled basis

Sheriff's Office is on a separate network and will not be included in this bid

Nature of Support:		Response Time
	Phone	_____
	VPN	_____
	Onsite	_____

BID SUBMISSION SHEET
GRANT COUNTY, OKLAHOMA

INDIVIDUAL BID QUOTES FOR SUBMISSION

Cybersecurity
BID 15-2022C

SCOPE OF REQUEST #3:

Countywide Cybersecurity

Nature of Support:		Response Time
	Phone	_____
	VPN	_____
	Onsite	_____

VENDOR NAME	_____
VENDOR ADDRESS	_____
VENDOR CONTACT PHONE #	_____
VENDOR EMAIL ADDRESS	_____
VENDOR TIN:	_____

TOTAL OF QUOTE:	\$ _____
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Vendor Signature: _____

Date: _____