



February 28, 2019

Date

NOTICE TO BIDDERS

We are requesting bids for the following:

TULSA STATE FAIR DECORATOR SERVICE

Attached are the specifications.

Bidders shall state whether the 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 March 19, 2019**. Bids shall be submitted in an envelope clearly labeled "Decorator Service".

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 March 19, 2019.

"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

**BID SPECIFICATIONS
DECORATOR CONTRACTOR SERVICE
TULSA STATE FAIR**

The Tulsa County Public Facilities Authority (TCPFA) is requesting sealed bids for the contract to provide decorator contractor service for the annual Tulsa State Fair at Expo Square.

REQUIREMENTS

Fair Dates:

September 26 through October 6, 2019

Set-Up:

A spreadsheet will be provided by Tulsa State Fair with dates, times, equipment needs and layout including vendor list, locations and booth size, for each area.

Begin marking floors and setting pipe and drape:

- River Spirit Expo Upper Level Thursday, September 5
- River Spirit Expo Lower Level Monday, September 16
- Simulcast Mega Ride Wednesday, September 4
- Central Park Hall Thursday, September 12
- Exchange Center Friday, September 21

River Spirit Expo Upper Level must be marked by September 13. Buildings must be done by Friday, September 20 and the Exchange Center by Saturday, September 21.

Tear-Down:

Begins at 9pm, Sunday, October 6, 2019. The premises must be clear of all equipment and materials by the listed times:

- Exchange Center Monday, October 7, 2019 by 3pm
- Central Park Hall Monday, October 7, 2019 by 5pm
- Ford Truck Exhibit Hall Monday, October 7, 2019 by 8am
- Super Duty Barn Monday, October 7, 2019 by 8am
- River Spirit Expo Tuesday, October 8, 2019 by 8am
- Independent Midway Tuesday, October 8, 2019 by 8am
- Vendor Office Friday, October 11, 2019 by 5pm

Booth Sizes:

10'x10'	15' x10'	20'x10'	25'x10'	30'x10'	35'x10'	40'x10'	50'x10'
10'x15'	15'x15'	20'x15'	25'x15'	30'x15'	15'x20'	20'x20'	25'x20'
30'x20'	40'x20'	20'x25'	25'x25'	20'x30'	30'x30'	30'x35'	30'x40'
Bulk Space will include any booths over 1,200 square feet							

Booth Specs:

Booths are to be set-up in the buildings in accordance with Tulsa State Fair floor plan(s), and must provide flame proof drapery in the color(s) of choice by the Tulsa State Fair. Each booth shall have a 7"x44" vendor identification sign, with the exception of the midway vendors. This list will be provided by the Tulsa State Fair and will include vendor name and location by building.

Booth Quantities:

Approximately 700 booths in accordance with our layout(s); these booths will include, but not limited to a variety of sizes as previously listed.

Additional Equipment:

Drapes for masking	Taffeta skirting
8' high	Carpeting
12' high	Aluminum stanchions
16' high	Folding tables (cleaned and draped)
3' or 4' high	Booth signs
Black drape	Adjustable uprights (10) to run electric cords
Solid Panel	2' x 4' tables
Vinyl Covering	8' tables

Additional Areas Serviced:

- Entertainment stages
- Miss Tulsa State Fair Pageant
- Fiddlers Contest
- Vendor Lounges
- Media Room
- Competitive Exhibits Area
- Baby Station
- Vendor Office(s)
- Dressing Rooms
- Expo Serve stations
- Pavilion Stroller Room
- Just for Kids
- 4H/FFA
- Made in Oklahoma
- Livestock barns
- Arenas
- Junior Livestock Auction
- Wine Garden.
- Photography backdrops will be required as needed for the Livestock Area.

Additional Requirements / Information:

- List references of fairs/expositions for which you have provided decorating service and years of service.
- Bids must contain total costs, No add-ons for labor, including working throughout the night to meet move-out deadlines, freight etc., will be accepted at time of billing.

- Bidders may include an additional removal fee with the bid response for work performed that exceeds the normal hours of operation of the Tulsa State Fair; pertaining only to tear-down.
- Change overs will be required in different areas throughout the fair.
- An individual from your company will be required to assist Tulsa State Fair Personnel in platting the River Spirit Expo, Exchange Center, Central Park Hall and Ford Truck Exhibit Hall.
- An individual from your company will be required to check buildings early each morning during the run of the Fair and be on-call to handle any needs or problems that may arise.
- Service desk in the River Spirit Expo required during set-up time to service vendor requests. Selected company must remain open in the River Spirit Expo the duration of the fair.
- A furniture rental price list is required for distribution to vendors, and must be included with bid.
- All drapery and taffeta skirting material must be clean, flame retardant and in excellent condition.
- Preferred drapery colors should include but not limited to: Gold, Blue, Teal, Purple, Dusty Rose, Silver, Hunter Green, Burgundy and Tan.
- 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.
- This bid will be effective for a one-year period beginning May 1, 2019. Additional one year optional periods may be renewed upon mutual agreement of both parties, providing there are no changes to the terms.

All bid prices must include freight prepaid to:

Tulsa State Fair
Warehouse
4000 East 15th Street
Tulsa, OK 74112

Any questions requiring answers or clarifications prior to submitting bid are to be made in writing to Jessica Booth, Purchasing Agent, by emailing questions to jessica@exposquare.com no later than 12:00 p.m. on March 15, 2019.

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.