



November 20, 2018
Date

NOTICE TO BIDDERS

We are requesting bids for the following:

EQUIPMENT RENTALS

Attached are the specifications.

Bidders shall state whether the services proposed strictly meet these specifications and if not, they shall list each variation there from.

Sealed bids shall be delivered to the office of the Tulsa County Public Facilities Authority, Southwest Corner of the River Spirit Expo, 4145 East 21st Street, Tulsa, Oklahoma 74114 until **11:00 a.m. on December 6, 2018**. Bids shall be submitted in an envelope clearly labeled "Equipment Rentals".

Bids will be opened by the TCPFA in the Expo Square Administrative Office, 4145 East 21st Street, Tulsa, Oklahoma, 74114 at 1:00 p.m. on December 6, 2018.

"Affidavit for Filing with Competitive Bid" form must be signed, notarized, and returned with bid or bid will not be accepted.

The Tulsa County Public Facilities Authority reserves the right to reject any and all bids and waive informalities or minor irregularities in any bid.

Respectfully yours,

A handwritten signature in black ink that reads "Jessica Booth".

Jessica Booth
Purchasing Coordinator

Equipment Rental Service Specifications

Intent: Tulsa County Public Facilities Authority (TCPFA) is requesting sealed bids for various equipment rentals. This bid shall be in effect from January 1, 2019 to December 31, 2019 with an option to renew for additional one (1) year periods.

General Requirements: TCPFA has the need to secure vendor(s) to provide equipment rentals on an as needed basis. Vendors shall keep the following in consideration while bidding this service:

- Vendors shall provide a daily, weekly and monthly rate for each piece of equipment bid.
- Vendors shall provide a delivery to 4000 East 15th Street, Tulsa, OK 74112 and pick up price for each piece of equipment.
- Vendors shall bid on as many or as few pieces as desired; TCPFA has the option to award bids for a single piece of equipment, and/or multiple pieces of equipment. TCPFA reserves the right to award this bid to multiple vendors for availability purposes; (i.e., first call, second call, third call).
- Vendors shall invoice on a 30 day billing cycle unless otherwise in the bid response.
- Rental charges shall begin the day equipment is delivered to grounds and shall stop the day communication is sent to end the rental period.
- Service/rental agreements shall not be required by awarded vendor.
- Bid must contain total cost.
- Vendors are required to include a list of any fees that may be charged to TCPFA. Fees not submitted with the bid will not be allowed to be invoiced. List must include dollar amount of fees.
- Vendors must respond to repair/outage issues within 24 hours. Equipment will be requested on an as needed basis. Rental times will vary.
- Vendors shall include a list of other equipment available that may not be listed on the Equipment Rental Pricing Sheet and shall submit in the same format identified in this bid.

Availability: Equipment needed during TCPFA's peak times will be discussed with vendors prior to the bid award. Awarded vendors must be able to provide the requested equipment during those peak times. For example, TCPFA will require up to thirty light towers for the Tulsa State Fair or two 5 yard bucket loaders for Tulsa State Fair cleanup. TCPFA also requires three identical 125 HP tractors for live race. Vendors shall communicate if their company can no longer provide any equipment that has been awarded to them. Failure to provide the requested equipment during those peak times may result in the removal of that vendor from TCPFA's bid list and the inability to be awarded equipment in the future.

Insurance Requirements: Vendor shall carry and keep in force at all times General Liability in the amount of \$1,000,000, worker's compensation insurance and automobile insurance if driving company vehicles on TCPFA grounds. Certificates of insurance will be required before any work begins. TCPFA will also need to be listed as additionally insured on those certificates.

Questions: All questions regarding this bid must be directed to Jessica Booth in writing by December 3, 2018 by 5:00 p.m. Email questions to Jessica@exposquare.com.

Equipment Rental Pricing Sheet

Equipment Type	Daily	Weekly	Monthly	Delivery	Pickup
Excavator					
Forklift - 8,000lb					
Forklift - 10,000lb					
Forklift - 12,000lb					
Forklift - 15,000lb					
Forklift - Telehandler					
Light Towers (up to 30 needed for Fair)					
Loader - 3 yard bucket					
Loader - 5 yard bucket (2 needed for Fair)					
Manlift - 40' - 50' ft (straight)					
Manlift - 60' ft (straight)					
Manlift - 80' ft (articulating)					
Manlift - 125' ft (telescopic)					
Mini Excavator					
Scissorlift - 19'					
Skid Steer Loader w/tracks					
Skid Steer Loader w/wheels					
Tractor - 85-100 HP JD 5 series or equivalent					
Tractor - 125 HP or greater, JD 7000 series or equivalent, 4 x4, weighted front end, enclosed cab (3 identical units will be required for Live Race)					

Equipment Rental Pricing Sheet

Water Truck - 3000 gal					
------------------------	--	--	--	--	--

Vendor

Representative

Email Address

Mailing Address

Phone #

TULSA COUNTY PUBLIC FACILITIES AUTHORITY
AFFIDAVIT FOR FILING WITH COMPETITIVE BID

_____, 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 Tulsa County Public Facilities Authority 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 Tulsa County Public Facilities Authority official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

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

NOTARY PUBLIC

My Commission expires _____, _____

NOTE:

Each competitive bid submitted to a county, school district or municipality must be accompanied by this properly completed Affidavit as required by 74 O.S 1981 § 85.24. Bidder shall be disqualified if Affidavit:

1. Is **not** properly completed.
2. Does **not** accompany bid.