

Invitation for Bid (IFB)

TAC511M

Supplies or Service Requested: Janitorial Services Fire

Department: Asset Management

NIGP Commodity Code(s):

910-39

Solicitation Schedule

| EVENT | DATE |
|--|---|
| IFB Issue Date | 05/10/2023 |
| Mandatory Pre-Bid Conference 1720 Newblock Park Drive Tulsa, OK 74127 | 05/23/2023 at 9:00 AM CT |
| Deadline for Questions Submitted to assigned buyer via email. | 05/29/2022 10 Days prior to IFB due date |
| Bid Submission Date Either mailed or delivered to City Clerk address. Bids are open the day after the due date. | 06/07/2023 |

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

Darin Johnson | darinjohnson@cityoftulsa.org

*All questions should be emailed with IFB **TAC511M** 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.***



CITY OF
Tulsa
A New Kind of Energy.

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 (City).

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 SERVICES

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.

Toilet Tissue

Paper Towels

Liquid Hand Soap

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!

SELLER MATERIAL SAFETY DATA SHEETS (MSDS)

The Seller will be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act and other Federal, State or local regulations, which affect custodial and housekeeping operations.

One- (1) set of Material Safety Data Sheets must be supplied to Public Works/Building Operations on all chemicals and cleaning agents utilized under this agreement within five (5) days after agreement award.

All chemicals utilized in City facilities must be properly identified with manufacturer's label and name of custodial company on each container.

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".

SECURITY:

HANDLED THROUGH BUILDING OPERATIONS:

1. EMPLOYMENT OF ILLEGAL ALIENS BY SELLER PROHIBITED:

Seller is not allowed to employ illegal aliens to perform custodial services or any services in City facilities. To determine if an employee is not an illegal alien, the employee must have a birth certificate, Certificate of Naturalization, Immigration card, or a special entry permit.

2. SECURITY CLEARANCE:

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

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

FAILURE TO COMPLY WITH A, B, C OR D OF THE ABOVE SECURITY CLEARANCE SECTION MAY CAUSE CANCELLATION OF THIS AGREEMENT.

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

- **All outside entrance doors and windows shall be secured at all times.**

- All interior and exterior doors shall be checked and locked on completion of cleaning with any alarm systems restored.
- All interior doors in secure areas must remain locked except while work in the immediate area is in progress.
- All lights in unoccupied areas shall be turned off on completion of cleaning, except where centrally controlled.

Seller's employees are specifically prohibited from signing for or acknowledging receipt of deliveries to City Departments

6. KEYS:

The Seller will be provided with keys to allow access to rooms or buildings, which require cleaning. Building keys provided to the Seller will not be duplicated, nor are they to be issued to any particular individual to be retained in his possession while not physically performing duties under this agreement.

- I. Key issue forms:** Seller shall be required to sign a key issue form for all building/room keys.
- II. Lost Keys:** Lost keys will be replaced by the City at a cost of \$18.00 each to the Seller. At City's option building locks may be re-keyed at Sellers expense per "Breach in Security".
- III. Broken Keys:** Broken keys will be replaced by the City at a cost of \$5.00 each to the Seller. Any key replaced without the broken key being returned shall be considered a lost key.
- IV. Breach in security:** A breach in security shall result from the loss of keys, non-returned broken keys, or keys not being returned thereby requiring that locks be changed or re-keyed. **A charge of \$50.00 per lock will be made.**

ANY BREACH IN SECURITY SHALL BE TAKEN INTO ACCOUNT BEFORE AWARD OF FUTURE AGREEMENTS WITH THE CITY OF TULSA.

7. TELEPHONE SERVICE:

Supervisors (ONLY) shall be allowed job-related use of local City telephone service at no cost to the Seller. Seller will pay the cost of repairing any damage caused by Seller's employees to the telephone equipment over and above normal wear and tear. No toll charges will be allowed for the Seller and/or Seller's employees. A list of emergency telephone numbers will be maintained at the work locations by the Seller and shall include the Police and Fire Departments.

8. GENERAL INFORMATION:

1. WORK REPORTS AND SIGN IN SHEETS: (Supplied by the City of Tulsa)

The work report shall be signed and dated daily by Seller and contain the following information as a minimum:

Discrepancies from the routine work scheduled and an explanation of the circumstances involved.

Any property or equipment not in a serviceable or operating condition, listed by description and location.

Damage, vandalism or broken windows by description and location

Any and all problems and/or complaints of a minor nature, or similar isolated incidences, may be handled directly between the Seller's foreman and the Building Operations Section of the Asset Management and Development Department or authorized representative. A summary of the incident and resolution shall be contained in the nightly report.

Each person working in City facilities will be required to sign in and out and under no circumstances shall any individual enter another person's name or time on this form.

"FAILURE TO SIGN THE SIGN-IN SHEET WILL RESULT IN BEING COUNTED AS SKIPPED SERVICE WITH CORRECTIVE ACTION TAKEN AS LISTED PER SELLER'S PERFORMANCE"

2. INSPECTIONS:

The Asset Management Department representative may conduct random daily inspections of the areas covered under this agreement.

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

3. PAYMENTS: Seller shall be paid on a monthly basis in arrears:

a. First- (1) Invoice:

First- (1) invoice shall be for the entire month, starting on the 1st day of the month and ending with the last day of the month.

b. Monthly Invoices:

Additional invoices shall be processed in the same manner as the first invoice.

c. Last Invoice:

Last invoice shall not be accepted or processed until all keys, access cards and identification cards have been returned to this office. Any and all discounts offered by the Seller shall not commence until the last invoice has been accepted.

d. Completed Invoices:

All invoices shall include the TAC number and Agreement number and have the cost broken down for each location, line by line, and a total invoice cost. Invoices submitted without the correct information shall be incomplete and not accepted.

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

**City of Tulsa
Asset Management/ Building Operations
175 E 2nd Street 14th Floor
Tulsa, Oklahoma 74103**

4. ADDITIONAL REQUESTED SERVICES AND SERVICE REDUCTIONS:

a. Additional Service Requests:

In the event that other custodial services, in addition to or separate from the services specified herein, may be deemed necessary by the Building Operations Section of the

Asset Management and Development Department or authorized representative, the Seller may be requested to perform the additional services.

The Seller will be reimbursed by the City on the basis of the hourly labor rate specified by the Seller in Bid Price Schedule of this agreement, plus the City of Tulsa approved cost of the materials needed for the additional cleaning service.

b. Suspension of Services:

The City of Tulsa reserves the right to either temporally or permanently suspend custodial services at various locations or areas listed in this agreement. Notice of such suspensions will be made through the Building Operations Section of the Asset Management and Development Department or authorized representative by verbal communication followed by a written letter.

Price decreases shall be based on a per square foot cost utilizing the current agreement price, approximate total square feet as listed in EXHIBIT "A" and square feet removed from cleaning.

5. SELLER'S PERFORMANCE:

When a Seller is notified that services were not provided on a scheduled date or the overall quality level was unsatisfactory, an amount equal to one month's bill pro-rated for the number of days of unsatisfactory or skipped services received in that month will be deducted from balances due or to become due the Seller. If the quality of an important portion of the services is unacceptable, then an amount will be deducted from the balance due or to become due the Seller to cover the time necessary to make the deficient function acceptable, multiplied by \$18.00 per man-hour or multiplied by the hourly labor rate specified by the Seller in the Bid Price Schedule of this agreement, whichever is greater. The minimum deduction, regardless of the time necessary to correct the deficiency, shall be \$54.00. A Seller may be allowed the option of eliminating a deduction for washroom deficiencies only. To exercise this option the Seller must begin corrective action on site within three (3) hours of notification of the deficiency. If the Seller cannot be contacted at an agreement facility site or by phone, the option to eliminate a deduction by correcting the deficiency is waived.

The Deputy Director of Asset Management/Public Facilities Maintenance or authorized representative will decide all questions which may arise as to the quality and acceptability of any work performed under the agreement. If, in the opinion of the Deputy Director or authorized representative, performance becomes unsatisfactory, the City shall notify the Seller.

REPEATED DEFICIENCIES OR UNSATISFACTORY PERFORMANCE WILL RESULT IN CANCELLATION OF THE AGREEMENT

6. CLEANING SUPPLIES AND EQUIPMENT STORAGE SPACE:

Seller may store supplies; materials and equipment only in storage areas in the City of Tulsa facility premises designated by the Building Operations Section of the Asset Management and Development Department or authorized representative. Seller agrees to keep his portion of this storage area in accordance with all applicable fire regulations. The use of City storage facilities will be on a space available basis and subject to the approval of the Building Operations Section of the Asset Management and Development Department or authorized representative.

UNDER NO CIRCUMSTANCES WILL MATERIALS OR EQUIPMENT BE PLACED OR LEFT IN HALLWAYS, CORRIDORS, REST ROOMS OR OTHER SPACES ACCESSIBLE TO THE PUBLIC

7. HOUSEKEEPING SERVICE:

- a. All wet mop heads, sponges and other similar tools must be rinsed carefully after use and replaced with new or clean dry mop heads, sponges, etc., when rinsing no longer restores them to a reasonable state of cleanliness, or daily, whichever occurs sooner. Conventional brooms push or otherwise (unless otherwise specified), will not be used inside the building. Chemically treated mop heads will be used exclusively. When not in actual use, all such equipment, tools and carts will be stored or left only in the designated storage area.
- b. Dirty water and cleaning solutions shall be disposed of immediately in slop sinks or floor drains. Floors and fixtures of areas where water is obtained and disposed of shall be kept clean and sanitary at all times. All cleaning gear closets shall be mopped daily. Sinks will be cleaned daily and sink strainers or floor drain covers shall not be removed except for cleaning purposes and shall then be properly replaced. Particular care will be taken to prevent mop shreds and other such material from getting into drains.
- c. All materials and supplies shall be stored in coordination with applicable building fire regulations. In no case shall rags or cloths be permitted to accumulate in boxes or cans. However, rags may be stored in metal containers at the floor level, provided the containers are equipped with a lid which is kept in place at all times. Rags, mops, brushes, wax and other combustible materials used which contain a residue of animal, vegetable, or mineral oils are subject to spontaneous ignition and must be disposed of or stored outside of building in covered metal containers in area designated. In any area where equipment closets are shared jointly by Seller and/or building sections, the responsibility for cleaning the closet in accordance with these specifications will rest upon the Seller.

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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
Replace waste receptacle liners with **new liners**
Empty recycle receptacles (where applicable)
Replace chairs and waste baskets in proper place after cleaning
Remove all waste material load 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,
Buff main lobby floors, hallway floors, and heavy traffic areas. These areas may not need to be buffed every time- the City representative would decide the frequency by consulting the Agreement – Wash vending machines
Vending machines washed
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 and buff floors in all areas of building to remove black marks or scuff marks and restore luster of wax leaving an 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 nooks 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 A new 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, 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.

Dust and/or wash blinds 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.

Clean inside and outside of lens of all light fixtures.

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 THE BUILDING.

DAILY SERVICES (Monday, Wednesday and Friday)

Maintain all outside entrances and sidewalks up to 6 ft. around entire location.

Maintain all dumpster areas.

Clean and police entrances for the removal of dirt.

Maintain all outside walls (in the immediate vicinity) of entrances canopies, and entrance lights clean of overhanging lint, cobwebs, mud and dirt.

Empty and clean foot scrapers, entrance mats, individual trash and smoking receptacles.

Clean all glass entrances inside and outside.

Spot clean walk-off/entrance mats to remove daily stains.

Clean and polish main lobby doors and glass.

Broom sweep and scrub main lobby floor tile.

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.

Empty and clean ash urns and sand 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.

usual: 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. As needed/as directed: The Building Operations Section of the Asset Management and Development Department authorized representative shall determine this work.

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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) 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.

Addenda

The Bidder acknowledges receipt of Addenda to the IFB as follows. (Please write in each Addenda number issued, if applicable):

Addenda #

Addenda #

Addenda #

Addenda #

Addenda #

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.

| | |
|---|--------------------|
| General Liability: personal injury and property damage, each occurrence | \$1,000,000.00 |
| Workers' Compensation | (Statutory limits) |
| Automobile Liability. Combines Single Limit (CSL) each occurrence | \$1,000,000.00 |

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.

| | |
|---|-------|
| 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 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 A

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

SF = Square Feet

FINAL PRICING SHEET

| Item # | Location | Address | Cost per month |
|---|--|--------------------------|-----------------|
| 1 | Fire Department (Academy) | 1760 Newblock Park Drive | \$ _____ |
| 2 | Fire Department (Visual Aids) | 1790 Newblock Park Drive | \$ _____ |
| 3 | Fire Chief's Office(DAYTIME ONLY 8am to 4pm) | 1420 Charles Page | \$ _____ |
| 4 | Equipment Management General Garage | 1720 Newblock Park Drive | \$ _____ |
| 5 | Equipment Management Fire Garage | 1790 Newblock Park Drive | \$ _____ |
| 6 | Fire Department Supply Offices | 1790 Newblock Park Drive | \$ _____ |
| 7 | Facilities Maintenance Shop Offices | 106 West Archer | \$ _____ |
| 8 | Fire Training Center(DAYTIME ONLY 8am to 4pm) | 2819 N. New Haven Ave. | \$ _____ |
| 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. | \$ _____ |

THE CITY DOES NOT GUARANTEE ANY SPECIFIC QUANTITY OR NUMBER OF PURCHASES, IF ANY, THAT WILL BE MADE DURING THE AGREEMENT TERM.

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:

- 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: _____%.
- 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>

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: _____

AFFIDAVIT
NON-COLLUSION, INTEREST, AND CLAIMANT

STATE OF _____)
COUNTY OF _____)ss.

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

PURCHASE AGREEMENT

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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 - TAC511M - Janitorial Services Fire

(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.

- 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.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.

PURCHASE AGREEMENT

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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. 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

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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.
 - To CITY: 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

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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 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.

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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

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) | 1-17 | |
| EXHIBIT A: Delivery and Pricing | 18-19 | |
| EXHIBIT B: Bidder Information Sheet | 20 | |
| Scope of Services | 3-12 | |
| References (if applicable) | 17 | |
| Certificate(s) of Insurance (if applicable) | 16-17 | |
| Affidavit <i>Signatures of Authorized Agent and notarization required</i> | 21 | |
| Purchase Agreement <i>Complete legal name in first paragraph and signature block. Signature by Authorized Agent required.</i> | 22-26 | |
| Acknowledgment of Receipt of Addenda/Amendments <i>Must be completed and signed by Authorized Agent.</i> | 14 | |

PACKING LABEL

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# TAC511M

BID DESCRIPTION: Janitorial Services Fire

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.