



**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 1 of 25

NOTICE is hereby given that the CITY OF TULSA, OKLAHOMA will receive sealed Bids for the following:

BID # TAC 1232

**DESCRIPTION: Low / Medium Voltage Electrical Equipment Maintenance, Repair & Testing
(Commodity Code(s): 968-48; 992-55)**

You are invited to submit a Bid to supply the Goods and/or Services specified above. Invitations for Bid (IFB) will be posted on the City's website at www.cityoftulsapurchasing.org or a hardcopy may be obtained at:

City of Tulsa-Purchasing Division
175 East 2nd Street, 15th Floor
Tulsa Oklahoma 74103

**Bids must be received no later than 5:00 PM (CST) on Wednesday, October 13, 2021, and delivered to:
City Clerk's Office
175 East 2nd Street, Suite 260
Tulsa Oklahoma 74103**

Bids must be sealed and either mailed or delivered. No faxed or emailed Bids will be considered. Bids received after the stated date and time **will not be accepted and will be returned to the Bidder unopened.**

The Bid Packet consists of (1) this Notice of Invitation for Bid, (2) the Summary Sheet, (3) Form #1, (4) Form #2, (5) Form #3, (6) Form #4, (7) Form #5, (8) Form #6, (9) the Instructions, Terms and Conditions for Bidders, (10) Special Requirements, (11) Technical Specifications and (12) Exhibit A.

Use this checklist to ensure you have properly read and completed all Forms.

- _____ Notice of Invitation for Bid
- _____ Summary Sheet
- _____ Form #1: Bidder Information Sheet. Must be completed.
- _____ Form #2: Purchase Agreement. **Complete legal name in first paragraph and Notice provision in Section 17.i. Original signature required.**
- _____ Form #3: Interest Affidavit. Original signature and notarization required.
- _____ Form #4: Non-Collusion Affidavit. Original signature and notarization required.
- _____ Form #5: Affidavit of Claimant. Original signature and notarization required.
- _____ Form #6: Acknowledgment of Receipt of Addenda/Amendments. Must be completed and signed.
- _____ Instructions, Terms and Conditions for Bidders
- _____ Special Requirements (Offer Period; Insurance and Bonding; References)
- _____ Technical Specifications
- _____ Exhibit A: Bid Form including Delivery and Pricing. This is your Bid. It must be completed, or your Bid will be rejected.

IMPORTANT NOTE: Write the Bid Number, Bid Description (as listed above), and Bid Opening Date on the lower left corner of the outside of your Bid envelope. You must return the entire completed Bid Packet.



**Invitation For Bid TAC 1232
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Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 2 of 25

SUMMARY SHEET

Project Buyer

If you have any questions or need additional information, contact the assigned Project Buyer:

Donny Tiemann, Senior Buyer

[dtiemann@cityoftulsa.org](mailto:dتيemann@cityoftulsa.org)

City of Tulsa

175 E. 2nd Street, 15TH Floor

Tulsa, OK 74103

Include **TAC 1232** on the subject line

Bidder's Notice of Intent to Submit a Bid

Email the Project Buyer indicating your intent to Bid. Include **TAC 1232** on the subject line of the email. You will receive an email response verifying your notice of intent to bid was received. This same procedure should be followed to request clarification, in writing, of any point in the IFB. Bidders are encouraged to contact the Project Buyer by email if there is anything in these specifications that prevents you from submitting a Bid or completing the Bid Packet.

Questions and concerns must be received no later than **ten (10) days prior** to the Bid Packet due date.

Issuing of Addenda

If you received the notice of this IFB from the City as a result of being registered to sell the commodity code(s) on this Bid, you should also receive notice of any addenda issued. If you are not registered with the City to sell the commodities listed herein, you must register as a supplier on the City of Tulsa Purchasing website (www.cityoftulsapurchasing.org) to receive notice of any addenda, or to receive notice of any future IFBs.

Pre-Bid Conference

If a pre-Bid conference will be held for this IFB, information on that conference will be inserted below:

Date: **Wednesday, September 29, 2021**

Time: **9:30 am**

Location: **Start at Northside Admin Building 5628 North 105th East Ave (In the Training Room)
We will be viewing the North Slope Facilities Only.**

Attendance at the Pre-Bid Conference is required to submit a Bid.

Bid Packet Submission

The City requires two completed Bid packets: 1 Original and 1 Copy. Each must be clearly labeled on the front sheet indicating "Original" or "Copy". If a copy on electronic media is also required, the line below will be checked.
 Electronic USB Copy also required.

Responses to this Invitation for Bid must be made on the forms listed on page 1. The entire completed Bid Packet must be returned, or your Bid may be rejected. Do not take exception to any portion of this Bid Packet. Do not make any entries except where required. Do not insert any other documents into the Bid Packet.

Bid Opening

All Bid openings are public and take place at 8:30 a.m. Thursday, the day after Bids are due. The Bid openings are held in the City of Tulsa Council Meeting Room, 175 East 2nd Street, 2nd Floor, Tulsa, Oklahoma. The Bid Opening for TAC 1232 will be Thursday, October 14, 2021. You are invited, but not required to attend.



**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 4 of 25

**FORM #2 (Page 1 of 4)
PURCHASE AGREEMENT**

INSTRUCTIONS: This document **must** be properly signed and returned, or your Bid will be **rejected**. This form constitutes your offer and if accepted by the City of Tulsa will constitute the Purchase Agreement under which you are obligated to perform. Your signature on this document indicates you have read and understand these terms and agree to be bound by them.

THIS PURCHASE AGREEMENT is between the CITY OF TULSA, OKLAHOMA, a municipal corporation, 175 East 2nd Street, Tulsa, Oklahoma, 74103-3827 (the "City") and:

(Bidder's company name as reflected on its organizational documents, filed with the state in which bidder is organized; not simply a DBA) (the "Seller").

WITNESSETH:

WHEREAS, the City has approved certain specifications and advertised for or solicited Bids on the following goods or services:

TAC 1232 Low / Medium Voltage Electrical Equipment Maintenance, Repair & Testing
(the "Goods and/or Services"); and

WHEREAS Seller desires to provide such Goods and/or Services to City, acknowledges that this document constitutes Seller's offer to provide the Goods and/or Services specified below, and further acknowledges that if executed by the City's Mayor, this document will become the Purchase Agreement for such Goods and/or Services.

NOW, THEREFORE, for and in consideration of the terms, covenants and conditions hereinafter set forth, the parties hereto agree as follows:

1. **Documents Comprising the Agreement.** The Bid Packet includes the Notice of Invitation to Bid, the Summary Sheet, Form #1, Form #2, Form #3, Form #4, Form #5, Form #6, the Instructions, Terms and Conditions for Bidders, the Special Requirements, the Technical Specifications, Exhibit A and any addenda or amendments to the Bid Packet. The Bid Packet is incorporated herein by this reference. In the event of conflicting or ambiguous language between this Purchase Agreement and any of the other Bid Packet documents, the parties shall be governed first according to this Purchase Agreement and second according to the remainder of the documents included in the Bid Packet. Seller may submit as part of its Bid additional materials or information to support the Bid. Additional materials or information submitted by Seller which are not ambiguous, and which do not conflict with this Purchase Agreement or the other Bid Packet documents are incorporated herein by this reference.
2. **Purchase and Sale.** Seller agrees to sell City the Goods and/or Services for the price and upon the delivery terms set forth in Exhibit A hereto. City agrees to pay Seller the price as set forth in Exhibit A based on (a) the quantity actually purchased in the case of goods or services priced by unit, or (b) the total price for a stated quantity of goods or services, upon (i) delivery of the Goods and/or Services to the City, (ii) the City's Acceptance thereof, and (iii) Seller's submission and City's approval of a verified claim for the amount due. City shall not pay any late charges or fees.
3. **Irrevocable Offer.** Seller understands and acknowledges that its signature on this Agreement constitutes an irrevocable offer to provide the Goods and/or Services. There is no contract unless and until City's Mayor/Mayor Pro Tem executes this Agreement accepting Seller's Bid. No City officer, employee or agent except the Mayor (or Mayor Pro Tem) has the authority to award contracts or legally obligate the City to any contract. Seller shall not provide any Goods and/or Services to City pursuant to this Agreement before this Agreement is executed by City. If Seller provides any Goods and/or Services to City pursuant to this Agreement before this Agreement is executed by City, such Goods and/or Services are provided at Seller's risk and City shall have no obligation to pay for any such Goods and/or Services.
4. **Term.** The term of this Agreement shall be effective commencing on the date of execution of this Agreement by the Mayor/Mayor Pro Tem of the City of Tulsa and terminating one year from that date. City in its sole discretion may offer Seller an opportunity to renew this Agreement for an additional four (4) one (1) year term(s). Seller understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Goods and/or Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1st to June 30th) in which such Goods and/or Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.
5. **Warranties.** Seller shall assure that the Goods and/or Services purchased hereunder are covered by all available and applicable manufacturers' warranties for such Goods and/or Services. Seller expressly agrees that it will be responsible for performing all warranty obligations set forth in the Technical Specifications for the Goods and/or Services covered in this Agreement. Seller also warrants that the Goods and/or Services will conform to the Technical Specifications and Special Requirements, and further warrants that the Goods and/or Services shall be of good materials and workmanship and free from defects for either a minimum of one (1) year from the date of Acceptance or installation by City, whichever is later, or as **specified in the Technical Specifications**, whichever is later. In no event shall Seller be allowed to disclaim or otherwise limit the express warranties set forth herein.
6. **Warranty Remedies.** City shall notify Seller if any of the Goods and/or Services fails to meet the warranties set forth above, and Seller shall promptly correct, repair or replace such Goods and/or Services at Seller's sole expense. Notwithstanding the foregoing, if such Goods and/or Services shall be determined by City to be defective or non-conforming within the first thirty (30) days after the date of Acceptance by City, then City at its option shall be entitled to a complete refund of the purchase price and, in the case of Goods, shall promptly return such Goods to Seller. Seller shall pay all expenses related to the return of such Goods to Seller.



**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 5 of 25

**FORM #2 (Page 2 of 4)
PURCHASE AGREEMENT**

7. **Seller Bears Risk.** The risk of loss or damage shall be borne by Seller at all times until the Acceptance of the Goods or Services by City.
8. **No Indemnification by City.** Seller understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Seller harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Seller shall not limit its liability to City for actual loss or direct damages for any claim based on a material breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled.
9. **Indemnification by Seller.** Seller agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of any nature brought against them due to the use of patented appliances, products or processes provided by Seller hereunder. Seller shall pay all royalties and charges incident to such patents.
10. **No Insurance by City.** If City is leasing Goods herein, City shall not be required to obtain insurance for Seller's property. Seller shall be solely responsible for any insurance it deems necessary. City is self-insured for its own negligence, subject to the limits of the Governmental Tort Claims Act (51 O.S. § 151 et seq.).
11. **No Confidentiality.** Seller understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 et seq.) and therefore cannot assure the confidentiality of contract terms or other information provided by Seller pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements thereunder.
12. **Non-Responsive Bids.** Seller understands and acknowledges that if it adds terms and conditions to its Bid that are different from the terms set forth herein that its Bid may be rejected as non-responsive. Furthermore, if City accepts Seller's Bid and awards a contract to Seller based on such Bid, City shall not be bound to any exceptions, changes or additions made by Seller, and any terms and conditions added by Seller which are not expressly agreed to by City in writing will be void and of no force and effect and the parties will be governed according to the document precedence set forth in Section 1 above.
13. **Compliance with Laws.** Seller shall be responsible for complying with all applicable federal, state and local laws, regulations and standards. Seller is responsible for any costs of such compliance. Seller certifies that it and all of its subcontractors to be used in the performance of this Purchase Agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.
14. **Termination.** City, by written notice, may terminate this Agreement, in whole or in part, when such action is in the best interest of City. If this Agreement is so terminated, City shall be liable only for payment for Goods accepted and Services rendered prior to the effective date of termination. City's right to terminate this Agreement is cumulative to any other rights and remedies provided by law or by this Agreement.
15. **Price Changes.** The parties understand and agree that the variables in Seller's cost of performance may fluctuate, but any change in Seller's cost of performance will not alter its obligations under this Agreement, nor excuse performance or delay on Seller's part. If the IFB provides that Seller may include a price escalation provision in its Bid, Seller's price escalation provision will be evaluated by City as part of Seller's Bid price when awarding the Bid.
16. **Right to Audit.** The parties agree that Seller's books, records, documents, accounting procedures, practices, price lists or any other items related to the Goods and/or Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Seller is required to retain all records related to this Agreement for the duration of the term of this Agreement and a period of three years following completion and/or termination of the Agreement. If an audit, litigation or other action involving such records begins before the end of the three year period, the records shall be maintained for three years after the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.
17. **Notice.** Any notice, demand, or request required by or made pursuant to this Agreement shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the addresses specified below.

i. To Seller: _____

To CITY: City Clerk
 CITY OF TULSA, OKLAHOMA
 175 E. 2nd Street, Suite 260
 Tulsa, Oklahoma 74103

With a copy to: Donny Tiemann, Senior Buyer
 City of Tulsa
 175 E. 2nd Street, 15TH Floor
 Tulsa, OK 74103



**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 6 of 25

**FORM #2 (Page 3 of 4)
PURCHASE AGREEMENT**

18. **Relationship of Parties.** The Seller is, and shall remain at all times, an independent contractor with respect to activities and conduct while engaged in the performance of services for the City under this Agreement. No employees, subcontractors or agents of the Seller shall be deemed to be employees of the City for any purpose whatsoever, and none shall be eligible to participate in any benefit program provided by the City for its employees. The Seller shall be solely responsible for the payment of all employee wages and salaries, taxes, withholding, payments, fringe benefits, insurance premiums, continuing education courses, materials or related expenses on behalf of its employees, subcontractors, and agents. Nothing in this Agreement shall be construed to create a partnership, joint venture, or agency relationship among the parties. No party shall have any right, power or authority to act as a legal representative of another party, and no party shall have any power to obligate or bind another party, or to make any representations, express or implied, on behalf of or in the name of the other in any manner or for any purpose whatsoever.
19. **Third Parties.** This Agreement is between City and Seller and creates no right unto or duties to any other person. No person is or shall be deemed a third party beneficiary of this Agreement.
20. **Time of Essence.** City and Seller agree that time is deemed to be of the essence with respect to this Agreement.
21. **Binding Effect.** This Agreement shall be binding upon City and Seller and their respective successors, heirs, legal representatives and permitted assigns.
22. **Headings.** The headings used herein are for convenience only and shall not be used in interpreting this Agreement
23. **Severability Provision.** If any term or provision herein is determined to be illegal or unenforceable, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible to be legal, valid and enforceable.
24. **Governing Law And Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue. City does not and will not agree to binding arbitration of any disputes.
25. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
26. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise. This Agreement may only be modified or amended in a writing signed by both parties. Notwithstanding anything to the contrary stated herein or in the attachments to this Agreement, no future agreements, revisions or modifications that may be required under this Agreement are effective or enforceable unless such terms, revisions or modifications have been reduced to writing and signed by City and Seller. Seller may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Seller shall not be entitled to any claim for extras of any kind or nature.
27. **Multiple Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.
28. **Interpretive Matters and Definitions.** The following interpretive matters shall be applicable to this Agreement:
- 28.1 Unless the context otherwise requires: (a) all references to Sections are to Sections of or to this Agreement; (b) each term defined in this Agreement has the meaning assigned to it; (c) "or" is disjunctive but not necessarily exclusive; (d) words in a singular include the plural and vice versa. All references to "\$" or to dollar amounts shall be in lawful currency of the United States of America;
- 28.2 No provision of this Agreement will be interpreted in favor of, or against, any of the parties hereto by reason of the extent to which such party or its counsel participated in the drafting thereof or by reason of the extent to which any such provision is inconsistent with any prior draft hereof or thereof.
- 28.3 Any reference to any applicable laws shall be deemed to refer to all rules and regulations promulgated thereunder and judicial interpretations thereof, unless the context requires otherwise.
- 28.4 The word "including" means "including, without limitation" and does not limit the preceding words or terms; and
- 28.5 All words used in this Agreement shall be construed to be of such gender, number or tense as circumstances require.
29. **Equal Employment Opportunity.** Each bidder agrees to comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
30. **Authority to Bind.** The undersigned individual states that s/he has authority to bind Seller to this Agreement, that s/he has read and understands the terms of this Agreement, and that Seller agrees to be bound by this Agreement and its incorporated documents.



**Invitation For Bid TAC 1232
 Low / Medium Voltage Electrical
 Equipment Maintenance, Repair & Testing
 Water & Sewer
 Issued: September 9, 2021**

**City of Tulsa,
 Oklahoma**
 Page 8 of 25

FORM #3

INTEREST AFFIDAVIT

STATE OF _____)

)ss.

COUNTY OF _____)

I, _____, of lawful age, being first duly sworn, state that I am the agent authorized by Seller to submit the attached Bid. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly owns a five percent (5%) interest or more in the Bidder's business or such a percentage that constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa own an interest in the Bidder's business which is less than a controlling interest, either direct or indirect.

By: _____
 Signature

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

 Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State Where Notarized: _____

The Affidavit must be signed by an authorized agent and notarized



**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 9 of 25

**FORM #4
NON-COLLUSION AFFIDAVIT**

(Required by Oklahoma law, 74 O.S. §85.22-85.25)

STATE OF _____)

)ss.

COUNTY OF _____)

I, _____, of lawful age, being first duly sworn, state that:
(Seller's Authorized Agent)

1. I am the authorized agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the Bid to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of Seller's Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and
3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
 - a. to any collusion among Bidders in restraint of freedom of competition by agreement to Bid at a fixed price or to refrain from Bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between Bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

By: _____
Signature

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State Where Notarized: _____

The Affidavit must be signed by an authorized agent and notarized



**Invitation For Bid TAC 1232
 Low / Medium Voltage Electrical
 Equipment Maintenance, Repair & Testing
 Water & Sewer
 Issued: September 9, 2021**

**City of Tulsa,
 Oklahoma**
 Page 10 of 25

FORM #5

AFFIDAVIT OF CLAIMANT

STATE OF _____)

)ss.

COUNTY OF _____)

The undersigned, of lawful age, being first duly sworn, on oath says that this contract is true and correct. Affiant further states that the work, services or materials will be completed or supplied in accordance with the contract, plans, specifications, orders or requests furnished the affiant. Affiant further states that (s)he has made no payment directly or indirectly of money or any other thing of value to any elected official, officer or employee of the City of Tulsa or any public trust of which the City is a beneficiary to obtain or procure the contract or purchase order.

By: _____
 Signature

Name: _____

Company: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

 Notary Public

My commission expires: _____

My commission number: _____

The Affidavit must be signed by an authorized agent and notarized



**Invitation For Bid TAC 1232
 Low / Medium Voltage Electrical
 Equipment Maintenance, Repair & Testing
 Water & Sewer
 Issued: September 9, 2021**

**City of Tulsa,
 Oklahoma**
 Page 11 of 25

FORM #6

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS

I hereby acknowledge receipt of the following addenda or amendments and understand that such addenda or amendments are incorporated into the Bid Packet and will become a part of any resulting contract.

List Date and Title/Number of all addenda or amendments: (Write "None" if applicable).

Sign Here ▶

Printed Name:

Title:

Date:



**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 12 of 25

INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDERS

1. **PURCHASING AUTHORITY.** City issues this Invitation For Bid pursuant to Tulsa City Charter, Art. XII, §14 and Tulsa Revised Ordinances, Title 6, Ch. 4, the provisions of which are incorporated herein.
2. **DEFINITIONS.** The following terms have the following meanings when used in the documents comprising this Bid Packet.
 - A. **“Acceptance”** with respect to a Bid shall mean the City’s selection of a Bid, and award of a contract to the Bidder/Seller.
 - B. **“Acceptance”** with respect to delivery of Goods and/or Services provided under a Purchase Agreement shall mean City’s written acknowledgement that Seller has satisfactorily provided such Goods and/or Services as required.
 - C. **“Addenda” “Addendum” or “Amendment(s)”** shall mean a clarification, revision, addition, or deletion to this Invitation For Bid by City which shall become a part of the agreement between the parties.
 - D. **“Authorized Agent”** means an agent who is legally authorized to bind the Seller under the law of the State in which the Seller is legally organized. An Authorized Agent must sign all documents in the Bid Packet on behalf of the Seller. Under Oklahoma law, the Authorized Agent for each of the following types of entities is as stated below:
 - **Corporations** – the president, vice president, board chair or board vice chair can sign; others can sign if they have and provide the City with (i) a corporate resolution giving them authority to bind the Seller, and (ii) a recent corporate secretary’s certificate indicating the authority is still valid.
 - **General Partnerships** – any partner can sign to bind all partners.
 - **Limited Partnerships** – the general partner must sign.
 - **Individuals** – no additional authorization is required, but signatures must be witnessed and notarized.
 - **Sole Proprietorship** – the owner can sign. Any other person can sign if s/he provides a recent Power of Attorney, signed by the owner, authorizing him/her to bind the sole proprietorship.
 - **Limited Liability Company (LLC)** – The manager as named in the Operating Agreement can sign. Any person authorized by the Operating Agreement or a member can sign providing the person submits a copy of the authorization with a certificate of the members indicating the authorization is still valid.Entities organized in States other than Oklahoma must follow the law of the State in which they are organized.
 - E. **“Bid”** means the Seller’s offer to provide the requested Goods and/or Services set forth in Exhibit A and any additional materials or information the Seller chooses to submit to support the Bid.
 - F. **“Bidder”** means the legal entity which submits a Bid for consideration by City in accordance with the Invitation For Bid.
 - G. **“Bid Packet”** consists of the following documents (1) the Notice of Invitation for Bid, (2) the Summary Sheet, (3) Form #1, (4) Form #2, (5) Form #3, (6) Form #4, (7) Form #5, (8) Form #6, (9) the Instructions, Terms and Conditions for Bidders, (10) Special Requirements, (11) Technical Specifications, and (12) Exhibit A.
 - H. **“Bid Submission Date”** shall mean the last date by which the City will accept Bids for an Invitation For Bid.
 - I. **“City”** shall mean the City of Tulsa, Oklahoma.
 - J. **“Days”** shall mean calendar days unless specified otherwise.
 - K. **“Primary Seller”** shall mean the Seller whose Bid City selected as the principal supplier of the Goods and/or Services required under this Agreement.
 - L. **“Project Buyer”** shall mean the City’s employee assigned to serve as the contact person for Bidders/Sellers responding to Invitations For Bid or completing contracts herein.
 - M. **“Purchasing Division or Office”** shall mean the City of Tulsa’s Purchasing Division, located at 175 East 2nd Street, Suite 865, Tulsa, Oklahoma 74103
 - N. **“Secondary Seller”** shall mean the Seller whose Bid City selected as a back-up supplier in the event the Primary Seller is unable to provide all the Goods and/or Services required.



**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 13 of 25

- O. **“Seller”** shall mean the Bidder whose Bid City selected and awarded a contract.
- P. **“You” or “Your”** shall mean the Bidder responding to this Invitation For Bid or the Seller whose Bid the City selected and awarded a contract.
- Q. **“Website”** shall mean the City of Tulsa’s website for the Purchasing Division: www.cityoftulsapurchasing.org.
3. **QUESTIONS REGARDING INVITATION FOR BID.** Questions regarding any portion of this Invitation For Bid must be submitted in writing (sent by mail, fax or email) to the Project Buyer indicated on the Summary Sheet herein. You should submit questions as early as possible and preferably before the pre-Bid conference. Questions and concerns must be received no later than ten (10) days prior to the Bid Packet due date. Any oral responses to questions before the contract is awarded are not binding on City. At City’s discretion, any information or clarification made to you may be communicated to other Bidders that notified City of their intent to Bid if appropriate to ensure fairness in the process for all Bidders. You must not discuss questions regarding the Invitation For Bid with anyone other than the Project Buyer or other Purchasing Division staff or your Bid may be disqualified, any contract recommendation or Acceptance may be rescinded, or any contract may be terminated and delivered Goods returned at your expense and City refunded any payments made.
4. **ORAL STATEMENTS.** No oral statements by any person shall modify or otherwise affect the provisions of this Invitation For Bid and/or any contract resulting therefrom. All modifications, addenda or amendments must be made in writing by City’s Purchasing Division.
5. **EXAMINATION BY BIDDERS.** You must examine the specifications, drawings, schedules, special instructions and the documents in this Bid Packet prior to submitting any Bid. Failure to examine such documents and any errors made in the preparation of such Bid are at your own risk.
6. **ADDENDA OR AMENDMENTS TO INVITATIONS FOR BID.** City may addend or amend its Invitation For Bid at any time before the Bid Submission Date, and any such addenda or amendments shall become a part of this Agreement. City will attempt to send a notification (by fax or email) of any addenda or amendments to those Bidders who have responded to the City’s Project Buyer of their intent to respond to the Invitation For Bid. However, it is your responsibility to inquire about any addenda or amendments, which will be available from the City’s Purchasing Division and its website. You must acknowledge receipt of any addenda or amendments by signing and returning the Acknowledgment of Receipt of Addenda/Amendments form and attaching it to this Invitation For Bid with your Bid. City may reject any Bid that fails to acknowledge any addenda or amendments.
7. **SPECIFICATIONS/DESCRIPTIVE TERMS/SUBSTITUTIONS.** Unless the term “no substitute” is used, the City’s references to a brand name, manufacturer, make, or catalogue designation in describing an item in this Bid Packet does not restrict you to that brand or model, etc. The City may make such references to indicate the type, character, quality and/or performance equivalent of the item desired. However, you are required to furnish the exact item described in your Bid unless a proposed substitution is clearly noted and described in the Bid.
- The parties recognize that technology may change during the period Bids are solicited and subsequent contracts are performed. Therefore, City may at its option accept changes or substitutions to the specifications for Goods of equal or better capabilities at no additional cost to City. In the case of existing contracts, you shall give City 30 days advance notice in writing of any such proposed changes or substitutions. City shall determine whether such items are acceptable as well as any proposed substitute.
- All Goods shall be new unless otherwise so stated in the Bid. Any unsolicited alternate Bid, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this Bid, may be considered non-responsive and the Bid rejected.
8. **PRICES/DISCOUNTS.** Prices shall be stated in the units and quantity specified in the Bid Packet documents. In case of discrepancy in computing the Bid amount, you guarantee unit prices to be correct and such unit prices will govern. Prices shall include transportation, delivery, packing and container charges, prepaid by you to the destination specified in the Specifications. Discounts for prompt payment will not be considered in Bid evaluations, unless otherwise specified. However, offered discounts for prompt payment will be taken if payment is made within the discount period.
9. **DELIVERY.** All prices quoted shall be based on delivery F.O.B. Tulsa, Oklahoma or to any other points as may be designated in the Technical Specifications, with all charges prepaid by Seller to the actual point of delivery. Bids must state the number of days required for delivery under normal conditions.



**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 14 of 25

10. **TAXES.** City is exempt from federal excise and state sales taxes and such taxes shall not be included in the Bid prices.
11. **BID SUBMISSION.** The Bid Packet forms must be prepared in the name of Bidder and properly executed by an Authorized Agent with full knowledge and acceptance of all provisions, in ink and notarized. Bids may not be changed or withdrawn after the deadline for submitting Bids (the "Bid Submission Date"). A Bid is an irrevocable offer and when accepted by City (as evidenced by City's execution of the Purchase Agreement) shall constitute a firm contract.
- A. **BIDS MUST BE SUBMITTED ONLY ON THE BID PACKET FORMS AND SIGNED BY AN AUTHORIZED AGENT. THE ENTIRE BID PACKET MUST BE RETURNED AS RECEIVED WITH ALL FORMS COMPLETED. YOU MAY ATTACH, AFTER EXHIBIT A, ANY DOCUMENTS NECESSARY TO COMPLETELY AND ACCURATELY RESPOND TO THE REQUEST. BIDS MUST BE IN STRICT CONFORMANCE WITH ALL INSTRUCTIONS, FORMS, AND SPECIFICATIONS CONTAINED IN THIS BID PACKET.**
- B. Sealed Bids may be either mailed or delivered, but must be received at:
City of Tulsa – Office of City Clerk
175 East 2nd Street, Suite 260
Tulsa, Oklahoma 74103
- C. Bids will be accepted at the above address from 8:00 a.m. to 5:00 p.m., Monday thru Friday except for City holidays. City is not responsible for the failure of Bids to be received by the City Clerk's Office prior to the due date and time.
- D. Late Bids will be **rejected**. The Purchasing Agent, in his sole discretion, may make exceptions only for the following reasons:
1. City Hall closed for business for part or all of the day on the date the response was due;
 2. If the City deems it appropriate due to large-scale disruptions in the transportation industry that may have prevented delivery as required.
 3. If documented weather conditions caused the late delivery. You must provide documentation of such weather to the satisfaction of the Purchasing Agent.
- E. **City will not accept faxed Bids**, nor will City accept Bids faxed to the City Clerk, Purchasing Division or Office, or any other City office or employee.
- F. City is not responsible for any of your costs in preparing the Bid response, attending a pre-Bid conference, or any other costs you incur, regardless of whether the Bid is submitted, accepted or rejected.
- G. All Bids must be securely sealed and plainly marked with the Bid Number, Bid Title, and Bid Opening Date on the lower left corner of the outside of the Bid envelope. Your name and address must also be clearly indicated on the envelope.
- H. If submitting multiple options ("Option(s)") to the Invitation for Bid, each will be considered separately requiring each response to be complete and accurate. Each Option must be clearly marked as Option 1 of 3, Option 2 of 3, etc.
- I. The number of copies you must submit is listed on the Summary Sheet in the front of the Bid Packet. However, at a minimum, there will be (1) an original, clearly labeled as such in 1" red letters on the Bid Packet cover page, and (2) a copy for City's Purchasing Division, clearly labeled as such in 1" red letters on the Bid Packet cover page. If binders are used, they must also be labeled.
- J. Multiple boxes or envelopes are permissible, but must not weigh more than 50 pounds. Each box must be labeled as instructed herein and numbered (i.e., Box 1 of 3; Box 2 of 3). **The original must be in Box #1.**
- K. The original and all copies (either paper or electronic) must be identical in all respects. Bids must be completed and submitted in ink or typewritten. Bids written in pencil will be rejected. Any corrections to the Bids must be initialed in ink.
12. **BID REJECTION OR WITHDRAWAL.**
- A. City may reject any or all Bids, in whole or in part.
 - B. **A Bid may be rejected if it contains additional terms, conditions, or agreements that modify the requirements of this Invitation For Bid or attempts to limit Bidder's liability to the City.**
 - C. A Bid may be rejected if Bidder is currently in default to City on any other contract or has an outstanding indebtedness of any kind to City.
 - D. City reserves the right to waive any formalities or minor irregularities, defects, or errors in Bids.
 - E. Bid withdrawal may only be accomplished by an Authorized Agent requesting the withdrawal in person at the City Clerk's office before the City's close of business on the Bid Submission Date.
13. **BID RESULTS.** A tabulation of Bids received will be made available on the City's Purchasing Division website generally within 5 working days after the Bid Opening Date. After a contract award is recommended to the Mayor, a copy of the Bid summary will be available in the City Clerk's Office. Bid results are not provided in response to telephone or email inquiries.
14. **PURCHASE ORDER.** In the event that the successful Bid is for an amount less than One Hundred Thousand Dollars (\$100,000), and it is determined by the City to be in the best interests of the City, the City, in its sole discretion, may issue a Purchase Order rather than execute the Purchase Agreement to purchase the Goods. If a Purchase Order is issued, however, the terms of the



**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 15 of 25

Bid Packet documents, including the Purchase Agreement, will govern the transaction and be enforceable by the City and Bidder/Seller.

15. **CONTRACT AWARD.** If a contract is awarded, it will be awarded to the Bidder that City determines is the lowest secure Bidder meeting specifications. Such Bid analysis will consider price and other factors, such as Bidder qualifications and financial ability to perform the contract, as well as operating costs, delivery time, maintenance requirements, performance data, history of contract relations with City, and guarantees of materials and equipment, as applicable. A complete list of the factors that are considered is set forth in Tulsa Revised Ordinances, Title 6, Ch. 4, §406E. Unless otherwise noted, City reserves the right to award a contract by item, one or more groups of items, or all the items in the Bid, whichever is in City's best interest.
16. **IRS FORM W-9.** If City selects your Bid and awards a contract to you, you will have ten (10) days from notification of the award to provide City with your complete IRS Form W-9.
17. **NOTICE TO PROCEED.** If City accepts your Bid and executes the Purchase Agreement, you shall not commence work until authorized to do so by the Purchasing Agent or his representative. Receipt of a Purchase Order from the City is notice to proceed.
18. **PAYMENTS.** Invoices should be e-mailed to City of Tulsa – Accounts Payable at:

apinvoices@cityoftulsa.org

Payment will be made Net 30 days after receipt of a properly submitted invoice or the City's Acceptance of the Goods and/or Services, whichever is later, unless City decides to take advantage of any prompt payment discount included in the Bid.

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**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 17 of 25

6. **References.** If the box is checked "Yes," References are **required(3)**:

Yes: No:

7. **Purchase Card:** Is the City of Tulsa Purchasing Card acceptable (This is a Visa):

Yes: No:

For each reference, the following information must be included: Company Name, Contact Name, Address, Phone Number, E-Mail Address, and the description of services provided.

Company Name:	_____
Contact Name:	_____
Address:	_____
Phone Number:	_____
Email Address:	_____
Description of Services Provided:	_____
Company Name:	_____
Contact Name:	_____
Address:	_____
Phone Number:	_____
Email Address:	_____
Description of Services Provided:	_____
Company Name:	_____
Contact Name:	_____
Address:	_____
Phone Number:	_____
Email Address:	_____
Description of Services Provided:	_____

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**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 18 of 25

TECHNICAL SPECIFICATIONS

INTENT:

The intent of these specifications is to set minimum requirements, to secure a source to provide Inspection, Maintenance, Repair and Testing of Low / Medium Voltage Electrical equipment in accordance with ANSI/NETA MTS-2019 Maintenance Testing Specifications for the City of Tulsa on an annual basis.

SCOPE OF WORK:

The Seller will provide labor, by NETA (National Electrical Testing Association) Certified Technicians, for the inspection, maintenance, repair and/or replacement of electrical parts, and testing of equipment listed (but not limited to) on page 19 of this document.

During inspection and testing of electrical substation equipment, the City of Tulsa will provide the following:

- A qualified electrician to disconnect and re-energize all electrical equipment
- An auxiliary source of 120 volts, 60 hertz, single-phase power for lights, vacuum cleaners, small power tools and test equipment
- The City of Tulsa shall provide Seller with facility one-line drawings, control schematics, and equipment drawings of all sites requiring maintenance testing performed.

All preventative maintenance shall be performed on a regularly scheduled interval predetermined in order to minimize equipment failure and emergency repairs. All repairs shall be performed in compliance with manufacturer recommendations and coordinated through the City's representative.

The Seller shall provide the following services, but not limited to:

1. Field inspections, troubleshooting, planning and scheduling coordination of work orders. Non-emergency work orders shall have an estimate of man-hours, and list of parts required before start of the work. For non-emergency corrective maintenance work orders, the Seller shall make all necessary repairs to restore equipment to proper operating condition and document root cause analysis and recommendations.
2. Perform complete corrective maintenance (CM), making necessary repairs to restore equipment to proper operating condition. CM work orders will be delivered to the Seller by the CMMS administrator. The Seller should make notes on each individual CM work order detailing all work and should include the description of the work performed and associated "actual hours" spent on each work order done. The Seller should document root cause analysis and recommendations to resolve on the CM work orders.
3. The Seller shall furnish, at his own expense, all tools, test equipment, and other equipment required to accomplish the work.
4. All work shall be documented to include labor, parts, job plans, asset information, testing reports, etc.
6. Emergency Maintenance Services: Failures of critical electrical equipment shall be responded to immediately by Seller upon Notification by the City's representative, with qualified technicians on-site to provide emergency service response in order to verify equipment integrity prior to energization in the event of an incident with (2) hours from the original call.



**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 19 of 25

Upon completion of project, bidder will provide City of Tulsa a written report to contain at least the following information within 30 days:

- “As found” measurements of tested equipment where applicable
- Test results
- Deficiencies identified, and repair suggestions made
- Additionally, vendor will coordinate with City of Tulsa to provide comparison and update to City of Tulsa’s condition-assessment protocol for future equipment evaluation.

Low-Voltage and Medium-Voltage Equipment and Equipment-Specific Services to be included:

Switchgear, Switchboards, and Panelboard Assemblies

NETA MTS 7.1

Transformers (Dry-Type or Liquid-Filled)

NETA MTS 7.2.1.1 / 7.2.1.2 / 7.2.2

Install DGA Oil Analysis Ports where needed

Perform DGA Oil Analysis per ASTM Test Methods

Cables (Non-Shielded or Shielded)

NETA MTS 7.3.1 / 7.3.2 / 7.3.3

Very-Low Frequency (VLF Testing)

Dielectric Withstand Testing

Damped Alternating Current (DAC) Voltage Testing

Power Factor/Dissipation Factor (Tan Delta) Testing

DC Insulation Resistance Testing

Switches (Air, Oil, or Vacuum)

NETA MTS 7.5.1.1 / 7.5.1.2 / 7.5.1.3 / 7.5.2 / 7.5.3

Circuit Breakers

NETA MTS 7.6.1.1 / 7.6.1.2 / 7.6.1.3

Primary Injection Testing or Secondary Injection Testing of Trip Units in place or at vendor’s shop where applicable.

Protective Relays

NETA MTS 7.9.1 / 7.9.2

Instrument Transformers

NETA MTS 7.10.1 / 7.10/2

Metering Devices

NETA MTS 7.11.1 / 7.11.2

Motor Starters

NETA MTS 7.16.1.1 / 7.16.1.2



**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 20 of 25

Motor Control Centers

NETA MTS 7.16.2.1 / 7.16.2.2

Adjustable-Speed Drive Systems (greater than 50hp)

NETA MTS 7.17

Automatic Transfer Switches

NETA MTS 7.22.3

Additional Services

- Perform Infrared Thermographic surveys and report on all listed equipment per NETA MTS-2019 Standards, page 210 and Table 100.18
- Perform Ultrasonic/Online Partial Discharge surveys and report on all listed equipment per NETA MTS-2019 Standard, page 212 and Table 100.23

BIDDER QUALIFICATIONS:

Responses or bidders submissions to any items must be on a separate sheet of paper and placed after Exhibit A of the Bid Packet.

The Bidder to submit the following information with the bid:

1. Resume(s) showing minimum five (5) years of experience in performing installation, repair, calibration, commissioning and maintenance of industrial instrumentation, process control systems and associated equipment. Resume(s) shall include confined space certification and any qualifications essential to perform work related task. The Seller is to provide only employees which pass The City of Tulsa background verification.

SUB-CONTRACTORS:

City reserves the right to approve use of sub-contractors; however, use of any/all sub-contractors by the Seller must be approved in writing by the City's Department Project Supervisor.

SECONDARY OR BACK-UP SOURCE:

The City reserves the right to enter into agreement with the second low bidder to be used as a secondary or back-up source. This source would be used only in the event of the failure of the primary source(s) ability to supply the needs of the City, within an acceptable time frame. The Seller will make a concerted effort to meet the City's needs on a daily basis. The Seller will give the City as much advance notice as possible whenever they are unable to supply the materials required.

SECURITY:

Each project site where work is to be performed is a secured site. The Seller shall be responsible for security as described in this section.

1. Site Access: The Seller shall respect all existing security measures at each project site and shall implement the following measures to apply to all work performed. Coordination for Plant Access Cards will be made with the Plant Superintendent as City of Tulsa security pass access will be required.



**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 21 of 25

2. Work at both Northside and Southside shall be restricted to the hours approved by the Plant Superintendent.
3. Common Requirements:
 - a. Identification Badges: An Identification Badge, issued by the City of Tulsa Security Office, is required for the following people:
 - b. The driver of each vehicle that will be entering the facility multiple times or on a regular basis.
 - c. Sub-contractors and foremen that will be supervising other workers.
4. The Identification Badge also functions as an Access Card to allow access through the front gate of the facility. Six months is the maximum time that an Access Card is active.
5. The Seller will coordinate with the Plant Superintendent to request Identification Badges. Application for an Identification Badge will require a background investigation. Each person that is applying for an Identification Badge will need to complete the following two (2) forms:
 - a. City of Tulsa Access Card / Identification Card Request Form
 - b. City of Tulsa Security, Background and Prescreen Investigation Form
 - c. A current soft copy of the forms can be obtained from the plant superintendent. The Seller will send the completed forms as required. Approved individuals will coordinate with the City of Tulsa Security Office to complete the process and obtain their Identification Badge.
6. The Seller will coordinate with the Plant Superintendent to request reactivation of Access Cards. Reactivation may require re-application and additional background investigation.
7. The Seller and the City acknowledge that Seller is not solely responsible for all secured access to the site, that City personnel will have access and will be performing their regular duties pertaining to the operation and maintenance of the site facilities, and that security at the site shall require the cooperation of all persons authorized to access the site for the performance of their work. To the extent the Seller is responsible for and has control of secured access, The Seller shall restrict site access to only persons essential to the performance or inspection of the work being performed.
8. The Seller shall provide the Plant Superintendent twenty-four (24) hours advance notification of any delivery of equipment or materials to the site and shall make arrangements with the Plant Superintendent to provide for inspection of such delivery.
9. Any observation by the Seller of activity at or associated with the project site that Seller observes and considers to be unusual or suspicious in nature, or that poses a threat to the integrity or welfare of the project site or associated facilities, shall be duly noted at the time of the observation. Any such observation shall be immediately reported to the plant superintendent.
10. No statement pertaining to security in these Specifications shall constitute an agreement between Seller and the City for the performance of security services.

INVOICING PROCEDURE:

Sellers must provide a cost estimate for each project which shall include a cover sheet with the Base Bid & Additional Bid Items, followed by a basic site plan (which will include structural measurements, and a short summary of basic bid quantities). The approval must be granted in writing by WPC Management or Authorized Representative in writing in advance prior to conducting the work. It shall be the Seller's responsibility to provide an accurate cost estimate, based



**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 22 of 25

upon the requirements of the agreement and property condition. If the estimate of work listed on the work order, in the opinion of the Seller, varies significantly from actual conditions, the Seller shall note their findings and opinion on the quote response.

INVOICES SHALL CONTAIN THE FOLLOWING INFORMATION:

1. Contract/TAC number.
2. Name of City of Tulsa authorized person requesting the work to be performed.
3. Location/address of where work was performed.
4. Name of each Seller's employee(s) performing the work.
5. Assigned work order number if applicable.
6. Attach authorizations for Sub-Contractors or any special equipment.
7. Labor hours:
Labor hours shall be listed as either NORMAL BUSINESS HOURS or OTHER THAN NORMAL BUSINESS HOURS.
The total number of employees used in each job description and the total hours listed in each description and billing rate according to Exhibit A.
8. Seller's furnished equipment:
All pre-approved Seller equipment shall be listed on the invoice.
9. Special Equipment rental:
Copies of all City of Tulsa pre-approved equipment rental costs must be furnished with each invoice. No markup allowed.
10. Parts & Supplies (does not include consumables such as electrical tape, wire nuts, etc.):
Copies of itemized material invoices from the Seller's supplier shall be attached to invoice.

PURCHASE ORDERS, INVOICES & PAYMENT:

The city will issue either itemized purchase orders or blanket type purchase orders. If blanket purchase orders are issued, it will be for a specific dollar amount, and is not to be exceeded. The purchase orders will be issued to various city departments resulting in the possibility several blanket purchase orders being issued in a one-day period. It will be the Seller's responsibility to keep these orders separate and all delivery tickets, invoices, etc. properly marked. It will also be the responsibility of the Seller to see that the purchase orders do not overextend the dollar amount encumbered on such. The City may at its sole discretion, supply needed material. The City will use a current City of Tulsa supplier. Copy of material invoice from seller's source of supply must be attached to Sellers invoice. The Seller will not be permitted to invoice for materials if there is not a backup itemized invoice from a source of supply. Source of Supply will be any supply house selling to the trades or public not owned or affiliated with the Seller in any way.

REPORTING:

Seller Awarded the bid will provide Quarterly and Annual Reports on all equipment serviced /products sold to the City of Tulsa. Reports should be made available within 15 days following the request made by the City of Tulsa.

FACILITY LOCATIONS:

North Slope Facilities

NORTHSIDE WWTP

<u>Facility</u>	<u>Address</u>	<u>Location</u>
Northside Admin Building	5628 North 105th East Ave.	
Apache Lift Station	10302 E Apache	1/2 mile east of Mingo
Coal Creek FEB	3131 N Erie	1/4 mile north of animal shelter



**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 23 of 25

Flat Rock Creek FEB	3104 E 56th St N	56th St & Hwy 75
Northside Interceptor Lift Station	8520 E Mohawk Blvd.	1/2 mile west of 56th & Mingo
Mingo Diversion Structure		1/3 mile east of Mingo on Haskell, enter through trailer park
Mingo FEB	10468 E Pine	2/3 mile south on east side of Mingo Creek
Northside Operations	5665 N 105th E Ave	56th St & 105th (74117)

LOWER BIRD CREEK WWTP

<u>Facility</u>	<u>Address</u>	<u>Location</u>
Lower Bird Creek Plant	151 W. 36th St. N. Catoosa	1 mile north of Rollins on Frisco in Catoosa (74015)
Port South Lift Station	1000 W Ft Gibson	1/2 mile south of Ft Gibson on Cimarron at POC
Spunky Creek Lift Station	502 N Cherokee., Catoosa	North on Cherokee until it dead ends, in Catoosa.

South slope Facilities

HAIKEY CREEK WWTP

<u>Facility</u>	<u>Address</u>	<u>Location</u>
Haikey Creek WWTP	11602 E 151st St. South	South end of Garnett Road, at 151st St. So. (74011)
Haikey Creek Lift Station	11601 S. Garnett, Broken Arrow, 74011.	

SOUTHSIDE WWTP

<u>Facility</u>	<u>Address</u>	<u>Location</u>
Cherry Creek Lift Station	4899 S Elwood	West of Arkansas River, North of I-44, on Elwood
Dewatering Facility & Lift Station	236 E. 71 Street	West side of Arkansas River, south side of 71st St.
So. Sheridan Lift Station	12236 S. Sheridan	Off 121st St., on Sheridan
East Junction Structure	53 rd and S Riverside Dr.	
Southside WWTP	5300 S Elwood	West of Arkansas River, South of I- 44, on Elwood (74107)

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**Invitation For Bid TAC 1232
Low / Medium Voltage Electrical
Equipment Maintenance, Repair & Testing
Water & Sewer
Issued: September 9, 2021**

**City of Tulsa,
Oklahoma**
Page 24 of 25

**EXHIBIT A
BID FORM INCLUDING DELIVERY AND PRICING**

1. Delivery. If your Bid is accepted and an agreement is executed, state the number of days you need to deliver the Goods and/or to begin providing Services:

You must be able to deliver the Goods and/or Services as specified in your Bid. Failure to do so may result in City terminating your agreement or canceling the Purchase Order, pursuing collection under any performance bond, as well as seeking any other damages to which it may be entitled in law or in equity.

2. Pricing

(ESTIMATED QUANTITIES FOR EVALUATION PURPOSES ONLY)

The City does not guarantee any specific quantity or number of purchases, if any, that will be made during the agreement period.

Item	Description Of Service	Estimated Labor Hours Annually	Labor Cost Per Hour	Extended Total Cost
1	Hourly rate for a Field (Industrial Electrician) Technician during Normal Business hours: Monday- Friday, 7:00am-4:00pm	250hrs	\$ /hr.	\$
2	Hourly rate for a Field (Industrial Electrician) Technician Outside Normal Business hours (Overtime)	50hrs	\$ /hr.	\$
3	Hourly rate for a NETA Certified Technician during Normal Business hours: Monday- Friday, 7:00am-4:00pm	250hrs	\$ /hr.	\$
4	Hourly rate for a NETA Certified Technician Outside Normal Business hours (Overtime)	50hrs	\$ /hr.	\$
5	Hourly rate for a Circuit Breaker Shop Technician during Normal Business hours: Monday- Friday, 7:00am-4:00pm	50hrs	\$ /hr.	\$
6	Transformer Standard Oil Screen & DGA	20 ea	\$ /ea.	\$
7	Hourly rate for a Drives, Automation & Control Technician during Normal Business hours: Monday- Friday, 7:00am-4:00pm	20hrs	\$ /hr.	\$
8	Hourly rate for an MV Drives & Automation Specialist during Normal Business hours: Monday- Friday, 7:00am-4:00pm	20hrs	\$ /hr.	\$
9	Hourly rate for an MV Synchronous Drive System Engineer during Normal Business hours: Monday- Friday, 7:00am-4:00pm	20hrs	\$ /hr.	\$
5	Percentage Mark-up on Parts & Supplies		%	
TOTAL COST: (All cost must be included, or your bid will be disqualified)				\$



**Invitation For Bid TAC 1232
 Low / Medium Voltage Electrical
 Equipment Maintenance, Repair & Testing
 Water & Sewer
 Issued: September 9, 2021**

**City of Tulsa,
 Oklahoma**
 Page 25 of 25

3. Annual Price Adjustment. The prices bid for any Goods and/or Services shall not increase during the initial term of the contract. However, if you anticipate that you will not be able to maintain firm prices for any renewal period, a change in price **will be considered** if the following conditions are met:

- a) You must limit any increase to **one** of the following (indicate your choice*):
 - 1. the change in the Consumer Price Index from BLS Table 1(web link below) from the prior year, as measured by the change in the CPI-U between the most recent month available and that same month in the prior year _____ (place an "X" here if this is your choice)
 - 2. a fixed percentage you specify _____%
- b) You must notify City, in writing, no later than 90 days before the initial contract period ends, or any renewal period ends, of your intent to exercise the price choice in your bid. **Failure to so notify City will result in City denying any price increases.** In no event can the proposed price change exceed that possible under the choice in your bid. Your notice can be sent by certified mail, fax or email.

Notes: * - Any price increase you choose will be considered in the evaluation of your bid. If you choose the CPI-U, the annual increase used for evaluation will be assumed to equal the _____ change in the CPI-U for the prior year, as described above.

CPI Web Link: <http://www.bls.gov/news.release/cpi.t01.htm>

Bidder's Company Name _____

Authorized Signature Here ▶ _____

Printed Name: _____

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