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January 31, 2019
Date

NOTICE TO BIDDERS

We are requesting bids for the following:

FIRE SUPPRESSION SYSTEM MAINTENANCE & REPAIR

Attached are the specifications.

Bidders shall state whether the service(s) 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 February 19, 2019. Bids shall be submitted in an envelope clearly labeled "Fire Suppression 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 February 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

Fire Suppression System Maintenance & Repair

Intent - Tulsa County Public Facilities Authority (TCPFA) is requesting sealed bids to secure a contractor for the maintenance and repair of fire suppression systems. This bid will be in effect for a one (1) year period starting on the award date with options to renew for additional one (1) year periods if both parties agree to no changes in pricing, terms and conditions.

General Requirements - Contractor shall keep the following in consideration while bidding this service:

- Contractor shall provide an hourly rate to complete maintenance or repairs. All services will be performed during normal working hours (8:00 a.m. through 4:30 p.m.), except emergency repairs. Contractor shall provide an hourly rate to complete emergency repairs after hours and on holidays.
- Contractor shall provide a cost plus percent for any materials needed to complete maintenance or repairs. Cost of materials shall be contractors actual cost plus markup percentage listed on Bid Pricing Sheet. TCPFA reserves the right to purchase necessary materials, supplies, components, and equipment when it determines that it is in the best interest of TCPFA to do so.
- The Contractor shall be responsible for providing emergency services as required on a twenty four (24) hour per day basis, 7 days per week, 365 days per year.
- The Contractor shall respond to all emergency service requests as reported by TCPFA within two (2) hours after being notified.
- The Contractor shall furnish all labor, qualified personnel who have appropriate licenses and/or certificates, supervision, equipment, materials, tools, vehicles, permits and insurance necessary to complete the requested maintenance or repairs.
- All work shall be guaranteed against defects for a period of one year from the date the system is placed in service.
- Travel time for service calls shall be the sole responsibility of the Contractor. Contractor shall not charge TCPFA for travel time.
- The work site shall be maintained in a clean, safe condition at all times. Contractor will be responsible for removal of all waste materials and debris. At the completion of the work, the Contractor shall leave the entire area in a condition acceptable to TCPFA.
- The Contractor shall be responsible for guarding and protecting the work site using appropriated standards and appropriate means whenever required.
- TCPFA reserves the right to seek competitive bid or require bonds for any major maintenance or repairs estimated to be over \$50,000.

Insurance Requirements - Successful contractor 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.

Questions - Any questions requiring answers or clarification before submitting a bid must be in writing and sent to Jessica Booth via email at jessica@exposquare.com. Questions must be sent no later than February 14, 2019 by 5:00 p.m.

Registration – Companies are encouraged to register their participation to stay informed of any addendums that may be released. Email company information to jessica@exposquare.com to register your company's participation.

Bid Pricing Sheet

Fire Suppression System Maintenance & Repair

*Bid responses must include Bid Pricing Sheet and Affidavit for Filing with Competitive Bid.

Regular Hourly Rate \$ _____

After Hours Hourly Rate \$ _____

Holiday Hourly Rate \$ _____

Cost Plus % for Materials \$ _____

Vendor: _____

Representative: _____

Address: _____

Telephone #: _____

Email Address: _____

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.