



Real Entertainment. Real Events. Real Exciting!

January 30, 2020

Date

NOTICE TO BIDDERS

We are requesting bids for the following:

POPCORN MACHINES, SUPPLIES & SERVICE

Attached are the specifications.

Bidders shall state whether the product(s) and 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, 2020. **Bids shall be submitted in an envelope clearly labeled "Popcorn Supplies 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, 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,

Jessica Booth
Purchasing Agent

Specifications for Popcorn Machines, Supplies & Service

The intent of this bid is for the Tulsa County Public Facilities Authority (TCPFA) to secure a vendor to purchase popcorn machines, supplies & service. This bid shall be in effect for one year beginning on the award date with an option to renew for (1) year.

Product Specifications: Below are the items that would be purchased from this bid.

- #2660 Deluxe 60 Special Popcorn Popper with the following features:
 - 6 oz. popper with a welded frame, tempered glass and an E-Z Kleen kettle with a heavy-duty dome. Unit shall be 18"W x 16"D x 31" H and 60lbs. Include pricing for the available options of the #2660A PowerOff Control and the #2660ST Stainless Dome & PowerOff Control.
- Popcorn seed – 24/12 oz. packages per case
- 46 oz. open popcorn tubs – bidders shall list quantity per unit
- 85 oz. open popcorn tubs – bidders shall list quantity per unit
- 1 lb. tubs of flossine for cotton candy machines- various flavors will be requested

Service: Bidders shall include an hourly rate for repair service on popcorn and cotton candy machines that are already owned by TCPFA. The successful bidder will be required to provide TCPFA with certificates of insurance for both workman's compensation insurance and general liability insurance with limits not less than \$100,000/\$300,000/\$100,000 with excess umbrella of liability \$1,000,000 and TCPFA as additional insured.

Requirements:

- Bid must include delivery of the product to 3902 East 15th Street, Tulsa, OK 74112.
- Bids must include total cost. No additional cost will be allowed.
- Bidders must include the Affidavit for Filing with Competitive Bid with the bid or the bid will be rejected.
- **Bidder may bid on the product items or the service portion or both depending on what their company offers.**

Questions: Any questions requiring answers prior to submitting a bid are to be sent to Jessica Booth, Purchasing Agent, at jessica@exposquare.com by 12:00 p.m. on February 14, 2020. Vendors are encouraged to register their participation in this bid process with Jessica Booth to stay informed of any changes or to be included if any addendums are issued.

Pricing Sheet for Popcorn Machines, Supplies & Service

Price must include delivery

<u>Description</u>	<u>Price per Unit</u>
#2660 Deluxe 60 Special Popcorn Popper	_____
#2660 Deluxe 60 Special Popcorn Popper w/ #2660A PowerOff Control	_____
#2660 Deluxe 60 Special Popcorn Popper w/ #2660ST Stainless Dome & PowerOff Control	_____
Popcorn Seed- 24/12 oz. packages per case	_____
46 oz. Open Popcorn Tubs	_____
85 oz. Open Popcorn Tubs	_____
1 lb. Tub of Flossine for Cotton Candy	_____
Hourly Labor Rate for Repair Service	_____

Vendor: _____

Contact Name: _____

Telephone #: _____

Email Address: _____

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.