



June 25, 2020

Date

NOTICE TO BIDDERS

We are requesting bids for the following:

TULSA STATE FAIR GOLF CART RENTAL SERVICE

Attached are the specifications.

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

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 July 15, 2020**. Bids shall be submitted in an envelope clearly labeled "Golf Cart Rental Service Bid".

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 July 15, 2020.

"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". The signature is written in a cursive, flowing style.

Jessica Booth
Purchasing Agent

**BID SPECIFICATIONS
GOLF CART RENTAL SERVICE
TULSA STATE FAIR**

The Tulsa County Public Facilities Authority (TCPFA) is requesting sealed bids for the contract to provide golf cart rental service for the annual Tulsa State Fair at Expo Square. This year's Fair will start on Thursday, October 1 and end on Sunday, October 11, 2020.

REQUIREMENTS

Bidder must be able to provide to TCPFA a minimum of 100 golf carts, and have an additional 100 available to meet the needs of Fair vendors, exhibitors and governmental agencies; of this additional 100, 50 must be utility carts. Agreements for carts rented by Fair vendors, exhibitors and governmental agencies are to be made by the successful bidder with those individuals and organizations.

Bidder must deliver 25 golf carts as requested by September 18, 2020 and have the remaining units delivered no later than 5:00 p.m. on September 22, 2020.

All bidders are required to provide the make and "age range" of the carts they will be supplying, as well as the quantities of each type of cart available for TCPFA and additional vendors, exhibitors and governmental agency use. In addition, please identify on the enclosed matrix the quantity with lights; lights are defined as carts with permanent lights installed on the cart. Temporary, clip-on lights will not be permitted.

A mechanic must be on-site at all times to repair, service, and fix flats on carts as needed.

Successful bidder must identify how they propose to handle the fuel expense associated with the use of any and all carts.

All bidders are required to provide a list of comparable events they have serviced and the contact for each event.

All bidders must provide current Certificates of Insurance for both General Liability and Workers Compensation insurance coverage with limits of not less than \$1,000,000/\$1,000,000/\$1,000,000, excess umbrella liability of \$1,000,000 and showing TCPFA as additional insured.

BID PRICES

Bidders are required to complete the enclosed matrix and submit it with their bid, listing each type of cart that can be rented (including utility and larger utility) and indicating the price per cart per day beneath each quantity range, for both the use of the Tulsa State Fair and any Fair vendors, exhibitors or governmental agencies.

Bidders are further required to submit with their bids a list of any "extras" their company offers and the "price per day for each "extra".

Bidders must submit a list of any additional charges with their bids and an explanation for each charge; this includes but is not limited to how fueling costs will be handled. Charges not listed in the bid response will not be paid.

Internal Tulsa State Fair golf carts – TCPFA is requesting prices for various carts with various quantities. Bidder shall invoice TCPFA based on the total volume of carts rented regardless of the type of cart. For example, if TCPFA rents 30 of the 2 seater carts, 30 of the 4 seater carts and 30 utility carts, TCPFA will expect to pay the 76 to 100 price range for all carts.

External Vendor golf carts – The prices submitted for the external vendors will be published. Agreements for carts rented by Fair vendors, exhibitors and governmental agencies are to be made by the successful bidder with those individuals and organizations.

All bid prices must include freight prepaid to:

Tulsa State Fair
Jessica Booth
4145 East 21st Street
Tulsa, OK 74114

Any questions requiring answers prior to submitting bid are to be made in writing to Jessica Booth, Purchasing Agent, by emailing to jessica@exposquare.com no later than 12:00 p.m. on July 10, 2020.

Bidders are encouraged to register their participation with Jessica Booth in order to be notified of any changes and receive addendum if any are issued. Please email company information to jessica@exposquare.com to register your company's participation.

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.