



**Community Action Agency
Of Oklahoma City and Oklahoma/Canadian Counties, Inc.**

Bid Proposal Instructions

The **Community Action Agency** is a non-profit Corporation and administers a multitude of programs for low-income populace of Oklahoma/Canadian Counties. In accomplishing this mission, the Agency occupies numerous buildings, throughout all quadrants of Oklahoma County with one in Canadian County. The Agency receives funding from sources of the Federal, State and Local government.

Attached is a Bidder Declaration Form listing the requirements for 2024 calendars. Bids on calendars will be for the complete list of items. "The Bidder Declaration" included in the proposal must list the total price including tax. The lowest responsible bid will be accepted unless, all items are not bid on. In this event, total lowest bid on all items will be accepted. **Your bid must be returned to this agency no later than 11/30/2023 by 4:00pm, sealed and marked "Calendar Bid" on the outside of envelope.** If you desire, you may hand carry your bid to CAA, @ 319 SW 25th Street Oklahoma City, Ok 73109 no later than 4:00pm. **(Bid sheet must be notarized when returned.)**

Bids received after **11/30/2023** will be rejected. Bids must be submitted in a sealed envelope and clearly marked **"SEALED BID CALENDAR"** and mailed or hand delivered to

**Community Action Agency
319 Southwest 25th St
Oklahoma City, Okla. 73109**

The Agency reserves the right to reject any and all bids. The bids will be opened before the public at **10:00 am December 01, 2023** 1st Floor conference room, at 319 SW 25th Street Oklahoma City Okla. 73109

**319 Southwest 25th Street – Oklahoma City, Oklahoma 73109
Phone (405) 232-0199 Fax (405) 232-9074 (www.caaofokc.org)**



**Community Action Agency
Of Oklahoma City and Oklahoma/Canadian Counties, Inc.**

November 07th, 2023

Dear Prospective Bidder:

Attached is a Bid Packet for the annual **2024 Community Action Agency** Calendar needs. Bids must be returned to this Agency by the time and date specified in the **"BID Proposal Instructions."** If additional information is required, contact Steven McCrobie Procurement/Property Officer @ (405) 232-0199 ext. 2400.

The Agency appreciates your consideration of the annual **2024 calendar** bid packet and reserves the right to reject any or all bids not meeting stated specifications. (EOE)

Sincerely,

A handwritten signature in black ink that reads "Jessie Thompson". The signature is written in a cursive, flowing style.

Jessie Thompson
Executive Director

319 Southwest 25th Street – Oklahoma City Oklahoma 73109
Phone (405) 232-0199 Fax (405) 232-9074 (www.caaofokc.org)

BIDDER DECLARATION

BIDDER FULLY UNDERSTANDS, AGREES, WARRANTS, AND SUBMITS THE BID AS FOLLOWS

Count	Calendar Description	Calendar Number	Unit Cost	Total Cost
175	Desk Pad Calendar 17x22 with full year calendar across bottom of page	SK2400-00		
13	Week @ a Glance Purse Size	G210-00		
51	Week @ a Glance Appointment Book	70-950-05		
21	Desk Flip Calendar Refill	E717T-50		
31	Month @ A Glance Monthly Planner	70-260-05		
200	Day Minder Monthly Planner	G400-00		
3	Desk Flip Base	E17-00		
			Sub Total	
			Tax	
			Total	

This bid pricing is good for _____ days.

Firm Name

By: _____
Authorized Bidder Signature

Address

Contact Number

Email Address

Date

Subscribed to sworn before me this _____ Day of _____

My Commission Expires _____

Signature

(You may return only this sheet)