



*Real Entertainment. Real Events. Real Exciting!*

March 31, 2020

Date

## NOTICE TO BIDDERS

We are requesting bids for the following:

### **TENT RENTAL SERVICES**

Attached are the specifications.

Bidders shall state whether the item(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 21<sup>st</sup> Street, Tulsa, Oklahoma 74114 until 11:00 a.m. on April 15, 2020. Bids shall be submitted in an envelope clearly labeled "Tent Rental 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 April 15, 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,

A handwritten signature in black ink that reads "Jessica Booth".

Jessica Booth  
Purchasing Agent

**BID SPECIFICATIONS  
TENT CONTRACTOR SERVICE  
TULSA STATE FAIR & EXPO SQUARE**

The Tulsa County Public Facilities Authority (TCPFA) is requesting sealed bids for the contract to provide tent services for the annual Tulsa State Fair, as well as tent needs on a year round basis at Expo Square.

**FAIR TENTS**

This year's Fair will start on Thursday, October 1 and end on Sunday, October 11, 2020.

**Set-Up:**

- Tents must be installed and in place on the following dates:
  - International Beer Garden & Beer tent by September 11, 2020.
  - Expo Serve tents by September 18, 2020.
  - Gate, Parking & Catering tents by September 25, 2020.

**Tear Down:**

- The midway must be clear of all tent structures and equipment by 5:00 pm Wednesday, October 14, 2020.

**REQUIREMENTS FOR FAIR TENTS**

**Sizes (all in feet):**

50 x 50	40 x 50	20 x 20	10 x 20	10 x 15
10 x 10	40 x 30	40 x 75	50 x 60	40 x 90
59 x 99	60 x 100	59 x 79	60 x 80	40 x 60

If these exact sizes are not available, please include the next closest option.

**Approximate Quantity (all quantities are an estimate and subject to change):**

- (1) 50 x 50
- (1) 40 x 50
- (1) 40 x 90
- (3) 20 x 20
- (10) 10 x 20
- (1) 10 x 15
- (24) 10 x 10

- (1) 40 x 30
- (1) 40 x 75
- (1) 50 x 60
- (1) 60 x 80
- (1) 59 x 79
- (1) 20 x 30
- (1) 40 x 60 Canopy
- (4) 9 x 10

Include pricing with option to rent additional tents in bid.

## **LIVESTOCK TENTS**

### **Arabian Tent Set-Up/Teardown: Options will be confirmed by May 1, 2020.**

- Arena Tent (83' x 183')
  - Set up must be completed on October 13, 2020 by 5:00 p.m.
  - Teardown must be completed on November 2, 2020 by 5:00 p.m.
- Wash Rack Tent (40' x 140')
  - Set up must be completed on October 14, 2020 by 5:00 p.m.
  - Teardown must be completed on November 3, 2020 by 5:00 p.m.

## **REQUIREMENTS FOR LIVESTOCK TENTS**

- Both tents must be clear span construction, without center poles or guy wires.

### **Sizes (all in feet):**

40' x 140'	83' x 183'
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If these exact sizes are not available, please include the next closest option.

### **Approximate Quantity (all quantities are an estimate and subject to change):**

- One of each size

## **SPECS FOR ALL TENTS:**

- Tent structures must be clean, flame retardant and in excellent condition.

- Frame-Structure tents with eight (8) and ten (10) foot side walls; side panels must be included in price structure.
- Marquee structures with eight (8) and ten (10) foot side walls; side panels must be included in price structure.
- Aurora Sail Cloth tent with eight (8) foot side walls; side panels must be included in price structure.
- Century Pole Tent Grand structures with eight (8) foot side walls; side panels must be included in price structure.
- Century Mate Pole Tent structures with seven (7) foot side walls; side panels must be included in price structure.
- Please include tent pole extensions in price structure.
- Selected company must remove and fill any stake holes related to the tent set-up or tear down.
- Tent structures must be engineered to withstand high winds.
- Provide wind ratings for Aurora Sail Cloth tent, Century Pole Tent Grand and Century Mate Pole Tent structures.
- All tent types per size available should be included in the information submitted.

#### **OPTIONAL EQUIPMENT FOR ALL TENTS:**

Bidders shall include pricing, pictures and options for the following:

- Lighting – Rope, Par, Truss, Chandeliers, Icicle, Café, UFO
- Cooling fans
- Heaters
- Ceiling fans
- Furniture
- Flooring/Carpeting
- Drapes (please include color options)
- Staging

#### **ADDITIONAL REQUIREMENTS:**

- List references of fairs/expositions for which you have provided tents and years of service.
- Bids must contain total costs, No add-ons for labor, including working throughout the night to meet move-out deadlines, freight etc., will be accepted at time of billing unless stated and estimated in bid.
- An individual from your company will be required to be on-call to handle any needs or problems that may arise.

- Winning bidder must grant TCPFA employees permissions to hang lighting in structures and decorations if not rented from bidder.
- Winning bidder must provide TCPFA with certificates of insurance for both Workers Compensation and General Liability insurance coverage with limits of not less than \$1,000,000 with excess umbrella liability of \$1,000,000.

**Penalty for Late Installation:**

- TCPFA has the right to deduct \$1,000 per day for each tent that is not installed and in place by the dates provided in this bid. The late installation penalty can be implemented to any tent for any event.

**Questions:** Any questions or clarifications requiring answers prior to submitting a bid shall be submitted to Jessica Booth in writing by emailing [jbooth@exposquare.com](mailto:jbooth@exposquare.com) no later than 12:00 p.m. on April 10, 2020.

**Registration:** Vendors are encouraged to register their participation in this bid by emailing Jessica Booth your company contact information to [jbooth@exposquare.com](mailto:jbooth@exposquare.com). Registered vendors will be informed of any addendums or changes in the bid.

## Tent Contractor Bid Submission Form

<b>Bid Information Form</b>		
<b>Company / Organization</b>		
<b>Contact Representative</b>		
<b>Address</b>		
<b>Telephone Number</b>		
<b>Fair Tent Prices Per Tent Rented</b>	50ft. x 50ft.	\$
	40ft. x 50ft.	\$
	40ft. x 90ft.	\$
	20ft. x 20ft.	\$
	10ft. x 20ft.	\$
	10ft. x 15ft.	\$
	10ft. x 10ft.	\$
	40ft. x 30ft.	\$
	40ft. x 75ft.	\$
	50ft. x 60ft.	\$
	59ft. x 79ft.	\$
	59ft. x 99ft.	\$
	60ft. x 80ft.	\$
	60ft. x 100ft.	\$
	40ft. x 60ft. Canopy	\$
	9ft. x 10ft.	\$
<b>Additional Size(s)</b>	\$	
<b>Livestock Tents</b>	Arabian Arena Tent – 83ft x 183ft	\$
	Arabian Wash Rack Tent – 40ft. x 140ft.	\$
	<b>Additional Size (s)</b>	\$

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.