

# Invitation for Bid (IFB)

TAC 148j

**Supplies or Service Requested:** Electric Motor Repair

**Department:** Water & Sewer

NIGP Commodity Code(s):  
929-61

## Solicitation Schedule

EVENT	DATE
IFB Issue Date	08/10/2022
Pre-Bid Conference or Webinar <i>Location   Zoom/Teams link</i>	NO PRE-BID CONFERENCE
Deadline for Questions <i>Submitted to assigned buyer via email.</i>	08/17/2022 <i>7 Days prior to IFB due date</i>
Bid Submission Date <i>Either mailed or delivered to City Clerk address. Bids are open the day after the due date.</i>	08/24/2022

If You have any questions or need additional information, contact the Assigned Buyer:

Donny Tiemann, Senior Buyer | [dtiemann@cityoftulsa.org](mailto:dtiemann@cityoftulsa.org)  
*All questions should be emailed with IFB TAC 148j on the subject line.*

**Submit Bids (sealed) to:**

City of Tulsa – City Clerk’s Office  
175 E. 2<sup>ND</sup> St., Suite 260  
Tulsa, OK 74103

*Bids (2 total: 1 original, 1 copy) must be sealed and either mailed or delivered. Write the Bid Number, Supplies or Service Requested (as listed above), and Bid Opening Date on the lower left corner of the outside of Your Bid envelope. Feel free to use included packing slip. No faxed or emailed Bids will be considered. Barring certain circumstances (Section III-5), Bids received after the stated date and time **will not be accepted and will be returned to the Bidder unopened.***



CITY OF  
**Tulsa**  
A New Kind of Energy.

## I. STATEMENT OF PURPOSE:

### 1. Overview and Goals

The City of Tulsa is seeking a source that will provide all of the services required in the repair of Electric Motors for the Water and Sewer Department.

### 2. Term of Contract

The City intends to award a one-year annual contract. The City may offer the Seller the opportunity for additional one-year terms. The City also reserves the right to make multiple or partial awards. To do business with the City, You must agree to the terms and conditions of the City's standard Purchase Agreement, indicated by Your Authorized Agent's signature on the Purchase Agreement.

The entire Invitation for Bid (IFB) including any additional information submitted by Bidder and Accepted by City will be included as part of the Agreement between Seller and City. **All sheets of this IFB (including Sections I-V) must be submitted.**

Capitalized terms used in this IFB and not defined in the Agreement shall have the meanings as ascribed to them in Title 6, Chapter 4 of the Tulsa Revised Ordinances found at [https://library.municode.com/ok/tulsa/codes/code\\_of\\_ordinances?nodeId=CD\\_ORD\\_TIT6FIDE\\_CH4PU](https://library.municode.com/ok/tulsa/codes/code_of_ordinances?nodeId=CD_ORD_TIT6FIDE_CH4PU)

#### ***Authorized Agent***

Several parts of the Bid (Affidavits, Purchase Agreement) must be signed by an “**Authorized Agent.**” An 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. For instance, 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.

## II. SCOPE OF WORK AND SPECIFICATIONS

### 1. Scope of Work

The intent of these specifications is to secure bids for an agreement for the repair of electric motors up to 3000 HP for the Water and Sewer Department of the City of Tulsa, Oklahoma.

### GENERAL

The equipment or parts supplied shall be new, unused and of current manufacture. The replacement parts supplied shall meet or exceed the following specifications.

Motors bearing Underwriters Laboratories (UL) certification are to be repaired in accordance with UL specifications and recertified after inspection.

Seller must have at least an 8' vacuum pressure impregnation (VPI) tank and system in place to accommodate the electric motor repair specifications set forth by the City of Tulsa.

Seller must be UL Certified. A copy of the valid UL Certification shall be submitted with the bid.

Seller shall be either ISO 9001:2015 compliant or accredited by the Electrical Apparatus Service Association, Inc (EASA) as EASA AR100 compliant. A copy of the valid certification must be submitted with the bid.

All applicable provisions of the **EASA Standard for Recommended Practice for the Repair of Rotating Electrical Apparatus, ANSI/EASA AR100-2020, or its most recent revision**, shall apply to this specification as minimum standards. Where standards elsewhere in these specifications differ from those in the ANSI/EASA AR100 standard, the more stringent standards shall apply.

The intent of these specifications is to set minimum requirements, not to otherwise limit bidding. In as much as some designs of equipment vary among different manufactures, the City may accept bids on equipment with minor deviations to the written specifications. A minor deviation is defined as a deviation which does not:

- a. Materially affect the ability of the product to achieve or accomplish a necessary function or task in the manner required by the specifications.
- b. Compromise the safety of the user thereof.
- c. Produce higher latent or patent costs to the City in any of a variety or combination of ways.

The City of Tulsa specifically reserves the right to make the final judgment concerning what is or is not a minor deviation and to award the Bidder(s) whose bid(s) best suits the City's need for the product and/or equipment being repaired.

### EXPERIENCE

The Bidder shall provide with bid submittal a written description of the company's experience in repair of electric motors of varying sizes, to include motors up to 3000 HP. This written description can be included within the "Bidder's Reference List" located within the "Special Requirements" section.

### AWARD

Bidder should refer to "Bid Proposal Checklist" to ensure all documentation is included with bid.

The City of Tulsa reserves the right to award the second lowest secure bidder a contract to perform as the Secondary/Backup Seller. The Secondary/backup Seller will be used in the event of the primary Seller's failure to supply the full needs of the City of Tulsa.

**REPORTING:**

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

**ELECTRIC MOTORS - TESTING**

The Seller shall be able to handle repairs on:

1. All types of AC and DC motors rated up to 3000 HP including, but not limited to explosion proof, submersible, open drip proof (ODP), totally enclosed fan cooled (TEFC).
2. Seller shall have sufficient personnel, facilities, and spare parts inventory to make repairs in time indicated.
3. The motor received by Seller shall be checked electrically and mechanically to determine the extent of repairs which are necessary. **THE MOTOR SHALL BE CLEANED PRIOR TO ELECTRICAL TESTING TO PREVENT CONTAMINATION AND MOISTURE FROM AFFECTING THE TESTS.** Prior to the initiation of repairs, a cost estimate shall be submitted to the appropriate plant superintendent for evaluation of the repairs. The evaluation period by City personnel on the motor estimate shall not penalize the Seller's estimated repair time concerning liquidated damages.

**ALL TESTING DATA SHALL BE RECORDED, AND REPORT SHALL BE SUBMITTED TO THE CITY WITH REPAIRED UNIT.**

**The following tests shall be performed by the Seller:**

- Megger Test. Results shall include ambient temperature during the testing. Test shall include each winding to frame/ground, as well as winding to winding.
- Polarization Index Test.
- Disassemble motor, clean and visually inspect all parts.
- Test for core iron loss. The condition of the iron must be determined prior to repairs. All core loss information must be documented in "Watts loss per pound".
- Test stator windings and, if applicable, rotor windings for hot spots using Infrared (IR) scans before rotor is installed into stator. This applies to both rewind and reconditioned motors.
- Check all moving parts for proper tolerances.
- Check vibration.
- Test bearing insulation.
- Test for rotor bar cracks. Single phase test or dye penetrant, where applicable, or the Growler test.
- Trim balance all motors.
- Check for cracks in housing and frame using approved industry quality control methods.
- Check leads and lead markings.
- Check motor for runout and balances. Vertical motor shaft runout, register runout, and face runout to be checked and compared to National Electrical Manufacturers Association (NEMA) allowable values before shipment.
- Check and adjust brush tension when present.
- Check and align slip rings and commutators when present.
- Inspect journals and bearings for proper clearance per manufacturer's specifications.

If the motor can be run, the Seller shall test and record the following prior to repairs:

- Amperes, each phase
- Phase balance
- Armature current
- Field current

**SELLER SHALL PERFORM AND REPORT ALL APPLICABLE TESTS THAT ARE NOT LISTED HERE BUT ARE REQUIRED FOR REPAIRS.**

### **ELECTRIC MOTORS - RECONDITION ONLY**

- Seller shall perform surge comparison tests with rotor removed from stator. Any shift or unbalance is unacceptable.
- Test insulation dielectric using DC Hipot. Hipot tester must have protective relaying to prevent insulation failure during sharp rises in leakage current.
- If additional work is indicated by initial testing and gauging, the City of Tulsa representative must be contacted for authorization before continuing work.
- Steam clean rotor and stator with soap. Bake dry at 300°F maximum.
- At 275° to 300°F dip and bake once using Class H polyester or better varnish. Stator only preheated.
- Use Class H polyester for random wound.
- Cord lengths, wire gauges, and wire colors shall be replaced with same as original.
- Attach aluminum, full circle embossed tags on all lead ends.
- Wound rotors and armatures shall be cleaned using ultrasonic cleaning methods.

### **ELECTRIC MOTOR - REWINDING**

- Strip windings using factory approved process.
- Burnout must be done in a temperature-controlled charring oven. Temperature shall not exceed 650°F. No torches shall be used in this operation.
- After burnout, provide second core loss to ensure same data as before burnout.
- Coils shall be removed in such a manner as to minimize damage to the laminations.
- Seller shall carefully measure winding wire size, number of turns, and cross-sectional area of windings being removed. Replacement windings shall maintain an equal or greater cross-sectional area of wire in each slot. This information shall be included in the final report provided to the City.
- Stator and/or rotor shall be thoroughly steam cleaned and baked before rewinding. Any sharp edges of laminations shall be smoothed before winding.
- Stator or rotor shall have any damage to lamination or hot spots repaired before winding.
- Laminations shall be properly insulated before winding.
- All winding materials to be NEMA “Class H” only. This shall include EPDM leads.
- Test insulation dielectric using DC Hipot. Hipot tester must have protective relaying to prevent insulation failure during sharp rises in leakage current.
- All multi-lead motors will have a permanent stainless-steel tag installed on the motor showing the connection diagram. Multi-speed, multi-lead motors will show connections for each speed.

- Two dip and bake of windings for random wound motors. VPI form wound motors shall be with epoxy resin.
- The wound stator or rotor shall be varnish-treated using a material and method of application of sufficient quality to withstand the normal application of the apparatus. The varnish or coating shall be compatible with the entire insulation system and be suitable for the environment of the apparatus.
- Wound rotors and armatures shall be cleaned using ultrasonic cleaning methods.
- The stator or rotor shall be baked in a manner to properly cure the coils.
- Wire requirements: all wire used to make repairs must be inverter duty.
- Cord lengths, wire gauges, and wire colors shall be replaced with same as original.
- Attach aluminum, full circle embossed tags on all lead ends.
- Prior to assembly, the inside of the motor shall be painted to prevent rust.
- During assembly of the motor, all fits shall be measured and recorded.
- All work shall be done by a U.L. Certified Shop.
- The motor shall be run at rated voltage and the following items observed and recorded:
  1. No load current for each phase
  2. Excessive noise and/or end play
  3. Bearing noise and bearing temperature
  4. Vibration (horizontal-vertical-axial) on coupling end and opposite coupling end.
  5. Motor Speed (RPM)
  6. Magnetic center to be checked and scribed.
  7. Unit will be load tested as appropriate.
- Motor shall be painted the color as specified.
- Motor shall be properly blocked, tied down, and protected for shipment.
- All procedures, tests, and materials shall conform to the latest NEMA, EASA, Institute of Electrical and Electronic Engineers (IEEE) and American Standards Association (ASA) standards.
- All recorded data shall be returned to purchaser with motor.
- All motor repairs shall have a minimum of one-year written warranty.
- For motors over 1000V, new time-current coordination curves for full load start and run, motor damage, and recommended overload and short-circuit protective devices settings shall be included. Otherwise, Seller shall certify that previous coordination curves are still valid.

### **ELECTRIC MOTOR – COMMISSIONING**

The Seller shall coordinate with plant staff in commissioning the motor into service after repair. Upon delivery of the motor, the following reports shall be submitted to plant staff. The City of Tulsa may reject the repair if these documents are not submitted.

1. Detailed rebuild report
  - a. This report to include documented load testing on motor and operational components, including but not limited to, simulated resistance temperature detection, temperature, and water flow, in the shop prior to delivery
2. Vibration baseline report
3. Temperature baseline report

A technical member must be onsite for startup to address any issues with the motor.

Prior to acceptance of the repair, plant staff shall operate the motor for up to ten (10) days of continuous run and perform acceptance testing, including motor amp draw and temperature monitoring. In the event that motor performance is unsatisfactory during this time period, the City may reject the repair.

The Seller must correct any rejected repairs at no additional cost to the City.

### **ELECTRIC MOTOR – MOHAWK HIGH SERVICE PUMPS**

In addition to the requirements above, any service on the electric motors on the 20 MGD and 30 MGD High Service Ingersoll-Dresser Pumps at the Mohawk Water Treatment Plant must comply with AM-SMG-807 Standard Maintenance Guideline for High Service Pumps and Motors Repair, Overhaul, Upgrade, and Installation. This document shall be included with the issuance of the purchase order and is available to the Bidder upon request.

### **MAINTENANCE & CALIBRATION OF GENERAL ELECTRIC RELAYS**

1. Instantaneous Current Relays
2. Time Over Current Relays
3. Phase Sequence Relays
4. Differential Voltage Relays
5. Percentage Differential Relays
6. Polyphase Wattmeter

### **DELIVERY**

Although delivery times will be difficult to ascertain, and will vary among motors and repairs, an estimated delivery time is required to be provided to the City by the Seller once motor is evaluated and Scope of Work is determined.

The determination of the amount of damages resulting from any late delivery of the equipment specified herein being difficult to ascertain, the City shall have the right to discount the price at a rate of 1% per calendar day, for every day that delivery is delayed beyond the time specified in these conditions. The Bidder agrees, by the submission of a bid, that such deductions made from the price for late delivery of the equipment, shall be in the nature of liquidated damages and will not constitute a penalty.

**UPON RECEIPT OF THE MOTOR BY THE SELLER AND DETERMINATION OF THE EXTENT OF REPAIRS, LIQUIDATED DAMAGES MAY BE WAIVED BY THE APPROPRIATE PLANT SUPERINTENDENT IF IT IS DETERMINED AND AGREED UPON BY THE SELLER AND THE PLANT SUPERINTENDENT THAT THE ESTIMATED DELIVERY TIME WILL BE UNABLE TO BE MET DUE TO THE EXTENT OF THE REPAIRS. THIS MUST BE DONE PRIOR TO THE BEGINNING OF THE REPAIRS. IF NOT DONE PRIOR TO THE BEGINNING OF THE REPAIRS, THE LIQUIDATED DAMAGE CLAUSE WILL BE ENFORCED.**

### **Delivery Requirements**

All prices quoted shall be based on delivery F.O.B. Tulsa, Oklahoma or to any other points as may be designated in the 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.

**Bid Proposal Checklist:** All items are required with the bid proposal; failure to submit may result in bid being rejected.

\_\_\_\_\_ Complete bid packet along with forms; Exhibit A, Exhibit B, Affidavits, Signed Purchasing Agreement and Acknowledgement of Receipt of Addenda. If the form requires a signature, that signature must be that of an agent authorized to bind the Bidder in accordance with the statutes of the State in which organized. Notarize where required.

Include the following:

- \_\_\_\_\_ Bidder's Reference List. Use table provided on page 13.
- \_\_\_\_\_ Proof of Underwriters Laboratory (UL) certification
- \_\_\_\_\_ Proof of ISO 9001:2015 or EASA AR100 compliance certification



### III. BID SUBMISSION INSTRUCTIONS AND INFORMATION

1. **Bidder Registration**: To ensure timely updates and alerts about business opportunities with the City, interested Bidders should register as a Bidder with the City. To register, interested Bidders should complete the City's online vendor registration form ([linked here](#)). If you have any questions, email Jina Djahedian ([jdjahedian@cityoftulsa.org](mailto:jdjahedian@cityoftulsa.org)) or check the City's "Selling to the City" website ([linked here](#)).
2. **Pre-Bid Conference**: If a pre-Bid conference is required, see the first page for time, location, and teleconference link.

***Attendance Requirement***

**No Pre-Bid Conference will be held.**

3. **Questions and Concerns**: As You prepare Your bid response, You may have questions or points of clarification around this solicitation. Any questions or comments about this Invitation for Bid must be sent via e-mail to the Assigned Buyer (listed on the first page) and be received at least **7 Days prior to the Bid Submission Date**. Please include the IFB bid number (as indicated on the title page) on all communications. Bidders may only communicate with the City through the Assigned Buyer – communication with other City staff could result in disqualification.
4. **Issuing of Addenda**: The City may addend or amend its IFB at any time before the Bid Submission Date. In addition to registering as a Bidder with the City, Bidders can check the "Purchasing Bid Opportunities & Results" page on the City Website for the latest updates ([linked here](#)). Any such amendments shall become a part of the Agreement. You must acknowledge receipt of any Addenda or Amendments by signing and returning the Acknowledgment of Receipt of Addenda/Amendments and including it with Your Information for Bid. City may reject any Bid that fails to acknowledge any Addenda or Amendments.
5. **Submission and Receipt of Bids**: The City requires two completed Invitation for Bids: 1 Original and 1 Copy. Each must be clearly labeled on the front sheet indicating "Original" or "Copy." Use the Document Checklist to ensure your Bid includes all required components. If a copy on electronic media is also required, the box below will be checked.

Electronic Copy also required.

**Bids must be received no later than 5:00 PM (CST) on the Bid Submission Date (see first page) and delivered to:**

**City of Tulsa - 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. The package, container, or envelope should contain both of Your completed Bids, the original and the copy. Please use the provided label on the last page of this IFB to clearly write the Bidder legal name and Bid number on the outside of the package, container, or envelope. No faxed or emailed Bids will be considered.

Bids received after the stated date and time **will not be accepted**. The time stamp clock located at the City Clerk's Office on the second floor of City Hall at 175 East 2nd Street, Suite 260, Tulsa, Oklahoma, 74103 is the City's official bid clock for this IFB. Timeliness of Bid submittals will be determined using only this clock.

***Exceptions to Timeliness Requirement***

The Purchasing Agent, at his/her sole discretion, may make exceptions only for the following reasons:

- City Hall closed for business for part or all of the day on the date the response was due;
- If the City deems it appropriate due to large-scale disruptions in supply chains and the transportation industry that may have prevented delivery as required;
- And if documented weather conditions caused the late delivery. You must provide documentation of such weather to the satisfaction of the Purchasing Agent.

In the event that the bid submittal is delivered after the time specified and does not meet the exceptions listed above, the Bid will not be accepted and submittal envelope will not be opened.

The City will not be liable for delays in delivery of Bids to the City due to handling by the U.S. Postal Service, or any other type of delivery service. The City reserves the right to postpone the date and time for submittal of Bids at any time prior to the Bid Opening or to delay or reschedule the Bid Opening for its own convenience.

The City reserves the right to cancel, revise, or amend this IFB and associated bidding documents up to the time specified for receipt of Bids.

6. **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.

## IV. BID EVALUATION AND AWARD

1. **Bid Evaluation**: The Assigned Buyer and departmental staff will work together to determine the winning bid. Generally speaking, the Bid award will go to the **Lowest Secure Bidder: the Supply or Service that can best meet the City's needs at the lowest cost.** In addition to price and specifications, the Buyer and departmental staff may also evaluate Bidder history and experience, delivery time, maintenance requirements, and past performance with the City, among other factors.
2. **Bid Rejection or Withdrawal**: The City may reject any or all Bids in whole or in part. Reasons a Bid may be rejected are as set forth in [the City's Purchasing Ordinance](#) and include, but are not limited to the following:
  - A submitted Invitation for Bid does not contain all the necessary materials, signatures, and/or affidavits (listed on the included checklist);
  - The Bid does not meet specifications and requirements in some material way;
  - The Bidder holds outstanding debt to the City;
  - The Bidder adds additional terms and conditions that modify IFB requirements or attempt to limit Bidder's liability to the City.

City reserves the right to waive any formalities or minor irregularities, defects, or errors in Bids. Bid withdrawal, meanwhile, may only be accomplished by having an Authorized Agent request the withdrawal in person at the City Clerk's office before the City's close of business on the Bid Submission Date.

3. **Bid Award Recommendation and Appeal**: Upon confirming the Bid recommended for selection, the Assigned Buyer will email all participating Bidders a memo announcing the recommended Bid. This email will also share the time, date, and virtual meeting link for the Standard, Specifications, and Award (SSA) committee meeting where the Bid award recommendation will be reviewed.

If approved by SSA, the award recommendation is then sent to the Mayor for the Mayor's final approval. SSA meetings are held Thursdays at 8:30am in the City of Tulsa Council Meeting Room, 175 East 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Tulsa, Oklahoma. The meeting will be held on a given Thursday at 8:30am, depending on when the Bid award has been determined. During this meeting, Bidders who are not recommended for award can issue an appeal and ask that the Bid award be reconsidered. Bidders who are not recommended for award can also email the Assigned Buyer prior to the SSA meeting if they have any questions or concerns regarding the award recommendation.

If/when the Bid award is approved by the SSA committee, the City will make available on the City's Purchasing Website a summary of bids received generally within 5 working days after the Bid Opening Date. After a Bid 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. All Bid awards are subject to Acceptance by the City.

**V. BID PROCESSING AND PAYMENT**

- 1. Forms, Notice to Proceed, and Irrevocability of Offer:** If the City Accepts Your Bid, You will have ten (10) Days from notification of the Acceptance to provide a completed IRS form W-9. You cannot start work until authorized to do so by the Purchasing Agent or a representative. Often a purchase order receipt will serve as notice to proceed.

Bidder understands and acknowledges that the offer submitted as the 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. Purchase Order Without Contract:** If the successful Bid is less than One Hundred Thousand Dollars (\$100,000), the City, in its sole discretion, may Accept the Bid upon written approval of the Mayor rather than execute the Purchase Agreement. Instead, the City will purchase the Supplies and/or Services by issuing a purchase order. In any event, the terms of this Invitation for Bid will govern the transaction and be enforceable by the City and Bidder.

- 3. 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 Supplies or Services, whichever is later.

- 4. Insurance:** Yes:  No:

Seller and its subcontractors must obtain at Seller’s expense and keep in effect so long as City is purchasing Supplies or Services from Seller pursuant to this Bid, policies of insurance in the minimum amounts set forth below and Workers’ Compensation and Employer’s Liability insurance in the statutory limits required by law.

General Liability: 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.**

Seller will have 10 Days after notification that its Bid was Accepted by the City to provide proof of coverage. The Certificate of Insurance must be completed with the following information:

- Your name
- Insurer’s name and address
- Policy number
- Liability coverage and amounts
- Commencement and expiration dates
- Signature of authorized agent of insurer

Seller shall not cause any required insurance policy to be cancelled or to permit it to lapse. Failure of the Seller to comply with the insurance requirements may be deemed a breach of the contract.

**5. Bonding:**

No Bonds are Required

**6. Federal Funding:** If the box is checked "Yes," federal funding is involved with this purchase:

Yes:       No:

Click or tap here to enter text.

**7. References:** If the box is checked "Yes," References are **required:**

Yes:       No:       If yes, number of references required: 2

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

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

## EXHIBIT A – DELIVERY AND PRICING

**Bidder's Legal Name:** \_\_\_\_\_

(Must be Bidder's company name as reflected on its organizational documents, filed with the state in which Bidder is organized)

**Delivery:** If Your Bid is Accepted, state the number of Days You need to deliver the Supplies and/or **to begin providing Services:** \_\_\_\_\_

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

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

**Note:** References to “discounts” or “markups” are Bidder’s price adjustments to average prices published in the most current version of “Vaughen’s® Motor & Pump Repair Price Guide”, available at Bidder’s expense from Vaughen’s Price Publishing Co., Inc. or Vaughens.com.

### **OPEN DRIP PROOF MOTORS**

**Rewind:**

Base Price – Discount off Vaughen's National Published Price \_\_\_\_\_%

Bearings Discount \_\_\_\_\_%

Special Insulation Discount \_\_\_\_\_%

Machine Work per Hour \$ \_\_\_\_\_

Explosion Proof Motors % Markup (to base price “Open Drip Proof – Rewind”) \_\_\_\_\_%

Bearings Discount \_\_\_\_\_%

Special Insulation Discount \_\_\_\_\_%

Machine Work per Hour \$ \_\_\_\_\_

**Recondition:**

Base Price – Discount off Vaughen's National Published Price \_\_\_\_\_%

Bearings Discount \_\_\_\_\_%

Special Insulation Discount \_\_\_\_\_%

Machine Work per Hour \$ \_\_\_\_\_

Explosion Proof Motors % Markup (to base price “Open Drip Proof – Rewind”) \_\_\_\_\_%

Bearings Discount \_\_\_\_\_%

Special Insulation Discount \_\_\_\_\_%

Machine Work per Hour \$ \_\_\_\_\_

**TOTALLY ENCLOSED FAN COOLED MOTORS**

Discount off Vaughen's National Published Price \_\_\_\_\_%

Bearings Discount \_\_\_\_\_%

Special Insulation discount \_\_\_\_\_%

Machine Work per hour \$ \_\_\_\_\_

Vertical Pump Motor per Hour \$ \_\_\_\_\_

**WOUND ROTOR MOTORS**

Discount off Vaughen's National Published Price \_\_\_\_\_ %

Bearings discount \_\_\_\_\_%

Special Insulation discount \_\_\_\_\_%

Machine Work per Hour \$ \_\_\_\_\_

**MINOR MOTOR REPAIR:**

Shop Labor per Hour \$ \_\_\_\_\_

Machine Work per Hour \$ \_\_\_\_\_

Parts discount \_\_\_\_\_%

**EXCHANGE OF SMALL UNITS:**

% Markup \_\_\_\_\_

Overtime per Hour \$ \_\_\_\_\_

Field Service per Hour \$ \_\_\_\_\_

The City reserves the right to purchase Electric Motor Repair not otherwise specified in this Exhibit A "Bid Form Including Delivery and Pricing."

**MISCELLANEOUS MOTOR REPAIR, NOT OTHERWISE SPECIFIED IN BID FORM:**

Base Price – Discount off Vaughen's National Published Price \_\_\_\_\_%

Bearings Discount \_\_\_\_\_%

Special Insulation Discount \_\_\_\_\_%

Machine Work per Hour \$ \_\_\_\_\_

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

- a. The increase is limited to the change in the Consumer Price Index from BLS Table 1\*\* (web link below) from the prior year or the following fixed percentage:  
\_\_\_\_\_ %.
- b. The City is notified, in writing (mail or email), no later than 30 Days before the initial agreement period or any renewal period ends. Failure to notify City may result in City denying any price increases.

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



## EXHIBIT B - BIDDER INFORMATION SHEET

**Bidder's Legal Name:** \_\_\_\_\_  
(Must be Bidder's company name as reflected on its organizational documents, filed with the state in which Bidder is organized)

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

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

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

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

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

**Sales Contact:**

Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Contact for Legal Notice:**

Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**How did you learn about this business opportunity with the City of Tulsa?**

- Email from Assigned Buyer
- City of Tulsa Website
- Tulsa World posting
- Purchasing search engine
- Industry colleague
- Other: [Click or tap here to enter text.](#)



## PURCHASE AGREEMENT

(Page 1 of 5)

**INSTRUCTIONS:** Bidder must properly sign and return this document or Bid may be **rejected**. Your signature on this document indicates You have read and understand these terms and conditions 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 DBA and address) (the "Seller").

### WITNESSETH:

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

### **IFB/TAC# 148j Electric Motor Repair**

(the "Supplies and/or Services").

WHEREAS, Seller submitted a Bid and desires to provide the Supplies and/or Services to City;

WHEREAS, Seller acknowledges that its signature on this Purchase Agreement constitutes an irrevocable offer to provide the Supplies and/or Services specified in the Agreement and that if Accepted by the City's Mayor, this document will become the contract for such Supplies 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. **Definitions.**
  - a. **"Acceptance" or "Accepts"** with respect to a Bid means either (1) City's execution of the Purchase Agreement, or (2) Mayor's written approval of the Bid award recommendation and issuance of a purchase order on behalf of the City if the purchase is for an amount less than One Hundred Thousand Dollars (\$100,000) and the City determines it is in its best interests.
  - b. **"Acceptance"** with respect to delivery of the Supplies and/or Services shall mean City's written acknowledgment that Seller has satisfactorily provided such Supplies and/or Services as required.
  - c. **"Addenda" "Addendum" or Amendment(s)"** means a clarification, revision, addition, or deletion to the Invitation for Bid by City which will become a part of the agreement between the parties.
  - d. **"Agreement"** consists of the Invitation for Bid and the Purchase Agreement.
  - e. **"Bid Opening Date"** means the date the Bid is opened by the City.
  - f. **"City"** means the City of Tulsa, Oklahoma.
  - g. **"Days"** means calendar days unless otherwise specified.
  - h. **"Invitation for Bid" or "IFB"** consists of the following documents: Notice of Invitation for Bid (Sections I-V, all preceding pages), Bidder Information Sheet, References, Specifications, Affidavit(s), Acknowledgment of Receipt of Addenda/Amendments, Delivery and Pricing
  - i. **"Primary Seller"** means the Seller whose Bid City Accepts as the principal seller of the Supplies and/or Services required.
  - j. **"Purchasing Ordinance"** means Tulsa Revised Ordinances, Title 6, Chapter 4 et seq.
  - k. **"Secondary Seller"** means the Seller whose Bid City Accepts as a back-up seller in the event the primary Seller is unable to provide all the Supplies and/or Services.
  - l. **"Seller"** means the Bidder whose Bid City Accepts.
  - m. **"Specifications"** means the technical and/or performance requirements for the Supply or Service.
  - n. **"You" or "Your"** means the Bidder responding to this Invitation for Bid or the Seller whose Bid the City Accepts.
  - o. **"Website"** means the City of Tulsa's website for the Purchasing Division: [www.cityoftulspurchasing.org](http://www.cityoftulspurchasing.org)
2. **Order of Precedence.** Capitalized terms used but not defined herein will have the respective meanings given to them in the Purchasing Ordinance. In the event of conflicting or ambiguous language between this Purchase Agreement, any of the other Agreement documents, and additional information submitted by the Seller and Accepted by City, the parties shall be governed first according to this Purchase Agreement, second according to the remainder of the documents included in the Agreement and third according to any additional information submitted by Seller and Accepted by City.
3. **Purchase and Sale.** Seller agrees to sell City the Supplies and/or Services for the price and upon the delivery terms set forth on Exhibit A – Delivery and Pricing. City agrees to pay Seller the price as set forth in Exhibit A based on (a) the quantity actually purchased in the case of Supplies and/or Services priced by unit, or (b) the total price for a stated quantity of Supplies and/or Services, upon (i) delivery of the Supplies 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.

4. **Term.** The term of the Agreement begins on the date the Mayor/Mayor Pro Tem of the City of Tulsa executes this Purchase Agreement and terminates one year from that date. City in its sole discretion may offer Seller an opportunity to renew this

## **PURCHASE AGREEMENT**

(Page 2 of 5)

Agreement up to 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. City's continuing purchase of the Supplies 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 City purchases Supplies and/or Services. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement is null and void without further action by City.

5. **Supplies Warranty.** With respect to all Supplies to be delivered under this Agreement, Seller warrants to City that such Supplies will be of good materials and workmanship and free from defects and will conform to the Specifications provided by City. In addition, Seller shall assure that the Supplies purchased hereunder are covered by all available and applicable manufacturers' warranties for such Supplies and expressly agrees that it will be responsible for performing all warranty obligations set forth in the Specifications for the Supplies.
6. **Services Warranty.** With respect to all Services to be performed under this Agreement, Seller warrants that it shall perform the Services using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services and in accordance with the Specifications provided by City.
7. **Warranty Period.** Seller agrees that all warranties set forth herein will remain in effect for a period of one (1) year from the date City Accepts the Supplies and/or Services, or as specified in the Specifications, whichever is later. Seller shall not disclaim or otherwise limit the express warranties set forth herein.
8. **Warranty Remedies.** City shall notify Seller if any of the Supplies and/or Services fails to meet the warranties set forth above. If the failure is with a Supply, then Seller shall promptly correct, repair or replace such Supplies at its sole expense and/or if the failure is with a Service, then Seller shall promptly reperform such Service at Seller's sole expense. Notwithstanding the foregoing, if City determines that such Supplies and/or Services are defective or non-conforming within the first thirty (30) Days after the date of Acceptance by City, then Seller at City's option shall refund the entire purchase price, and, in the case of Supplies, City shall promptly return such Supplies to Seller. Seller shall pay all expenses related to the return of such Supplies to Seller.
9. **Seller Bears Risk.** Seller shall bear the risk of loss or damage at all times until the Acceptance of the Supplies or Services by City.
10. **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. City reserves the right to pursue all legal and equitable remedies to which it may be entitled.
11. **Liability/Indemnification.** Seller shall hold City harmless for any loss, damage or claims arising from or related to its performance of the Agreement. Seller must exercise all reasonable and customary precautions to prevent any harm or loss to all persons and property related to the Agreement. Seller agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the Supplies, Services, labor, or materials furnished by Seller or Seller's subcontractors under this Agreement. In addition, 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.
12. **No 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 Supplies to City free and clear of liens. Delivery by Seller to City of Supplies which are subject to liens shall be a material breach of the Agreement and all damages and costs incurred by City because of the existence of such liens shall be paid to City by Seller. At City's option, City may return such Supplies to Seller and Seller shall pay the cost of returning such Supplies and reimburse City for any payments made for such Supplies.
13. **No Insurance by City.** If City is leasing Supplies 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.).
14. **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 this Agreement or other information provided by Seller pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements thereunder.
15. **Compliance with Laws.** Seller shall comply, and ensure its subcontractors used in the performance of this Agreement comply, 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 its subcontractors to be used in the performance of this Agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is

## PURCHASE AGREEMENT

(Page 3 of 5)

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).

16. **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 City terminates this Agreement, City shall be liable only for payment for Supplies 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.
17. **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.
18. **Right to Audit.** Seller agrees that Seller's books, records, documents, accounting procedures, practices, price lists or any other items related to the Supplies and/or Services provided hereunder are subject to inspection, examination, and copying by City or its designees. City requires Seller 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, Seller shall maintain the records 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.
19. **Notice.** Any notice, demand, or request required by or made pursuant to this Agreement will be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the following:
  - i. To Seller: Contact for Legal Notice as specified on the Bidder Information Sheet.  
To CITY: City Clerk  
CITY OF TULSA, OKLAHOMA  
175 E. 2<sup>nd</sup> Street, Suite 260  
Tulsa, Oklahoma 74103

With a copy to: Tulsa Purchasing Division  
175 E. 2<sup>nd</sup> Street, 15<sup>th</sup> Floor  
Tulsa, OK 74103
20. **Relationship of Parties.** The Seller is and shall always remain 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 will be deemed to be employees of the City for any purpose whatsoever, and none will 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 will be construed to create a partnership, joint venture, or agency relationship among the parties. No party will have any right, power or authority to act as a legal representative of another party, and no party will 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.
21. **Third Parties.** This Agreement is between City and Seller and creates no right unto or duties to any other person. No person is or will be deemed a third-party beneficiary of this Agreement.
22. **Time of Essence.** City and Seller agree that time is deemed to be of the essence with respect to this Agreement.
23. **Binding Effect.** This Agreement shall be binding upon City and Seller and their respective successors, heirs, legal representatives and permitted assigns.
24. **Headings.** The headings used herein are for convenience only and will not be used in interpreting this Agreement
25. **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.
26. **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

## PURCHASE AGREEMENT

(Page 4 of 5)

arbitration of any disputes.

27. **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.
28. **Entire Agreement.** The entire agreement between City and Seller is contained in the Agreement. No verbal agreement between the parties is binding. Any statement of work, quote, invoice, acknowledgment or other communication or other document issued by Seller in connection with this Agreement will be for the purposes of describing in greater detail the Supplies and/or Services (as applicable) to be provided. Seller's rejection or modification of the terms set forth in the City's IFB is void and of no effect, unless any such modification improves upon the City's terms or specifications, in which case the improvement is accepted. Seller understands and acknowledges that if it adds terms and conditions to its Bid that are different from the terms set forth herein that City may reject the Bid as non-responsive.
29. **Amendment/No Assignment.** The 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 Supplies and/or Services without City's prior written consent. Seller shall not be entitled to any claim for extras of any kind or nature.
30. **Multiple Counterparts.** This Purchase Agreement may be executed in several counterparts, each of which will be deemed an original, but which together will constitute one and the same instrument.
31. **Interpretive Matters and Definitions.** The following interpretive matters shall be applicable to this Agreement:
- 30.1 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;
  - 30.2 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;
  - 30.3 Any reference to any applicable laws will be deemed to include all rules and regulations promulgated thereunder and judicial interpretations thereof, unless the context requires otherwise;
  - 30.4 The word "including" means "including, without limitation" and does not limit the preceding words or terms; and
  - 30.5 All words used in this Agreement will be construed to be of such gender, number or tense as circumstances require.
32. **Equal Employment Opportunity.** Seller agrees to comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
33. **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.

**PURCHASE AGREEMENT**  
(Page 5 of 5)

**IMPORTANT NOTE: This document must be signed by Authorized Agent 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: \_\_\_\_\_

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

ATTEST:

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

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

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

APPROVED:

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

## 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 Invitation For Bid 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:

---



## BIDDER CHECKLIST

Use this checklist to ensure You have properly read and completed **all** documents listed below. This document (the IFB) contains all the following materials, which must be completed and returned to the City of Tulsa City Clerk's Office in a mailed envelope with the affixed packing label (found on the last page). Each of these documents will form the resulting Agreement between the City of Tulsa and Seller.

Remember: Bids must be sealed and either mailed or delivered. Please use the provided label to clearly write the Bidder legal name and Bid number on the outside of the package, container, or envelope. The package, container, or envelope should contain both of Your completed Bids, the original and the copy. No faxed or emailed Bids will be considered. Bids received after the stated date and time **will not be accepted**.

Bidder's Name: \_\_\_\_\_

<b>BIDDER CHECKLIST</b>		
<b>RESPONDENT DOCUMENTS</b>	<b>PAGES</b>	<b>INCLUDED?</b>
Notice of Invitation for Bid (Sections I-V, all preceding pages)	1-2, 9-12	
Specifications	3-7	
References (if applicable)	13	
EXHIBIT A: Delivery and Pricing	14-16	
Certificate(s) of Insurance (if applicable)	n/a	
EXHIBIT B: Bidder Information Sheet	17	
Affidavits <i>Signatures of Authorized Agent and notarization required</i>	18	
Purchase Agreement <i>Complete legal name in first paragraph and signature block. Signature by Authorized Agent required.</i>	19-23	
Acknowledgment of Receipt of Addenda/Amendments <i>Must be completed and signed by Authorized Agent.</i>	24	

**You must return the entire bid packet for your submission to be considered for award.**

## PACKING LABEL

### Top Left-Hand Corner

**FROM: Name**  
**Bidder's Legal Name**  
**Street Address**  
**City, State, Zip Code**

**FROM:**

**City of Tulsa - City Clerk's Office**  
175 East 2<sup>nd</sup> Street, Suite 260  
Tulsa, OK, 74103

**Bidder Submission For:**

BID# TAC 148j  
BID DESCRIPTION: Electric Motor Repair

Please affix this label on the package, container, or envelope containing Your two completed Bids: one labeled "Original," the other labeled "Copy." We recommend that both Bids (original and copy) be sent in the same envelope.

This label ensures that Your Bid will be sent to the correct office (City Clerk's) and that it is associated with the correct Solicitation (indicated by the Bid number). Bids must be sealed and either mailed or delivered to the City Clerk's Office. Bids must also be received no later than 5:00 PM (CST) on date listed on the first page of the IFB.