



January 31, 2019

Date

## NOTICE TO BIDDERS

We are requesting bids for the following:

### **TULSA STATE FAIR SHUTTLE 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 21<sup>st</sup> Street, Tulsa, Oklahoma 74114 until **11:00 a.m. on February 19, 2019**. Bids shall be submitted in an envelope clearly labeled "Shuttle Service Bid".

Bids will be opened by the TCPFA in the Expo Square Administrative Office, 4145 East 21<sup>st</sup> 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

## BID SPECIFICATIONS: SHUTTLE SERVICE

The Tulsa County Public Facilities Authority (TCPFA) is requesting sealed bids for the contract to provide shuttle service for the annual Tulsa State Fair at Expo Square. This year's event will start on Thursday, September 26 and end on Sunday, October 6, 2019.

<b>Service Dates</b>	<b>Shuttle Start Time (Off-Site Location)</b>	<b>Shuttle End Time (Leaving Pavilion)</b>
Thursday, September 26, 2019	5:00pm	Midnight
Friday, September 27, 2019	5:00pm	Midnight
Saturday, September 28, 2019	Noon	Midnight
Sunday, September 29, 2019	Noon	Midnight
Thursday, October 3, 2019	5:00 pm	Midnight
Friday, October 4, 2019	5:00pm	Midnight
Saturday, October 5, 2019	Noon	Midnight
Sunday, October 6, 2019	Noon	Midnight
<b>Offsite Shuttle Pick-Up / Drop-Off Locations</b>	<b>Physical Address</b>	<b>Minimum # buses each location*</b>
Hale High School	6960 East 21 <sup>st</sup> Street Tulsa, OK 74129	Thursdays & Fridays: 3, Saturdays & Sundays: 6,
Promenade Mall	4107 South Yale Avenue (South side Parking Deck) Tulsa, OK 74135	Thursdays & Fridays: 3, Saturdays & Sundays: 6,
		<b>*Companies are invited to list other recommendations with pricing for the minimum # of buses at each location.</b>
<b>Additional Service Requirements</b>	<ul style="list-style-type: none"> <li>• Shuttle service operation must maintain a continuous flow of buses to each location for the purpose of picking up and dropping off Tulsa State Fair patrons at specified locations and the Tulsa State Fair designated drop off point, currently the Pavilion, however TCPFA reserves the right to modify.</li> <li>• The hours of shuttle operation listed above will be the publicized times; patrons in-line at these times must be transported to their location.</li> <li>• Each Off-Site Location must have a permanent manager to supervise bus operations, as well as a permanent manager to supervise bus arrivals at the on-site drop-off location, the Pavilion.</li> <li>• Each Shuttle Bus must have a minimum seating capacity of 50 passengers.</li> <li>• Each Shuttle Bus must be kept clean and maintained in a professional working order.</li> <li>• Each Shuttle Bus and Satellite Location Manager must be equipped with reliable communication.</li> <li>• No less than one bus per pick-up/drop-off location must have capability to transport patrons with ADA requirements every operational day.</li> <li>• Any signage utilization must be proofed and approved by TCPFA.</li> <li>• Selected organization must be willing and able to attend scheduled pre-planning meetings with staff and law enforcement personnel to discuss operations.</li> </ul>	
<b>Service Provider Requirements</b>	<p>A current Certificate of Liability Insurance and proof of Worker's Compensation Insurance in limits approved by the State of Oklahoma must be on file in the Fairgrounds Purchasing Office before <b>any</b> vendor will be allowed to do any work on Fairgrounds property.</p> <p>The limits required by the State of Oklahoma for General Liability Insurance and Worker's Compensation Insurance are not less than \$1,000,000/\$3,000,000/\$1,000,000 with excess umbrella liability of \$1,000,000 and showing TCPFA as additional insured.</p>	
<b>Bid Prices</b>	<p>Bidders are required to complete the requested Bid Information Form and submit with their bid. Bidders must submit a list of any additional charges with their bids and an explanation for each charge. Bidders are required to submit an estimated list of their current fleet inventory; providing brief description of the buses that would be potentially utilized.</p>	

<b>Questions</b>	Any questions requiring answers prior to submitting bid are to be made in writing and submitted to Jessica Booth, Purchasing Agent, by one of the following methods no later than 5:00 p.m. February 14, 2019:	
	<b>Delivery or Mail:</b>	Expo Square Operations Office 4145 East 21 <sup>st</sup> Street Tulsa, OK 74114
	<b>Email:</b>	Jessica@exposquare.com

<b>Bid Information Form</b>		
<b>Company / Organization</b>		
<b>Contact Representative</b>		
<b>Email Address</b>		
<b>Address</b>		
<b>Telephone Number</b>		
<b>Total Bid Amount</b>	\$	
<b>Additional Price Per Bus Added Upon Request and Approval</b>	Thursdays or Fridays, 5pm – Midnight	\$
	Saturdays or Sundays, Noon – Midnight	\$

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.