



December 20, 2018
Date

NOTICE TO BIDDERS

We are requesting bids for the following:

FLATBED TRAILER 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 January 17, 2019**. Bids shall be submitted in an envelope clearly labeled "Flatbed Trailer Rentals 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 January 17, 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

Specifications for Flat Bed Trailer Rentals

Intent: The purpose of this bid is to secure a bid for the rental of flatbed trailers for the Tulsa County Public Facilities Authority (TCPFA). This bid shall be in effect from January 31, 2019 to December 31, 2019 with an option to renew for (1) year.

General Requirements: The TCPFA has the need to rent flatbed trailers to be utilized to store horse stalls for the set-up and tear down of the Arabian Horse Show. Vendors shall keep the following in consideration while bidding these item:

- Vendor must include a monthly rental rate for one (1) forty-eight (48) foot flatbed trailer. TCPFA intends to rent seven (7) flatbed trailers.
- Vendor must include any delivery and/or pickup fees for the trailers. Trailers will need to be delivered and picked up from the TCPFA grounds located at 4145 East 21st Street, Tulsa, OK 74114.
- Trailers must be delivered no later than September 3, 2019 and will be returned on or around November 15, 2019.
- Trailers will be loaded and taken to the Tulsa County Highway Department located at 6633 North 115th East Avenue, Owasso, OK 74066. TCPFA will be responsible for the moving of the trailers.
- Vendor will be responsible for the repair or replacement of any flat tires that may occur while in TCPFA's possession.
- 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.

Insurance Requirements: Vendor shall provide TCPFA with a Certificate of Insurance for General Liability Insurance coverage for any damage that may be caused to the horse stalls that is the found to be the fault of the trailers being rented, with limits of not less than \$100,000/\$300,000/\$100,000 with excess umbrella of liability \$1,000,000 and listing TCPFA as additional insured. TCPFA will also send a Certificate of Insurance to the successful vendor for any damage that may occur to the trailers while in TCPFA's possession.

Questions: All questions regarding this bid must be directed to Jessica Booth in writing by January 11, 2019 by 5:00 p.m. Email questions to Jessica@exposquare.com.

Price Sheet for Flat Bed Trailer Rentals

***Bid responses must include price sheet and affidavit for filing with competitive bid**

<u>Description</u>	<u>Rate</u>
One (1) 48' Flat Bed Trailer (monthly rate)	_____
Delivery/Pickup Rate per Trailer (one time fee)	_____

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.