



March 25, 2021

Date

NOTICE TO BIDDERS

We are requesting bids for the following:

TULSA STATE FAIR LIVESTOCK AWARDS

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 April 13, 2021**. Bids shall be submitted in an envelope clearly labeled "TSF Livestock Awards 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 April 13, 2021.

"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,

Jessica Booth
Purchasing Agent



Bid Specifications Tulsa State Fair Livestock Awards

The Tulsa County Public Facilities Authority (TCPFA) is requesting sealed bids for the production and delivery of Livestock Awards for the 2021 Tulsa State Fair.

Specifications: The Tulsa State Fair staff has chosen a belt buckle to be presented as this year's livestock award. The requirements for these buckles are below:

- Buckles must be handcrafted and have a unique custom design including, but not limited to, engraving, lettering and/or stones.
- Must be 16 gauge metal
- Shall have a German Silver and/or Sterling Overlay
- Shall have silver and/or gold plate base
- Shall have silver and/or gold trim
- Shall have hand engraved background
- Size must be 3.5" x 4.5". Bidder must indicate if submitting a buckle of a different size.
- Shall have black, copper, gold or silver background, trim and scrolls

Quantity: Approximate quantity is 210 belt buckles for the Tulsa State Fair. Order will be no less than 200 and no more than 250. A smaller order of no more than 12 belt buckles will be requested for the Live Race horse racing season.

Schedule: Order for the Tulsa State Fair will be placed no later than April 30, 2021. Art approvals must be submitted to Tulsa State Fair no later than May 10, 2021. All final art approvals will be submitted by May 14, 2021. All buckles must be delivered to the Tulsa State Fair no later than August 2, 2021.

Order for Live Race will be placed in May and delivery date will be negotiated at that time.

Delivery: Delivery of all buckles for the Tulsa State Fair must be no later than August 2, 2021. Order will be placed by April 1, 2021. Art Bid price must include freight to 4000 East 15th Street, Tulsa, OK 74112. A fine of \$100 will be incurred per day after the August 2, 2021 delivery deadline.

Sample: Bidders must include a picture of the belt buckles they intend to produce for the Tulsa State Fair. Must provide at least 5 buckle options.

Bid Questions: Bidders are required to complete the requested information and submit with their bid. Bids must contain all charges, no exceptions will be made. Bidders must submit a list of any additional charges to be expected with their bid and an explanation for each charge.

Any questions requiring answers prior to submitting a bid are to be made via email to Jessica Booth, Purchasing Agent, by 12 pm, April 8, 2021:

Jessica@exposquare.com.

Bid Submission: Sealed bids, including the Bid Submission Form and sample picture(s) must be submitted by 11:00 a.m. on April 13, 2021 to:

Expo Square/Tulsa State Fair
Attn: Jessica Booth
4000 East 15th Street
Tulsa, OK 74112

Bids must be in an envelope labeled “Livestock Awards” and must be clearly labeled from the outside of the envelope or package.

Bid Opening & Award: Bids will be opened at 1:00 p.m. on April 13, 2021 in the Expo Square Administrative Office. Bids are anticipated to be awarded on April 22, 2021 to the company meeting the specifications with the most competitively priced submission.

BID SUBMISSION FORM

COMPANY/ORGANIZATION	
CONTACT REPRESENTATIVE	
ADDRESS	
EMAIL ADDRESS	
TELEPHONE NUMBER	

Price per Buckle:

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.