



**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

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

Issued 12/2/2021

## Addendum #2

Please note the following changes which have been made for clarification to this Invitation for Sealed Bid. **This addendum must be listed as Addendum #2 on Form #6** of the bid package as verification that you have received and are aware of the information contained herein.

### QUESTIONS/CLARIFICATION/CHANGES:

#### CHANGE:

It was determined by the Department after the following questions were raised about safety certifications needing to be renewed.

***This addendum extends the due date for submitting bids until no later than 5:00pm (CST) on Wednesday Jan 26th 2022.***

#### Questions:

1. Have the anchors and Davits (including anchors in the solar well) been load tested in the last ten years and inspected in the last twelve months by a "competent" person in accordance with OSHA 1910?
2. Will bidders be furnished with a report of the anchor testing and inspection prior to operations beginning?
3. Will the competent person certify the davits for use as a tie off point for a rope decent system (hereafter referred to as RDS)
  - A. With a carabiner inserted into a pin hole pulling in the same direction as the welded plate?
  - B. With a carabiner inserted into a pin hole pulling perpendicular to the welded plate? )
4. Will the competent person certify the welded truss reinforcements on the curtain wall vertical tubing as a tie off point for an RDS and lifeline when cleaning the inside of the solar well and elevator shafts? )
5. Will the competent person certify the horizontal beams that support the stairs as tie off points when cleaning the stairway panels?
6. In the annual cleaning point 4, the bid document reads "Partition glass includes Glass Walls, glass doors and windows over 7 feet off the floor". Do glass walls include cubical glass
7. When performing exterior window cleaning, will an area on or near the street level be provided to store cones or other barricades (used to create an exclusion zone) when not in use, or will the provider be responsible for secure or removing these items at the end of each day
8. What is the maximum height of the building from the top of the solar well to the sidewalk on the north east corner?

Issued 11/04/2021

## Addendum #1

Please note the following changes which have been made for clarification to this Invitation for Sealed Bid. **This**



**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

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

**addendum must be listed as Addendum #1 on Form #6** of the bid package as verification that you have received and are aware of the information contained herein.

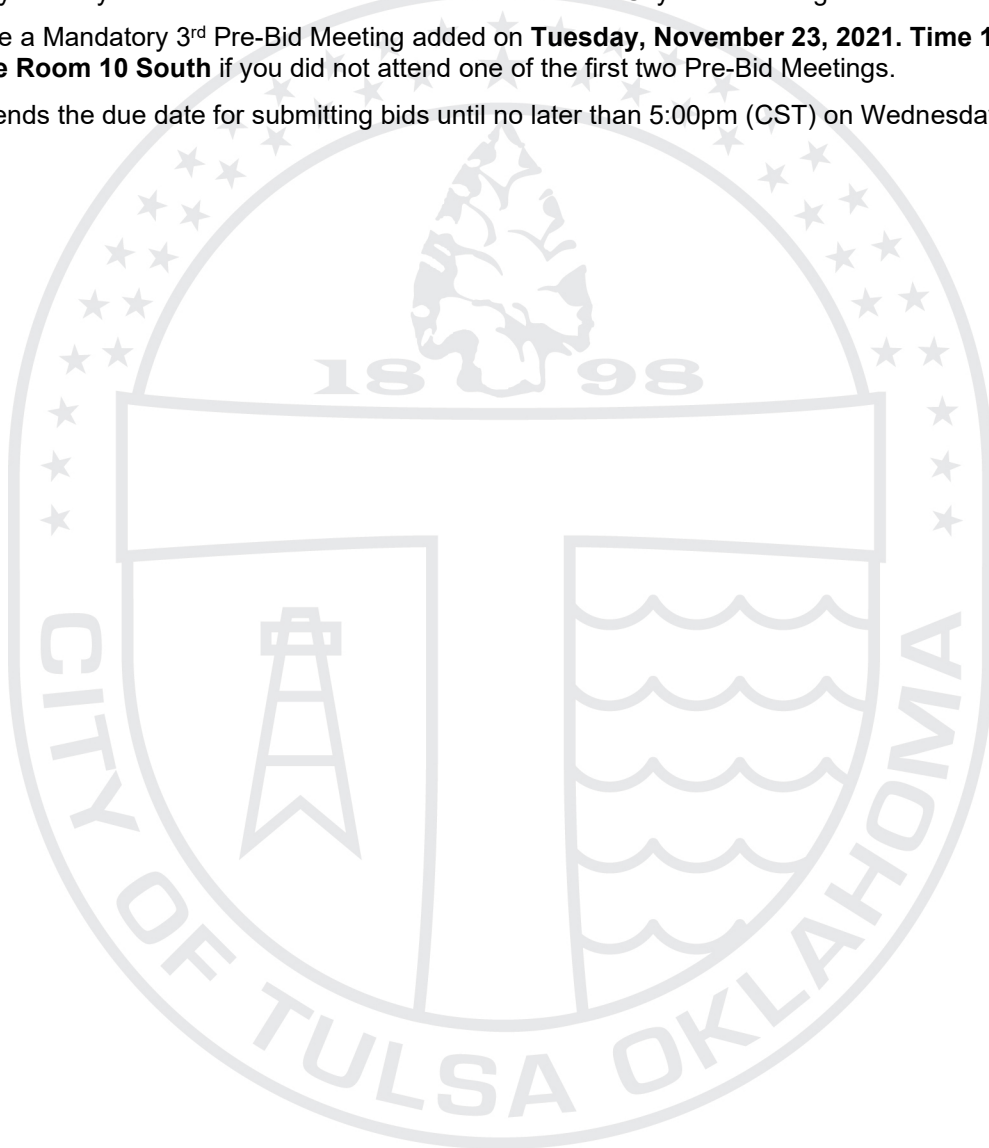
**QUESTIONS/CLARIFICATION/CHANGES:**

**CHANGE:**

It was determined by the Buyer the Bid Packet failed to be sent to all the City of Tulsa Registered Bidders via E-mail.

There will be a Mandatory 3<sup>rd</sup> Pre-Bid Meeting added on **Tuesday, November 23, 2021. Time 10:00am CST in Conference Room 10 South** if you did not attend one of the first two Pre-Bid Meetings.

This addendum extends the due date for submitting bids until no later than 5:00pm (CST) on Wednesday **Dec 8, 2021**.





**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

**City of Tulsa,  
Oklahoma**  
Page 3 of 25

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

**BID # TAC814C**

**DESCRIPTION: Window Washing Service for One Technology Center (Commodity Code(s): 910-81)**

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](http://www.cityoftulsapurchasing.org) or a hardcopy may be obtained at:

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

**Bids must be received no later than 5:00 PM (CST) on Wednesday, January 26, 2022, and delivered to:  
City Clerk's Office  
175 East 2<sup>nd</sup> 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 TAC814C**  
**Window Washing Service for One Technology Center**  
**Asset Management**  
**Issued: October 1, 2021**

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

**SUMMARY SHEET**

**Project Buyer**

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

Darin Johnson, Thomas, Buyer

[darinjohnson@cityoftulsa.org](mailto:darinjohnson@cityoftulsa.org)

Include **TAC814C** on the subject line

**Bidder's Notice of Intent to Submit a Bid**

Email the Project Buyer indicating your intent to Bid. Include **TAC814C** 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](http://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, October 20, 2021 Time 10:00am CST in Conference Room 10 North**

**Date Wednesday, October 27, 2021. Time 10:00am CST in Conference Room 10 South**

**Date Tuesday, November 23, 2021. Time 10:00am CST in Conference Room 10 South**

Location: 175 E 2<sup>nd</sup> Street, Tulsa, OK 74103

**Attendance at any of the three Pre-Bid Conference is required to submit a Bid.**

Attendance is not 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 Copy also required (USB drive, CD . . .).

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 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Tulsa, Oklahoma.



**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

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

**FORM #1  
BIDDER INFORMATION SHEET**

**Bidder's Exact Legal Name:** \_\_\_\_\_  
(Must be Bidder's company name as reflected on its organizational documents, filed with the state in which bidder is organized; not simply a DBA)

**State of Organization:** \_\_\_\_\_

**Bidder's Type of Legal Entity: (check one)**

- |  |  |
|--|--|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Liability Company     |
| <input type="checkbox"/> Partnership         | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Corporation         |  |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Other: _____                  |

**Bidder's Address:** \_\_\_\_\_  
Street
City
State
Zip Code

**Bidder's Website Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Sales Contact:**

Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Legal or Alternate Sales Contact:**

Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_



**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

**City of Tulsa,  
Oklahoma**  
Page 6 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 2<sup>nd</sup> 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:

**TAC814C Window Washing Service for One Technology Center**

(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:

- 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.
- 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.
- 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.
- 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 1<sup>st</sup> to June 30<sup>th</sup>) 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.
- 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.
- 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 TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

**City of Tulsa,  
Oklahoma**  
Page 7 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](http://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. 2<sup>nd</sup> Street, Suite 260  
Tulsa, Oklahoma 74103

With a copy to: Darin Johnson, Buyer  
175 E 2<sup>nd</sup> Street, 15<sup>th</sup> Floor  
Tulsa, OK 74103
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



**Invitation For Bid TAC814C**  
**Window Washing Service for One Technology Center**  
**Asset Management**  
**Issued: October 1, 2021**

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

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

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 TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

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

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

**IMPORTANT NOTE:** This document must be signed by the proper person as set forth in Instructions, Terms and Conditions for Bidders, paragraph 4. FAILURE TO SUBMIT PROPERLY AUTHORIZED SIGNATURE MAY RESULT IN YOUR BID BEING REJECTED AS NONRESPONSIVE.

IN WITNESS WHEREOF, this Agreement has been executed in multiple copies on the dates set forth below to be effective during the period recited above.

Seller Company Name: \_\_\_\_\_

**Sign Here ►** \_\_\_\_\_

ATTEST:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Corporate Secretary

Date: \_\_\_\_\_

Company Name/Address [Please Print] \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

( ) - ( ) - \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

**CITY OF TULSA, OKLAHOMA,  
a municipal corporation,**

ATTEST:

By: \_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Assistant City Attorney



**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

**City of Tulsa,  
Oklahoma**  
Page 10 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 TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

**City of Tulsa,  
Oklahoma**  
Page 11 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 TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

**City of Tulsa,  
Oklahoma**  
Page 12 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: \_\_\_\_\_

Notary Commission Number: \_\_\_\_\_

**The Affidavit must be signed by an authorized agent and notarized**



**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

**City of Tulsa,  
Oklahoma**  
Page 13 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: \_\_\_\_\_

**THE REST OF THIS PAGE LEFT INTENTIONALLY BLANK**



**Invitation For Bid TAC814C**  
**Window Washing Service for One Technology Center**  
**Asset Management**  
**Issued: October 1, 2021**

**City of Tulsa,**  
**Oklahoma**  
Page 14 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 2<sup>nd</sup> Street, 15<sup>th</sup> Floor, 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.
  - 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](http://www.cityoftulsapurchasing.org).
3. **QUESTIONS REGARDING INVITATION FOR BID.** Questions regarding any portion of this Invitation For Bid must be



**Invitation For Bid TAC814C**  
**Window Washing Service for One Technology Center**  
**Asset Management**  
**Issued: October 1, 2021**

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

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.
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 2<sup>nd</sup> Street, Suite 260



**Invitation For Bid TAC814C**  
**Window Washing Service for One Technology Center**  
**Asset Management**  
**Issued: October 1, 2021**

**City of Tulsa,**  
**Oklahoma**  
Page 16 of 25

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 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





**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

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

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](mailto: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.

**THE REST OF THIS PAGE LEFT INTENTIONALLY BLANK**



**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

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

**SPECIAL REQUIREMENTS**

**1. Irrevocable Offer Period.** You understand and acknowledge that the offer submitted as your Bid is firm and irrevocable from the City's close of business on the Bid Submission Date until 365 days after the Bid Opening Date.

**2. General Liability/Indemnification.** You shall hold City harmless for any loss, damage or claims arising from or related to your performance of the Purchase Agreement. You must exercise all reasonable and customary precautions to prevent any harm or loss to all persons and property related to the Purchase Agreement. You agree to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the Goods, Services, labor, or materials furnished by you or your subcontractors under the provisions of the Bid Packet documents.

**3. Liens.** Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City. Bidder shall deliver all goods to City free and clear of liens. Delivery by Seller to City of goods which are subject to liens under the Purchase Agreement shall be a material breach of the Purchase Agreement and all damages and costs incurred by City as a result of the existence of such liens shall be paid to City by Seller. At City's option, City may return such goods to Seller and Seller shall pay the cost of returning such goods and reimburse City for any payments made for such goods.

**4. Insurance.** If checked "Yes," the following insurance is required: Yes: X No:    

Seller and its subcontractors must obtain at Seller's expense and keep in effect during the term of the Purchase Agreement, including any renewal periods, policies of General Liability insurance in the minimum amounts set forth below and Workers' Compensation insurance in the statutory limits required by law.

Personal injury, each person	\$ 175,000.00
Property damage, each person	\$ 25,000.00
Personal injury and property damage, each occurrence	\$ 1,000,000.00
Workers' Compensation	(Statutory limits)

**SELLER'S INSURER MUST BE AUTHORIZED TO TRANSACT BUSINESS IN THE STATE OF OKLAHOMA.**

You will have 10 days after notification that your Bid was selected for contract award by City to provide proof of such coverage by providing the assigned Project Buyer shown on the Summary Sheet of this Bid Packet with a Certificate of Insurance. The Certificate of Insurance must be completed with the following information:

- A. Your name
- B. Insurer's name and address
- C. Policy number
- D. Liability coverage and amounts
- E. Commencement and expiration dates
- F. Signature of authorized agent of insurer
- G. Invitation for Bid number

The Seller shall not cause any required insurance policy to be cancelled or to permit it to lapse. It is the responsibility of Seller to notify City of any change in coverage or insurer by providing City with an updated Certificate of Liability Insurance. Failure of Seller to comply with the insurance requirements herein may be deemed a breach of the Purchase Agreement. Further, a Seller who fails to keep required insurance policies in effect may be deemed to be ineligible to bid on future projects, ineligible to respond to invitations for bid, and/or ineligible to engage in any new purchase agreements

**5. Bonding.**

**A. Bid Bond.** If the box is checked "Yes," the Bid Bond is required:

Yes:     No: X

**B. Performance Bond.** If the box is checked "Yes," the Performance Bond is required:

Yes:     No: X

**6. References.** If the box is checked "Yes," References are required: HIGH RISE OFFICE BUILDINGS ONLY

Yes: X (5) No:



**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

For each reference, the following information must be included: Company Name, Contact Name, Address, Phone Number, E-Mail Address, length of service and the size of property.

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Length of Service \_\_\_\_\_  
 Size of Property: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Length of Service \_\_\_\_\_  
 Size of Property: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Length of Service \_\_\_\_\_  
 Size of Property: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Length of Service \_\_\_\_\_  
 Size of Property: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Length of Service \_\_\_\_\_  
 Size of Property: \_\_\_\_\_

7. Is City of Tulsa Purchasing Card acceptable (This is a Visa): YES \_\_\_\_\_ NO \_\_\_\_\_



**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

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

**TECHNICAL SPECIFICATIONS**

**SCOPE:**

It is the intent during the agreement period, as nearly as possible, to purchase all the requirements for interior and exterior window washing services on an annual basis at various locations for the City of Tulsa (City) bid from the firm(s) to which the agreement is awarded.

**SPECIFICATIONS:**

**1. SCHEDULING:**

Seller shall be responsible for the scheduling of the cleaning requirements specified herein per the schedule for cleaning windows at the location listed in Table A. All services shall be performed during the frequency schedules prescribed in this Invitation For Bid and all work shall be completed without interfering with the proper performance of day-to-day procedures within the facilities. The City reserves the right to approve and change the schedule set up by the Seller.

**2. SUPPLIES:**

The seller will furnish all necessary supplies and other products required to provide the cleaning services at all locations listed in Table "A". Supplies shall be of the highest quality and the most suitable type or grade for the work specified under this agreement.

**3. EQUIPMENT:**

The Seller shall furnish all equipment for accomplishment of all work specified at all locations listed in Table "A". Seller's equipment shall be of the size and types suitable for accomplishment of the various types of work described herein and operate from existing sources of furnished electrical power.

- The City's Building Operations or Maintenance Division of Asset Management personnel will, upon request, assist the Seller by providing access to the roof and also a parking place for not more than one (1) service truck during delivery of such services.
- All rigging to be used by the Seller is to be provided by the Seller and shall be rigged by the Seller.
- All safety requirements of the Occupational Safety and Health Administration (O.S.H.A.) are the responsibility of the Seller and shall be met.
- Seller personnel shall not walk on window ledges without previous application of appropriate safety belts and lines.
- The methods and the equipment used to accomplish the service by the Seller are to be furnished by the Seller and the Seller shall be responsible for the condition of all such equipment and further responsible for the use and storage of such equipment when not in use or attended.
- Ropes, ladders and such equipment shall not be left on roofs by the Seller when not in use or otherwise attended by the Seller's personnel. The Seller further agrees that he will provide the described service, under the stated conditions.



**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

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

**TABLE "A"**

**WINDOW CLEANING LOCATION**

One Technology Center (OTC)	175 E. 2 <sup>nd</sup> St.	Tulsa, Oklahoma 74103
OTC Garage	99 S. Cincinnati Ave	Tulsa, Oklahoma 74103

**MANDATORY BID REQUIREMENTS:**

**1. SITE INSPECTIONS:**

All potential sellers must **participate** in a pre-bid walk-through inspection of the site(s) conducted by an authorized City representative in order to familiarize themselves with any conditions, which may affect performance and/or bid prices. The walk-through inspection tour will be immediately following the pre-bid

**2. SUBMITALS:**

**Seller Equipment**

The Bidder that is awarded the Bid shall submit a list of all equipment intended for use to accomplish the terms of this agreement, listing the name of the item, manufacturer, brand name and model of item to be used, and applicable equipment specifications for those items submitted. The City of Tulsa reserves the right to reject any equipment used in service of this agreement and such equipment shall be replaced with equipment that does meet with the approval of the City.

**SECURITY:**

Handled by City of Tulsa Security

**1. SECURITY CLEARANCE:**

Prior to commencing any work under this agreement, the City of Tulsa requires that the Seller and any principals, officers or employees who will work on City premises undergo an enhanced background check. The seller shall ensure this requirement is met and pay for all costs associated with obtaining clearances.

- A. Seller must submit to Security within fourteen- (14) days prior to the starting date of this agreement a completed Oklahoma State Bureau of Investigation (OSBI) Form #CHRD01 "CRIMINAL HISTORY INFORMATION REQUEST" for all principals, officers or employees who will work on any City premises covered by this agreement. This report must be current and performed **within the past thirty- (30) days**.
- B. This same "CRIMINAL HISTORY INFORMATION REQUEST" requirement must be met for all new employees added during the term of the agreement and must also be submitted to Security within **fourteen (14) days** prior to working in City facilities. This report must be current and performed **within the past thirty- (30) days**.
- C. City of Tulsa Security shall be notified within **twenty-four- (24) hours** of any changes of employment pertaining to employees that work in City of Tulsa buildings.
- D. Identification badges shall be returned to City of Tulsa Security within **seventy-two- (72) hours**, upon termination of an employee for any reason.
- E. Official City of Tulsa identification badges shall be issued by City of Tulsa Security and shall be worn and displayed at all times by seller and seller's employees while on City's premises.



**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

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

2. Only authorized Seller's employees are allowed on the premises of the City of Tulsa buildings. Acquaintances, family members, assistants or any other person shall not accompany Seller's employees in their work area unless said person is an authorized Seller's employee.
3. Minors, including family members of the Seller or their employees, are not to be on the project sites during work hours and are prohibited from performing any work under this Agreement.

**INSPECTIONS:**

The Asset Management Department will conduct inspections of the work covered under this agreement. Service must be properly completed before invoice will be paid.

Any major complaints that required documentation of services performed or alleged violation of the agreement either by the Seller or the City shall be filed by either and/or both parties in writing to Building Operations Section of the Asset Management Department, within twenty-four (24) hours after the infraction.

**PAYMENTS:**

Seller shall be paid in arrears.

A copy of the completed invoice(s) shall be submitted to the following address for review.

**Asset Management - Building Operations  
175 E. 2<sup>nd</sup> St.  
Tulsa, OK 74103**

**ADDITIONAL REQUESTED SERVICES AND SERVICE REDUCTIONS:**

**1. ADDITIONAL SERVICE REQUESTES:**

In the event that other window cleaning services, in addition to or separate from the services specified herein, may be deemed necessary by the Building Operations Section of the Asset Management Department or authorized representative, the seller may be requested to perform the additional services.

The Seller will be reimbursed by the City on the basis of per man hour rate specified by the Seller in Bid Price Schedule of this agreement.

**2. SUSPENSION OF SERVICES:**

The City of Tulsa reserves the right to either temporarily or permanently suspend window cleaning services at the location listed in this agreement. Notice of such suspensions will be made through the Building Operations Section of the Asset Management Department or authorized representative by verbal communication followed by a written letter.

Services may be suspended by floor or area of a floor in consideration of unoccupied space(s).

**SCHEDULE FOR CLEANING THE WINDOWS AT ONE TECHNOLOGY CENTER:**

Annual Cleaning:

1. Interior of Data Center. - JANUARY
2. Handrail glass (3<sup>rd</sup> to 15<sup>th</sup> floor). Both North & South Stairwells - JANUARY
3. Interior and Exterior of Garage windows and metal frames. Includes stainless panels just behind elevators and visible from the elevators. - APRIL
4. All interior partition glass on City of Tulsa floors. (2, 3, 4, 5, 6, 8,10 and 15) Partition glass includes Glass Walls, glass doors and windows over 7 feet off the floor and the colored glass panels on the 10<sup>th</sup> floor – JANUARY



**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

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

Semi-Annual Cleaning:

1. Interior and Exterior of Executive briefing center and the following rooms. (03-306, 03-307, 03-312, 03-313, 03-316, 03-317 and 03-319). JULY and JANUARY
2. All interior glass facing out to outside of building. Includes interior windows facing out to the Solar Well. Floors 1 through 15. JULY and JANUARY
3. Outside of all exterior windows, floors 1 through 3. Includes canopy over employee entrance at 2<sup>nd</sup> & Cincinnati and the front public entry surround over the public entry doors on 2<sup>nd</sup> street. OCTOBER and APRIL
4. Outside of all exterior windows floors 4 through 15. OCTOBER and APRIL
5. Interior of Solar Well. All windows and frames. Includes scenic elevator windows. OCTOBER and APRIL
6. Sky Bridge windows, interior and exterior. OCTOBER and APRIL
7. Exterior of windows between Sky Bridge and Podium NE, separate from #10 above. JANUARY and JULY IF DESIRED BY City of Tulsa representative.

Cleaning shall be done in the first 15 days of the scheduled time as weather allows.

Window cleaning Seller is responsible for paying the elevator services Seller for necessary elevator service when cleaning the garage and the scenic elevator windows.

Window cleaning shall be scheduled through the building manager.

Windows shall be cleaned manually. Window cleaning machines are not allowed.

**NOTE:**

**2013 costs for elevator service:**

**\$1000 each time when cleaning OTC Solar Well.**

**\$2000 for each time the windows were cleaned in the parking garage elevators.**

**Check for your costs with ThyssenKrupp Elevator. (918-665-2040)**

**THE REST OF THIS PAGE LEFT INTENTIONALLY BLANK**



**Invitation For Bid TAC814C**  
**Window Washing Service for One Technology Center**  
**Asset Management**  
**Issued: October 1, 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)**

Item	Description	QTY Per year	Unit Cost	Extended Annual Cost
1	Interior of Data Center. 90' X 18' - JANUARY	1		
2	Handrail glass (4th to 15th floor). Both North & South stairwell landings, elevator lobbies and 3 <sup>rd</sup> floor lobby.- JANUARY	1		
3	Interior and Exterior of Garage windows and metal frames. - APRIL	1		
4	All interior partition glass on City of Tulsa floors. (2,3,4,5,6,10, 14 and 15) Partition glass includes Glass Walls, glass doors and windows over 7 feet off the floor – JANUARY Glass Walls, glass doors and windows over 7 feet off the floor – JANUARY	1		
5	Interior and Exterior of Executive briefing center and the following rooms. (03-306, 03-307, 03-312, 03-313, 03-316, 03-317 and 03-319). JULY and JANUARY <b>312, 03-313, 03-316, 03-317 and 03-319). JULY AND JANUARY</b>	1		
6	All interior glass facing out to outside of building. Includes interior windows facing out to the Solar Well. Floors 1 through 15. JULY and JANUARY Solar Well. Floors 1 through 15. JULY AND JANUARY	2		
7	Outside of all exterior windows, floors 1 through 3. Includes canopy over employee entrance at 2nd & Cincinnati and the front public entry surround over the public entry doors on 2nd street. OCTOBER AND APRIL 2nd & Cincinnati and the front public entry surround over the public entry doors on 2nd street. OCTOBER AND APRIL	2		
8	Outside of all exterior windows floors 4 through 15. OCTOBER and APRIL	2		
9	Interior of Solar Well. All windows and frames. Includes scenic elevator windows. OCTOBER and APRIL	2		





**Invitation For Bid TAC814C  
Window Washing Service for One Technology Center  
Asset Management  
Issued: October 1, 2021**

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

10	Sky Bridge windows, interior and exterior. OCTOBER and APRIL	2		
11	Exterior of windows between Sky Bridge and Podium NE, separate from #10 above. JANUARY and JULY - AS DESIRED BY City AND JULY IF DESIRED BY City of Tulsa representative	2		
<b>TOTAL COST NOT TO EXCEED:</b> <b>(All costs must be included or your Bid will be disqualified)</b>		\$	<hr/>	

**Additional Labor Hours for work not specified in this IFB \$ \_\_\_\_\_ per man hour.**

**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: \_\_\_\_\_

**RETURN THIS ENTIRE BID PACKET**