Invitation for Bid (IFB)

TAC511L

Supplies or Service Requested: Janitorial Services Fire Department: Asset Management

NIGP Commodity Code(s):
910-39

Solicitation Schedule

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFB Issue Date</td>
<td>10/21/2022</td>
</tr>
<tr>
<td>Mandatory Pre-Bid Conference</td>
<td>10/27/2022 at 9:00 AM CT</td>
</tr>
<tr>
<td>1720 Newblock Park Drive Tulsa, OK 74127</td>
<td></td>
</tr>
<tr>
<td>Deadline for Questions</td>
<td>11/02/2022</td>
</tr>
<tr>
<td>Submitted to assigned buyer via email.</td>
<td>10 Days prior to IFB due date</td>
</tr>
<tr>
<td>Bid Submission Date</td>
<td>11/16/2022</td>
</tr>
<tr>
<td>Either mailed or delivered to City Clerk address. Bids are open the day after the due date.</td>
<td></td>
</tr>
</tbody>
</table>

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

Shelley Crayton | scrayton@cityoftulsa.org
All questions should be emailed with IFB TAC511L on the subject line.

Submit Bids (sealed) to:
City of Tulsa – City Clerk’s Office
175 E. 2nd 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.
I. STATEMENT OF PURPOSE:

1. Overview and Goals
It is the intent of this IFB to secure, on a competitive basis, a source for furnishing Janitorial Services on an annual basis at various locations for the City of Tulsa.

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

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

Scope of Work

1. SERVICES/SUPPLIES/EQUIPMENT:
   Seller shall furnish all necessary labor, tools, appliances, equipment, supplies, maintenance and other accessories, services, and facilities to perform the janitorial services at the City facilities designated in this IFB.

2. SCHEDULING:
   Seller shall be responsible for the scheduling of the cleaning requirements specified herein. All services shall be performed during the frequency schedules prescribed in this Agreement and all work shall be completed without interfering with the proper performance of City of Tulsa day-to-day procedures within the facilities. The City reserves the right to approve and make suggested changes to the schedule set up by the seller.

3. CLEANING REQUIREMENTS:
   The specific cleaning requirements specified herein establish the minimum cleaning requirements. It is expressly understood by the Seller that the intent of this Agreement is to supply the complete janitorial services for the interior and exterior portions of the buildings listed.

4. AREA INCLUDED IN THE AGREEMENT:
   All offices, foyers, hallways, entryway and doors, windows, stairways, closets, conference rooms, hearing rooms, libraries, restrooms, break rooms, coffee rooms, elevator cabs, sidewalks up to 6 Ft. around entire location, storage areas, and interior windows or partitions as applicable to this Agreement.

5. AREA EXCLUDED FROM THE AGREEMENT:
   No work is required in elevator pits.

6. LABOR HOURS:
   Seller shall guarantee a minimum of labor hours, including lead personnel, on all shifts. These guaranteed minimum labor hours are for general purpose cleaning only. Additional labor for periodicals will be required and each Bidder shall include the labor for such periodic work. Whatever labor hours the Seller guarantees will be expected. If the Seller supplies less than the guaranteed labor hours a deduction of $15/hour shall be made for each hour not supplied.

7. INITIAL CLEANING:
   Upon cleaning each area for the first time, as identified on the task and frequency schedule of this Agreement, the Seller shall remove all residual, accumulated dirt, and soil; even though such dirt and soil may have been in existence prior to the effective date of this Agreement.
SUPPLIES
SELLER FURNISHED SUPPLIES:
The Seller will furnish all necessary supplies including but not limited to cleaners, disinfectants, waxes, wax stripping materials, wastebasket liners, paper towels, toilet tissue, liquid hand soap and other products required to provide the cleaning services at all locations listed. Supplies shall be of the most suitable type or grade for the work specified under this Agreement.

The City of Tulsa shall provide the following supplies for this agreement and the Seller will use these supplies to fill dispensers also supplied by the city.

<table>
<thead>
<tr>
<th>Toilet Tissue</th>
<th>Paper Towels</th>
<th>Liquid Hand Soap</th>
</tr>
</thead>
</table>

UNDER NO CIRCUMSTANCES ARE CITY OF TULSA SUPPLIES TO BE USED IN THE CLEANING OF ANY CITY OWNED FACILITIES COVERED BY THIS AGREEMENT.

Sanitary napkin and tampon vending machines will be the total responsibility of the Seller. This includes vending and maintenance of each unit. Seller will provide product.

ONLY NON-FRAGRANCE TYPE SUPPLIES SHALL BE USED DURING THE TERM OF THIS AGREEMENT!

EQUIPMENT
SELLER FURNISHED EQUIPMENT:
The Seller shall furnish all equipment for accomplishment of all work specified at all locations listed. Seller’s equipment shall be of the size and type suitable for accomplishment of the various types of work described herein and for operating from existing sources of City furnished electrical power.

EQUIPMENT INSPECTION:
All equipment and attachments necessary to perform the work described in the Agreement must be available for inspection at the site named in the Agreement. The equipment and attachments must be capable of performing the work for which they were intended.

WORK SCHEDULE
Seller shall perform all scheduled work under the Agreement as outlined in the “REQUIRED TASK AND FREQUENCY SCHEDULE”.

General Requirements

DAILY SERVICES (Monday, Wednesday and Friday)
Empty Waste Receptacles and wash as needed
Empty Waste from paper shredders
Remove all liter, cans, papers, and other containers marked TRASH
Waste Receptacle liner must be replaced with new liners
Empty Recycle Receptacles (where applicable)
Replace chairs and waste baskets in proper place after cleaning
All waste material shall be removed to and loaded into dumpster, as provided by City, for disposal
Wet mop hard service floors of entire building with a general-purpose product to ensure clean areas
Clean corners of rooms and around telephone and electrical mounted plugs
Vacuum and spot clean all heavy traffic areas such as hallways, offices, lobby, etc. of entire building to remove daily stains and apply anti-static spray, if required
Buff main lobby, hallway floors, and heavy traffic areas do not need to be buffed every night.
The City of Tulsa representative would make this decision consulting with Janitorial agreement.

Dust all surfaces up to a height of six- (6) feet, using a treated duster. Dusting shall be accomplished by the removal of soil from the area, not by moving it from one surface to another.

**WEEKLY SERVICES**
- Clean all glass partitions and ledges
- Clean all windowsills
- Clean exterior of refrigerators, microwave ovens, coffee makers, etc.
- Wipe and clean top of shelves and file cabinets
- Wash all partition glass
- Spray buff floors in all areas of building to remove black marks or scuff marks and restore luster of wax leaving a even wet look floor finish.
- Dust all areas - entire facility- to remove dust and cobwebs
- Vacuum all carpeted areas and walk-off mats Including all hard-reaching areas such as under counters, under desks, under furniture and all nook and crannies.
- Wipe and clean chairs
- Clean light switches and spot clean walls for fingerprints
- Clean all door handles, frames and kick plates
- Clean/Wash metal desk frames
- Clean coat racks
- Clean all heating and air conditioner supply and return vents (Ceiling, wall, floor, window units, etc.)
- Wash file cabinets-totally
- Spot Wash walls of entire building
- Replace vacuum paper filter bags. Clean and/or replace vacuum safety filter and exhaust filters to anew or like new condition.

**QUARTERLY SERVICES**
(Services to be performed in March, June, September and December of each year)

Dust all surfaces over a height of six- (6) feet, using a treated duster. Dusting shall be accomplished by the removal of soil from the area, not by moving it from one surface to another.

Wash all exterior window glass- entire facility – (Ground floor levels)
Wash inside of all exterior windows-entire facility.
Treat wood panel walls with wood polish - entire facility (example, Old English)
Remove all dirt and wax from all hard surface floors and cove base by mopping or scrubbing with a detergent and wax remover. Rinse thoroughly and apply skid resistant wax of a type recommended by the flooring manufacturers. When wax is dry, machine buff to a smooth sheen, even wet look.
Use only the strength of wax stripper needed and remove promptly and rinse to eliminate damage to floor tiles and adhesive.
Shampoo all carpets and walk-off mats, including all hard-to-reach areas such as under counters, under furniture and all nooks and crannies (move carpet protectors).
Remove carpet stains, completely vacuum, shampoo using hot water extraction equipment and supplies, and completely re-vacuum all carpet.
Shampoo areas such as corners that are inaccessible, with manual scrubbing devices.
After shampooing and allowing sufficient drying time to vacuum the carpet following a pattern, which will give the carpet pile a uniform appearance.
Use portable floor and carpet blowers/dryers to completely dry areas before traffic.
Remove wash splatter, wax and dirt off cove base in all corridors and rooms.
Restore cove base to a polished appearance.
Blinds dusted and/or washed in all areas of building.

**SEMI-ANNUAL SERVICES (Services to be performed in January and July of each year)**

Wash walls, doors, cove base of entire building where wall covering permits.  
Clean and wax all woodwork, wood paneling, sound panels, wood benches and doors in all areas of the building.  
Light fixtures (clean inside and outside of lens).  
Wash all heating and air conditioner supply and return vents (Ceiling, wall, floor, window units, etc.)

**OUTSIDE AREAS AND ENTRANCES TO BUILDINGS:**
Entrances are defined as ALL DOORS WHICH OPEN TO THE OUTSIDE OF BUILDING.

**DAILY SERVICES (Monday, Wednesday and Friday)**

Maintain all outside entrances and sidewalks up to 6 ft. around entire location.  
Maintain all dumpster areas.  
Entrances shall be cleaned and policed for the removal of dirt.  
All outside walls (in the immediate vicinity) of entrances canopies, and entrance lights shall be maintained clean of overhanging lint, cobwebs, mud and other dirt.  
Foot scrapers, entrance mats, individual trash and smoking receptacles shall be emptied and cleaned.  
All glass entrances to be cleaned inside and outside.  
Walk-off/entrance mats spot cleaned to remove daily stains.  
Main lobby doors and glass cleaned and polished.  
Main lobby floor tile broom swept and scrubbed.  
Remove all cigarette butts from building entrances and sidewalks.

**WEEKLY SERVICES**

Sweep all sidewalks, steps, building entrance areas and ramps. Remove all accumulated gravel and sand from all sidewalks, and ramps.  
Ash urns are emptied, cleaned and sand replaced when dirty.

**WORK TIME DESIGNATIONS:**

Unless designated otherwise, the following time schedules are applicable.

Daily: Work to be performed as scheduled in TABLE B (Monday, Wednesday and Friday)  
Weekly: Work to be performed once per week, a minimum of four- (4) days apart.  
Monthly: Work to be performed once per month.  
Quarterly: Services to be performed in March, June, September and December of each year  
Semi-Annual: Services to be performed in January and July of each year  
Annual: Work to be performed once per agreement year, within the first sixty- (60) days of each twelve (12) month period.
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 (djahedian@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
   ☒ Attendance at the Pre-Bid Conference (in-person or virtual) is required to submit a Bid.
   ☐ Attendance is not required to submit a Bid.

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 10 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 2nd 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 2nd Street, 2nd 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 performance data, 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 2nd Street, 2nd 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

   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.

<table>
<thead>
<tr>
<th>General Liability: personal injury and property damage, each occurrence</th>
<th>$1,000,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers’ Compensation</td>
<td>(Statutory limits)</td>
</tr>
<tr>
<td></td>
<td>$</td>
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<td></td>
<td>$</td>
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**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:

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

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:**

   Yes: ☐  No: ☒

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

   Yes: ☐  No: ☒

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 goods or services provided.

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Contact Name:</th>
<th>Address:</th>
<th>Phone Number:</th>
<th>Email Address:</th>
<th>Description of Supplies/Services Provided:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Contact Name:</th>
<th>Address:</th>
<th>Phone Number:</th>
<th>Email Address:</th>
<th>Description of Supplies/Services Provided:</th>
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<td></td>
</tr>
</tbody>
</table>
**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 of Tulsa does not guarantee any specific quantity or number of purchases that will be made during the agreement period.

**SERVICES LABOR HOURS:**

Seller MUST supply a breakdown of guaranteed minimum service labor hours for each facility item number by shift including the number of workers, lead persons and supervisors. All regular cleaning shall be done in the evening between the hours of 5 PM and 1 AM with the exceptions of Item#3 and Item#8 shall be done between 8AM and 4PM. Any required work that cannot be accomplished in this time period shall be arranged with the building occupants. All locations will be cleaned each Monday, Wednesday and Friday evening.

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Address</th>
<th>Monday Hours</th>
<th>Wednesday Hours</th>
<th>Friday Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fire Department (Academy) 18,675 SF</td>
<td>1760 Newblock Park Drive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fire Department (Visual Aids) 1,200 SF</td>
<td>1790 Newblock Park Drive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Fire Chief's Office 1,936 SF (DAYTIME ONLY 8am to 4pm)</td>
<td>1420 Charles Page</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Equipment Management Body Shop Garage - 1,835 SF</td>
<td>1720 Newblock Park Drive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Equipment Management Fire Garage - 705 SF</td>
<td>1790 Newblock Park Drive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Fire Department Supply Offices 600 SF</td>
<td>Fire Department Complex</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Facilities Maintenance Shop Offices 1,900 SF</td>
<td>106 West Archer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Fire Training Center (2 Buildings) 9,075 SF (DAYTIME ONLY 8am to 4pm)</td>
<td>2819 N. New Haven Ave</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SF = Square Feet
### FINAL PRICING SHEET

<table>
<thead>
<tr>
<th>Item #</th>
<th>Location</th>
<th>Address</th>
<th>Cost per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fire Department (Academy)</td>
<td>1760 Newblock Park Drive</td>
<td>$______________</td>
</tr>
<tr>
<td>2</td>
<td>Fire Department (Visual Aids)</td>
<td>1790 Newblock Park Drive</td>
<td>$______________</td>
</tr>
<tr>
<td>3</td>
<td>Fire Chief’s Office (DAYTIME ONLY 8am to 4pm)</td>
<td>1420 Charles Page</td>
<td>$______________</td>
</tr>
<tr>
<td>4</td>
<td>Equipment Management General Garage</td>
<td>1720 Newblock Park Drive</td>
<td>$______________</td>
</tr>
<tr>
<td>5</td>
<td>Equipment Management Fire Garage</td>
<td>1790 Newblock Park Drive</td>
<td>$______________</td>
</tr>
<tr>
<td>6</td>
<td>Fire Department Supply Offices</td>
<td>1790 Newblock Park Drive</td>
<td>$______________</td>
</tr>
<tr>
<td>7</td>
<td>Facilities Maintenance Shop Offices</td>
<td>106 West Archer</td>
<td>$______________</td>
</tr>
<tr>
<td>8</td>
<td>Fire Training Center (DAYTIME ONLY 8am to 4pm)</td>
<td>2819 N. New Haven Ave.</td>
<td>$______________</td>
</tr>
</tbody>
</table>

**TOTAL COST ITEMS 1 THROUGH 8 NOT TO EXCEED:**
(All costs must be included, or your bid will be disqualified)

- $______________

### ADDITIONAL CUSTODIAL SERVICE AS REQUESTED PER HOURLY RATE.

- $______________

### ADDITIONAL CUSTODIAL SERVICE FOR EMERGENCY AND OR PANDEMIC REQUIREMENTS PER HOURLY RATE.

- $______________

**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.

*Web Link: [https://www.bls.gov/news.release/cpi.t01.htm](https://www.bls.gov/news.release/cpi.t01.htm)
## 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:**

- [ ] Sole Proprietorship
- [ ] Partnership
- [ ] Corporation
- [ ] Limited Liability Company
- [ ] Limited Partnership
- [ ] Limited Liability Partnership
- [ ] Limited Liability Limited Partnership
- [ ] Other: ________________________________

**Bidder’s Address:**

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

**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: ________________________________
AFFIDAVIT

NON-COLLUSION, INTEREST, AND CLAIMANT

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 proposal 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 respond at a fixed price or to refrain from responding,
   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.

4. No officer or employee of the City of Tulsa either directly or indirectly owns a five percent (5%) interest or more in the Bidders 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 Bidders business which is less than a controlling interest, either direct or indirect.

_______________________________________________________________________________

5. All invoices to be submitted pursuant to this agreement with the City of Tulsa will be true and correct.

6. That the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests or contract furnished or executed by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the City of Tulsa or of any public trust where the City of Tulsa is a beneficiary, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted. Affiant further certifies that (s)he has complied with all applicable laws regarding equal employment opportunity.

By: ____________________________
   Signature
   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
TAC511K | Janitorial Services Fire | Issue Date: 10/21/2022

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 2nd Street, Tulsa, Oklahoma, 74103-3827 (the “City”) and:

(Bidder’s company name as reflected on its organizational documents filed with the state in which Bidder is organized; not simply 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#511K Janitorial Services Fire

(where “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.

1.1. “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.

1.2. “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.

1.3. “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.

1.4. “Agreement” consists of the Invitation for Bid and the Purchase Agreement.

1.5. “Bid Opening Date” means the date the Bid is opened by the City.

1.6. “City” means the City of Tulsa, Oklahoma.

1.7. “Days” means calendar days unless otherwise specified.

1.8. “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.

1.9. “Primary Seller” means the Seller whose Bid City Accepts as the principal seller of the Supplies and/or Services required.

1.10. “Purchasing Ordinance” means Tulsa Revised Ordinances, Title 6, Chapter 4 et seq.

1.11. “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.

1.12. “Seller” means the Bidder whose Bid City Accepts.

1.13. “Specifications” means the technical and/or performance requirements for the Supply or Service.

1.14. “You” or “Your” means the Bidder responding to this Invitation for Bid or the Seller whose Bid the City Accepts.

1.15. “Website” means the City of Tulsa’s website for the Purchasing Division: www.cityoftulsapurchasing.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.
PURCHASE AGREEMENT
(Page 2 of 5)

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 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 1st to June 30th) in which City purchases Supplies and/or Services. If 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.

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. Notwithstanding the foregoing, after the initial term, the Seller may request a price increase.

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

   With a copy to:
   Tulsa Purchasing Division
   175 E. 2nd Street, 15th 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
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:

   31.1. 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.
   31.2. 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 any 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;
   31.3. 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;
   31.4. The word “including” means “including, without limitation” and does not limit the preceding words or terms; and
   31.5. 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: ..................................................

ATTEST: Printed Name: ..........................................

Corporate Secretary Title: ..........................................

Date: .................................................................

CITY OF TULSA, OKLAHOMA,
a municipal corporation,

ATTEST: By: ..........................................

City Clerk Mayor 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: ______________________________________________

| BIDDER CHECKLIST |
|------------------|------------------|------------------|
| **RESPONDENT DOCUMENTS** | **PAGES** | **INCLUDED?** |
| Notice of Invitation for Bid (Sections I-V, all preceding pages) | | |
| EXHIBIT A: Delivery and Pricing | | |
| EXHIBIT B: Bidder Information Sheet | | |
| Specifications | | |
| References (if applicable) | | |
| Certificate(s) of Insurance (if applicable) | | |
| Affidavits | | |
| Signatures of Authorized Agent and notarization required | | |
| Purchase Agreement | | |
| Complete legal name in first paragraph and signature block. Signature by Authorized Agent required. | | |
| Acknowledgment of Receipt of Addenda/Amendments | | |
| Must be completed and signed by Authorized Agent. | | |

IFB Rev. Date: 09/06/2022
FROM: [Name]
[Bidder’s legal name]
[Street Address]
[City, State, Zip Code]

City of Tulsa - City Clerk’s Office
175 East 2nd Street, Suite 260
Tulsa, OK, 74103

Bidder Submission For:
BID# [insert Bid number here]
BID DESCRIPTION: [insert bid description here]

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.