

9/1/23

Invitation for Bid (IFB) TAC 1286

Addendum #1

Please note the following changes which have been made for clarification to this Invitation for Sealed Bid. **This addendum must be listed as Addendum #1 on Exhibit A (Top of Page 24)** of the bid package as verification that you have received and are aware of the information contained herein.

QUESTIONS / CLARIFICATION / CHANGES:

QUESTIONS:

1. Standard meter box specification calls out for meter box material to be HDPE. Has the City tested and evaluated meter boxes made of polypropylene (PP)? Will PP be allowed as an or equal to HDPE? **The City has field tested a variety of meter boxes and lids of varying material in years prior to release of this IFB. Polypropylene will not be allowed as an equal to HDPE.**

Reference: Page 15, Category "Standard meter box", 2nd bullet point

2. Standard meter box and standard meter box lid both call out for 'Performance' to be "Pedestrian, ASTM C857, and WUC 3.6". These testing standards are very different. With ASTM C857 and WUC 3.6 both being written around concrete enclosures and traffic-rating, is the City requiring the standard meter box and standard meter box lid to be pedestrian/greenbelt light-duty rated? **The Performance Specification as referenced below has been changed to Pedestrian, ANSI/SCTE 77. The redline for the change has been provided.**

*Reference: Page 15, Category "Standard meter box", 6th bullet point
Page 16, Category "Standard meter box lid", 6th bullet point*

3. Standard meter box lid opening is called out as 12-5/8" x 17-3/4". Provided specification drawing shows those dimensions to be the outside length and width dimension of the top of the meter box. What lid opening dimensions are required? **Inside dimensions for the lid opening are as follows: 9 7/16" x 14 9/16".**

*Reference: Page 15, Category "Standard meter box", 7th bullet point
Page 21, Standard meter box and lid specification drawing*

4. If different meter box lid opening dimensions are required, is the intention of the lid opening minimum to allow for lid cross-compatibility between different brand meter boxes? **It is the intention of the lid opening minimum to allow for lid cross-compatibility. Whatever lid is specified in the bid document must be compatible with the Carson 1520 meter box and/or equivalent to the Carson 1520 meter box lid.**
5. Standard meter box lid specification calls out for lid material to be HDPE with UV inhibitor. Has the City tested and evaluated meter box lids made of polypropylene (PP)? Will PP with UV inhibitor be allowed as an or equal to HDPE with UV inhibitor? **The City has field tested a variety of meter boxes and lids of varying material in years prior to release of this IFB. Polypropylene and/or polypropylene with UV inhibitor will not be allowed as an equal to HDPE.**

Reference: Page 16, Category “Standard meter box lid”, 2nd bullet point

6. If polyolefins other than HDPE will not be allowed for the standard meter box and lid, what testing and evaluation did the City conduct to make this specification requirement and eliminate other polyolefins? **See response to # 5 above, polyolefins other than HDPE will not be allowed as an equivalent for HDPE.**
7. Standard meter box lid fastener called out as “penta head bolt, standard thread with bolt retainer”. Question was answered at pre-bid meeting confirming the complete assembly is penta head bolt, bolt retainer, and clip-on nut. What bolt size and length penta head bolt does the City require? **The complete assembly is penta head bolt, flat washer, bolt retainer and clip-on nut. The bolt dimensions are as follows:**
 - Penta head - 7/8” x 9x16”,
 - Overall length - 2 13/16”
 - Length shoulder to end - 2.5”
 - Threaded size - 3/8-16 UNC

Reference: Page 16, Category “Standard meter box lid”, 4th bullet point

8. Does the City and/or project installer want all meter box lids shipped in the meter boxes with the fastener bolt installed? **No, but the quantities of lids and boxes must be the same in each shipment.**
9. Will the City provide City of Tulsa logo in a CAD file (.dwg, .dxf, .stl) or high-resolution image (.png, .jpg) file types? **Yes, this will be provided.**

Reference: Page 16, Category “Standard meter box lid”, 10th bullet point

10. It was confirmed during the pre-bid meeting that the City does not require the traffic-rated meter box lid to have the reinforcing structure but does need to meet the performance specifications of H20 and ANSI SCTE 77 Tier 15. ANSI SCTE 77 also calls for the meter box lids to meet a minimum coefficient of friction of 0.50 for when installed in a walking surface or pedestrian traffic location. Does the City require a minimum coefficient of friction for the traffic-rated meter box lids? **Yes – it should comply with the requirements of section 7.6 of ANSI SCTE 77**

Reference: ANSI SCTE 77 Section 7.6

11. Traffic rated meter box standard drawing calls out for a 5” tall by 4” radius width. This is an unusually large size for a 1” service line. Does the City have a minimum mousehole or pipe slot opening requirement to allow enough working room for up to a 1” service line but minimize ground infiltration thru the mousehole to help keep the meter box and meter clean? **The City will allow a smaller mousehole or pipe slot opening as long as there is enough working room for up to a 1” service line. Ideally, 3” x 3” hole would allow for sufficient working room and service line clearance.**

*Reference: Page 16, Category “Traffic rated meter box lid”, 6th bullet point
Page 20, Traffic rated meter box and lid drawing*

12. The specification on traffic rated meter box and traffic rated meter box lid both call for under ‘Performance’ that the box and lid meet “H20 and ANSI SCTE 77 Tier 15 load rated base upon a test involving a 9x9 plate applying 22,500 lbs. load for one minute with no permanent damage or deflection. Vertical crush will exceed 22,500 lbs.” The current ANSI SCTE 77 Standard (2017) states that Tier 15 Vertical Sidewall Load Test (Section 7.2) and Tier 15 Cover Vertical Load Test (Section 7.3) shall be tested with a 10x10 plate. Is the City requesting a modified ANSI SCTE Tier 15 test or just a typing error? **The City is not requesting a modified ANSI SCTE Tier 15 test, the load testing requirements included in the most recent ANSI SCTE 77 Standard (Tier 15) will be sufficient.**

Reference: ANSI SCTE 77 Section 7.2 and Section 7.3

13. Does the City require third-party product testing documentation for traffic rated meter box and traffic rated meter box lid? **Yes.**
14. What is the estimated start date for the project installer? **Tentative start date is January 2024, but the City wishes to begin purchasing meter boxes as soon as possible.**
15. It is common for a meter project to have a ramp up period where installs gradually increase. How does the project scale up with material usage as the project installer completes meter sets during Year 1? **The tentative monthly schedule for the first year is as follows. The City does not guarantee any quantity, and the following schedule is subject to change as needed:**
- **Month 1 – 255 installs**
 - **Month 2 – 480 installs**
 - **Month 3 – 1,020 installs**
 - **Month 4 – 1,620 installs**
 - **Month 5 – 2,160 installs**
 - **Month 6 – 2,250 installs**
 - **Month 7 - 3,480 installs**
 - **Months 8 through Month 12 – 3,528 installs per month**
16. What is the estimated monthly usage of standard meter box and standard meter box lid in Year 1? **See response to question 15 for estimated monthly installations in Year 1 of the project.**

17. What is the estimated monthly usage of traffic rated meter box and traffic rated meter box lid in Year 1? The percentage of traffic rated meter boxes is approximately 2% of the overall total. 2% of the estimated monthly installations listed in question 15 are calculated below. Again – the City does not guarantee any quantity, and the following schedule is subject to change as needed.

- Month 1 – 5 installs
- Month 2 – 10 installs
- Month 3 – 20 installs
- Month 4 – 32 installs
- Month 5 – 43 installs
- Month 6 – 45 installs
- Month 7 – 70 installs
- Months 8 through Month 12 – 71 installs per month

2. Specifications

Category - Standard Meter Box

Specification Performance

ASTM C857 governs the use of precast concrete boxes. What part of this specification is applicable to this IFB? The ASTM C857 and WUC 3.6 performance specification requirements have been changed to Pedestrian, ANSI/SCTE 77. The redline for the change has been provided.

[https://urldefense.com/v3/_https://www.astm.org/c0857-19.html*_!w!!DVxPeNgtBfY!fs9V-qIntF6Vlt_V0MC2DTg0HpX_fpu8UpNxq6aj-ZTTkYHVgBLmHZZjIWxuJp6lysOhqAJdsrA7lw7\\$](https://urldefense.com/v3/_https://www.astm.org/c0857-19.html*_!w!!DVxPeNgtBfY!fs9V-qIntF6Vlt_V0MC2DTg0HpX_fpu8UpNxq6aj-ZTTkYHVgBLmHZZjIWxuJp6lysOhqAJdsrA7lw7$)

WUC 3.6

[https://urldefense.com/v3/_https://dta0yqvfnusiq.cloudfront.net/westernunderground/2015/08/_/6.pdf_!DVxPeNgtBfY!cNOkeqQfo6K12LKM3CGITfVF_jUSaTsOhJTGjK_8xxz4X9joMVvIPRAvZP5GpDzXTsrd-a25nG22S-IK\\$](https://urldefense.com/v3/_https://dta0yqvfnusiq.cloudfront.net/westernunderground/2015/08/_/6.pdf_!DVxPeNgtBfY!cNOkeqQfo6K12LKM3CGITfVF_jUSaTsOhJTGjK_8xxz4X9joMVvIPRAvZP5GpDzXTsrd-a25nG22S-IK$)

GENERAL

The specifications required lean to more of a concrete/polymer concrete material. HDPE is required in the specifications. Is this the intent since HPDE does not meet most of the below requirements. HDPE is the required material per the specifications in the IFB. The requirements listed below are included in the Western Underground Committee 3.6 guidance which has been removed from the bid specifications.

2.2

States that enclosure shall be designed and suitable for a temperature range of -40 degrees C to +90 degrees C.

How is the box and lid/cover to be tested to these extremes? Assuming this question is referencing the Western Underground Committee (WUC) Guide 3.6, the requirement is no longer applicable to the specifications of this IFB. WUC 3.6 was removed from the bid specifications.

2.6

States the size that this specification governs and the size of the CARON1520 is not mentioned

Is this applicable to the IFB? Assuming this question is referencing the Western Underground Committee Guide 3.6, the requirement is no longer applicable to the specifications of this IFB. WUC 3.6 was removed from the bid specifications.

2.8

Refers to flammability test in Section 6.2.7.

What is the acceptable burn rate? Assuming this question is referencing the Western Underground Committee Guide 3.6, the requirement is no longer applicable to the specifications of this IFB. WUC 3.6 was removed from the bid specifications.

2.10

Refers to Figures 1 – 4. The size of the CARON1520 is not mentioned in this diagram.

Please explain the above requirement! Assuming this question is referencing the Western Underground Committee Guide 3.6, the requirement is no longer applicable to the specifications of this IFB. WUC 3.6 was removed from the bid specifications.

2.15

Refers to the top circumference of the box must have a “method of keying” with surrounding concrete.

What is the preferred method of achieving this? Assuming this question is referencing the Western Underground Committee Guide 3.6, the requirement is no longer applicable to the specifications of this IFB. WUC 3.6 was removed from the bid specifications.

2.16

States that the enclosure shall be suitable for embedding in asphalt.

Question - Since these are pedestrian applications, why is asphalt required? Asphalt is typically a traffic rated application. Assuming this question is referencing the Western Underground Committee Guide 3.6, the requirement is no longer applicable to the specifications of this IFB. WUC 3.6 was removed from the bid specifications.

5.1.2

a. States Lids/Covers shall be tested to withstand 10,400lbs applied over a 10x10x 1/2in thick piece of rubber backed with a 1 inch thick steel plate....the load must be cycled 10 times per section 5.2.1.

Question - The cover is 10 x 15 inches. How is this a requirement for the Lid/Cover? The cycle testing is a requirement of ANSI/SCTE 77 – 2013 which is a Tier Rating requirement. HDPE does not fall under this specifications standards. Assuming this question is referencing the Western Underground Committee Guide 3.6, the requirement is no longer applicable to the specifications of this IFB. WUC 3.6 was removed from the bid specifications.

b. Box vertical load will be tested with the same loading plate as above with 10,400 pounds distributed over a 5 x 10 area and again on the wall of the box. And then (c.) the box will have a lateral load of 600/psf [pound per square foot] applied on the longest side wall and that the enclosure will have a fail load of [2x or 1,200/psf]. These test must have a box cover installed at the time of testing. The test is to be repeated [10x]

Question - The box is 12-5/8 x 17-3/4 inches. The cycle testing is a requirement of ANSI/SCTE 77 – 2013 which is a Tier Rating requirement. HDPE does not fall under this specification standards. Tier Rating is not required for pedestrian rated enclosures. Assuming this question is referencing the Western Underground Committee Guide 3.6, the requirement is no longer applicable to the specifications of this IFB. WUC 3.6 was removed from the bid specifications.

5.2.3

States that the cover must withstand a 70 foot-pound impact administered with a 12 pound weight having a “C” tup without puncturing or splitting.

Question – At what height is the 12 pound rate to be dropped on the lid/cover Assuming this question is referencing the Western Underground Committee Guide 3.6, the requirement is no longer applicable to the specifications of this IFB. WUC 3.6 was removed from the bid specifications.

5.2.4 States the fastening device [bolt and locking washer] must withstand a minimum torque of 70 foot pounds and a minimum straight pullout strength of 750 pounds.

Question - How are these tests to be performed? Assuming this question is referencing the Western Underground Committee Guide 3.6, the requirement is no longer applicable to the specifications of this IFB. WUC 3.6 was removed from the bid specifications.

5.2.5

States the fastening device in the box shall be a “floating nut”.

Question – The COT Engineering Standard 505A does not mention a nut just a “Penta” head bolt. Will you accept a floating nut stead of a “bolt retaining” washer? Assuming this question is referencing the Western Underground Committee Guide 3.6, the requirement is no longer applicable to the specifications of this IFB. WUC 3.6 was removed from the bid specifications. However, the fastener device should meet specifications listed in the bid. The complete assembly is penta head bolt, flat washer, bolt retainer and clip-on nut.

LID OPENING

The Lid Opening is supposed to be 12-5/8 x 17-3/4

In the provided drawing of the CARSON 1520, these dimensions seem to refer to the exterior top lip of the box. The Lid opening and radius of the corners are not provided.

Question - Will you provide the opening dimensions and the corner radiuses of the box? Inside dimensions for the lid opening are as follows: 9 7/16” x 14 9/16”. We are unable to provide the corner radiuses of the box, however it is the intention of the lid opening minimum to allow for lid cross-compatibility. Whatever lid is specified in the bid document must be compatible with the Carson 1520 meter box and/or equivalent to the Carson 1520 meter box lid.

Category - Standard Meter Box LID

Style

The style is listed as “FLUSH SOLID”.

Question - What does this mean? The lid should fit even or level with the meter box rim when placed in the lid opening. The lid should be firm and stable (no wobbling) and with uniform texture.

Fastner

Penta head bolt – What size

- Penta head - 7/8” x 9x16”
- Overall length - 2 13/16”
- Length shoulder to end - 2.5”

What material? Stainless steel or other **Stainless Steel**

Standard thread – Please confirm this is machine thread, what count on the threads? **Threaded size - 3/8-16 UNC**

Bolt retainer - Please confirm material of the retainer and style **Style – pushnut; Material - zinc**

Surface

Skid resistant – please confirm this is per WUC 3.6, Section 2.3 **This is not in reference to WUC 3.6 Section 2.3 as that guidance has been removed from the IFB. For this purposes of this question, skid resistant implies the surface is constructed in a manner that prevents sliding sideways or forwards while moving.**

Marked – QUESTION! What does this mean? **Marked means the lid should be marked with City of Tulsa logo detail as specified in the bid document.**

Antenna Mount

Questions Will you indicate where on the cover/lid this is to be centered. **The antenna mount is shown on Engineering Standard No. 505A (page 9 of the Invitation for Bid)**

Dimensions

Dimensions listed are 10-1/8 inches x 15-1/4 inches.

Question - If the lid/cover fits within the requested box opening [above LID OPENING] will that satisfy the requirement? **It is the intention of the lid opening minimum to allow for lid cross-compatibility. Whatever lid is specified in the bid document must be compatible with the Carson 1520 meter box and/or equivalent to the Carson 1520 meter box lid. Inside dimensions for the lid opening are as follows: 9 7/16” x 14 9/16”.**

Logo

Question – Will you provide a CAD file [or other standard graphic file] of the logo, the size of the image on the lid/cover you require and dimensions of the placement. **A graphic file of the logo has been provided. Example photographs are also provided that show acceptable logo sizing and placement.**

ADDITIONS

Figure 1 – COT Logo Placement Option A



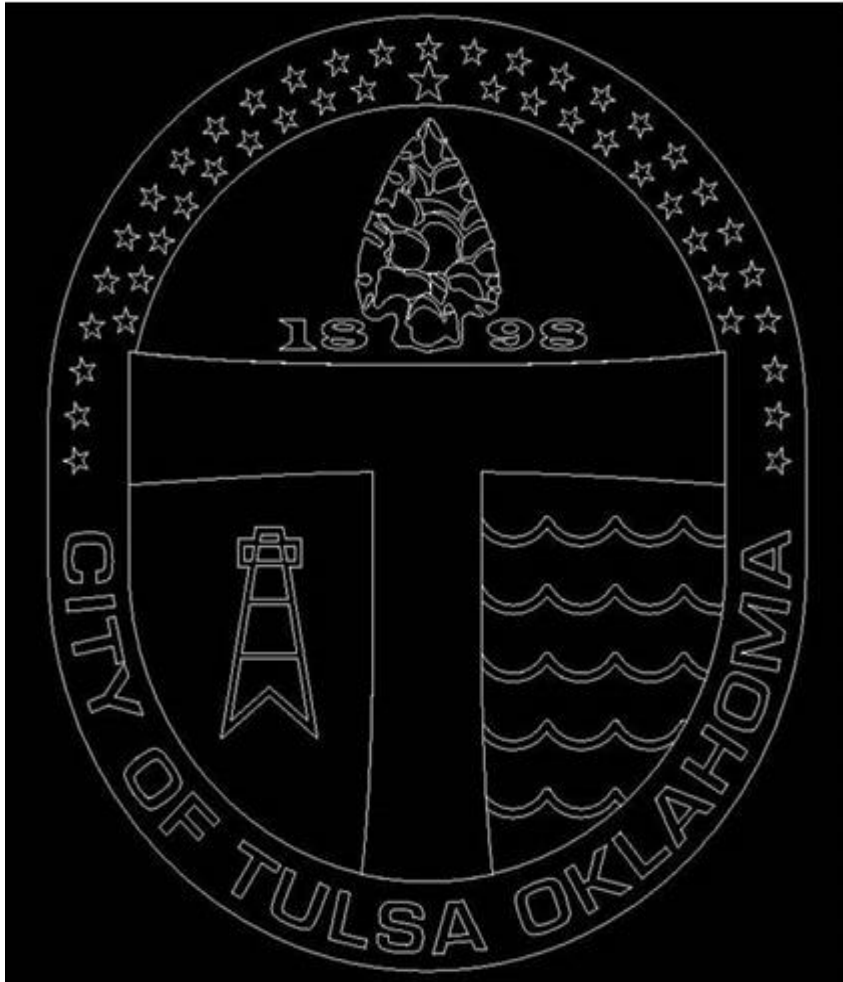
Figure 2 - COT Logo Placement Option B



Figure 3 – COT Logo Detail



Figure 4 – City of Tulsa Logo



CHANGES

2. Specifications

The Bid **must** meet or exceed the following Specifications.

CATEGORY	SPECIFICATION(S)
Standard meter box	<p>Must meet City of Tulsa Engineering Standard 505A: Meter Can with Rim and Lid for 5/8", 3/4" and 1" Water Meter for Installation for Unpaved Areas.</p> <p>Additional mandatory Specifications include:</p> <ul style="list-style-type: none"> Model – Carson 1520 or equivalent (meter box lid, openings, locking locations and dimensions must be the same as the Carson 1520 to be considered equivalent) Material – HDPE Depth – 18" Wall Type – Flared Mouseholes – 2 Performance – Pedestrian, ASTM C857, WUC 3.6 ANSI/SCTE 77 Lid Opening – 12 5/8" x 17 3/4" Color – Black
	<p>Must meet City of Tulsa Engineering Standard 505A: Meter Can with Rim and Lid for 5/8", 3/4" and 1" Water Meter for Installation for Unpaved Areas.</p>

Standard meter box lid	<p>Additional mandatory Specifications include:</p> <ul style="list-style-type: none"> Model – Carson 1520 or equivalent (meter box lid, openings, locking locations and dimensions must be the same as the Carson 1520 to be considered equivalent) Material – HDPE with UV inhibitor Style – Flush Solid Fastener – Penta head bolt, standard thread with bolt retainer Surface – Skid resistant and marked Performance – Pedestrian, ASTM C857, WUC 3.6 ANSI/SCTE 77 Antenna Mount – Recessed Touch Read Hole (for Neptune Mach 10 Ultrasonic Meters with Built-in AMR) Dimensions – 10 1/8" x 15 1/4" Color – Black Logo – City of Tulsa logo per Engineering Standard 505A
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CHANGES:

Submission Due Date Was: 9/6/23

Submission Due Date Is Now: **9/13/23**

Invitation for Bid (IFB)

TAC1286

Supplies or Services Requested: HDPE Meter Boxes and Lids for
“True Reads” Meter Project

Department: Water & Sewer

NIGP Commodity Code(s): 890-44, 890-40, 890-45, 890-46

Solicitation Schedule

EVENT	DATE
IFB Issue Date	08/17/2023
Pre-Bid Conference 175 E. 2 nd St., Room 10 South, 10 th Floor	Thursday, August 24 th 2:00pm – 3:00pm
Deadline for Questions <i>Submitted to assigned buyer via email.</i>	08/28/2023 <i>10 Days prior to IFB due date</i>
Bid Submission Date <i>Either mailed or delivered to City Clerk address. Bids are open the day after the due date.</i>	09/13/2023

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

Donny Tiemann, Project Buyer | dtiemann@cityoftulsa.org
*All questions should be emailed with IFB **TAC 1286** 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

The goal of this Invitation for Bid is to secure a source to provide approximately 144,000 standard HDPE meter boxes (with lids) for 5/8”-1” meters and approximately 2,944 traffic rated meter boxes (with lids) for 5/8”-1” meters. Meter boxes will be used in the city wide AMR meter change out and service line inspection project. All meter boxes and associated materials listed in this document will need to be delivered in accordance with the projected work schedule, estimated completion 4 years from start date.

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.

Capitalized terms used in this IFB and not defined in the Purchase Agreement shall have the meanings as ascribed to them in Title 6, Chapter 4 of the [Tulsa Revised Ordinances](#).

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.**

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 AND SPECIFICATIONS

1. Scope of Services

The City of Tulsa is requesting bids for approximately 144,000 standard HDPE meter boxes (with lids) for 5/8”-1” meters and approximately 2,944 traffic rated meter boxes (with lids) for 5/8”-1” meters for the Water and Sewer Department.

Delivery Requirements

All prices quoted shall be based on delivery F.O.B. Tulsa, Oklahoma or to any other points as may be designated in the Specifications, with all charges prepaid by Seller to the actual point of delivery. Bids must state the number of Days required for delivery under normal conditions.

The City carries no responsibility for any damages incurred during an unloading occurrence. All unloading shall be the responsibility of the Seller and/or shipping entity.

Additional Supply-Specific Delivery Requirements

Meter box deliveries will be determined by City of Tulsa staff and include but not limited to the following City of Tulsa facilities;

West Yard Maintenance Facility: 2317 S. Jackson Ave. Tulsa, OK;

East Yard Maintenance Facility: 5605 S. Garnett Ave. Tulsa, OK.

Deliveries must be made between normal business hours Monday-Friday from 7am-4pm.

Additional delivery locations may be requested per project requirements. Additional delivery locations will be within the City of Tulsa service area.

- Delivery of standard and traffic rated meter boxes shall be in accordance with project schedule
- Delivery of associated materials shall be in accordance with project schedule (lids, bolts and fasteners)

2. Specifications

The Bid **must** meet or exceed the following Specifications.

CATEGORY	SPECIFICATION(S)
Standard meter box	<p>Must meet City of Tulsa Engineering Standard 505A: Meter Can with Rim and Lid for 5/8”, 3/4” and 1” Water Meter for Installation for Unpaved Areas.</p> <p>Additional mandatory Specifications include:</p> <ul style="list-style-type: none"> • Model – Carson 1520 or equivalent (meter box lid, openings, locking locations and dimensions must be the same as the Carson 1520 to be considered equivalent) • Material – HDPE • Depth – 18” • Wall Type – Flared • Mouseholes – 2 • Performance – Pedestrian, ANSI / SCTE 77 • OD Lid Opening – 12 5/8” x 17 3/4” • Color – Black
	<p>Must meet City of Tulsa Engineering Standard 505A: Meter Can with Rim and Lid for 5/8”, 3/4” and 1” Water Meter for Installation for Unpaved Areas.</p>

Standard meter box lid	<p>Additional mandatory Specifications include:</p> <ul style="list-style-type: none"> • Model – Carson 1520 or equivalent (meter box lid, openings, locking locations and dimensions must be the same as the Carson 1520 to be considered equivalent) • Material – HDPE with UV inhibitor • Style – Flush Solid • Fastener – Penta head bolt, standard thread with bolt retainer • Surface – Skid resistant and marked • Performance – Pedestrian, , ANSI / SCTE 77 • Antenna Mount – Recessed Touch Read Hole (for Neptune Mach 10 Ultrasonic Meters with Built-in AMR) • Dimensions – 10¹/₈” x 15¹/₄” • Color – Black • Logo – City of Tulsa logo per Engineering Standard 505A
Traffic rated meter box	<p>Must meet City of Tulsa Engineering Standard 505B: Meter Can with Rim and Lid for 5/8”, 3/4” and 1” in Paved Areas.</p> <p>Additional mandatory Specifications include:</p> <ul style="list-style-type: none"> • Model – Sigma RMB132418NSW-HD or equivalent (meter box lid, openings and dimensions must be the same as the Sigma RMB132418NSW-HD to be considered equivalent) • Material – HDPE using polyethylene regrind and virgin resins • Depth – 18” • Wall Thickness – 3/8” • Wall Type – Straight • Mouseholes – 2 • Performance – H20 and ANSI SCTE 77 Tier 15 load rated based upon a test involving a 9x9 plate applying 22,500 lbs load for one minute with no permanent damage or deflection. Vertical crush will exceed 22,500 pounds • Lid Opening - 14 1/6” x 23 1/4” • Color - Black
Traffic rated meter box lid	<p>Must meet City of Tulsa Engineering Standard 505B: Meter Can with Rim and Lid for 5/8”, 3/4” and 1” in Paved Areas.</p> <p>Additional mandatory Specifications include:</p> <ul style="list-style-type: none"> • Model – Sigma 1324-L-TF or equivalent (meter box lid, openings and dimensions must be the same as the Sigma 1324-L-TF to be considered equivalent) • Material – HDPE using virgin no-break polymer with UV inhibitor, must support RF transparency. Reinforcing structure is fabricated from ASTM A242 weathering steel • Style – Flush solid • Surface – Skid resistant and marked • Performance – Performance – H20 and ANSI SCTE 77 Tier 15 load rated based upon a test involving a 9x9 plate applying 22,500 lbs load for one minute with no permanent damage or deflection. Vertical crush will exceed 22,500 pounds • Antenna Mount – Recessed Touch Read Hole (for Neptune Mach 10 Ultrasonic Meters with Built-in AMR) • Dimensions – 13 3/4” x 22 13/16”x 2” • Color – Black • Logo – City of Tulsa logo per Engineering Standard 505B

SPECIFICATIONS

Use the table(s) below to confirm you have responded to the Specifications listed in the IFB by completing the Bidder's Proposal section in detail. **You may not respond** in the space **with terms as "yes", "meets", "same as", "complies" or "similar" terms**. If these terms are utilized, Your Bid will be considered non-responsive and be rejected.

Upon request, the City may ask for supplementary materials or documentation to demonstrate that the Bidder meets the mandatory Specifications. Failure to provide the requested documentation will result in the rejection of this Bid. Bidder understands that these Specifications become part of the Agreement and that mandatory Specifications are non-negotiable.

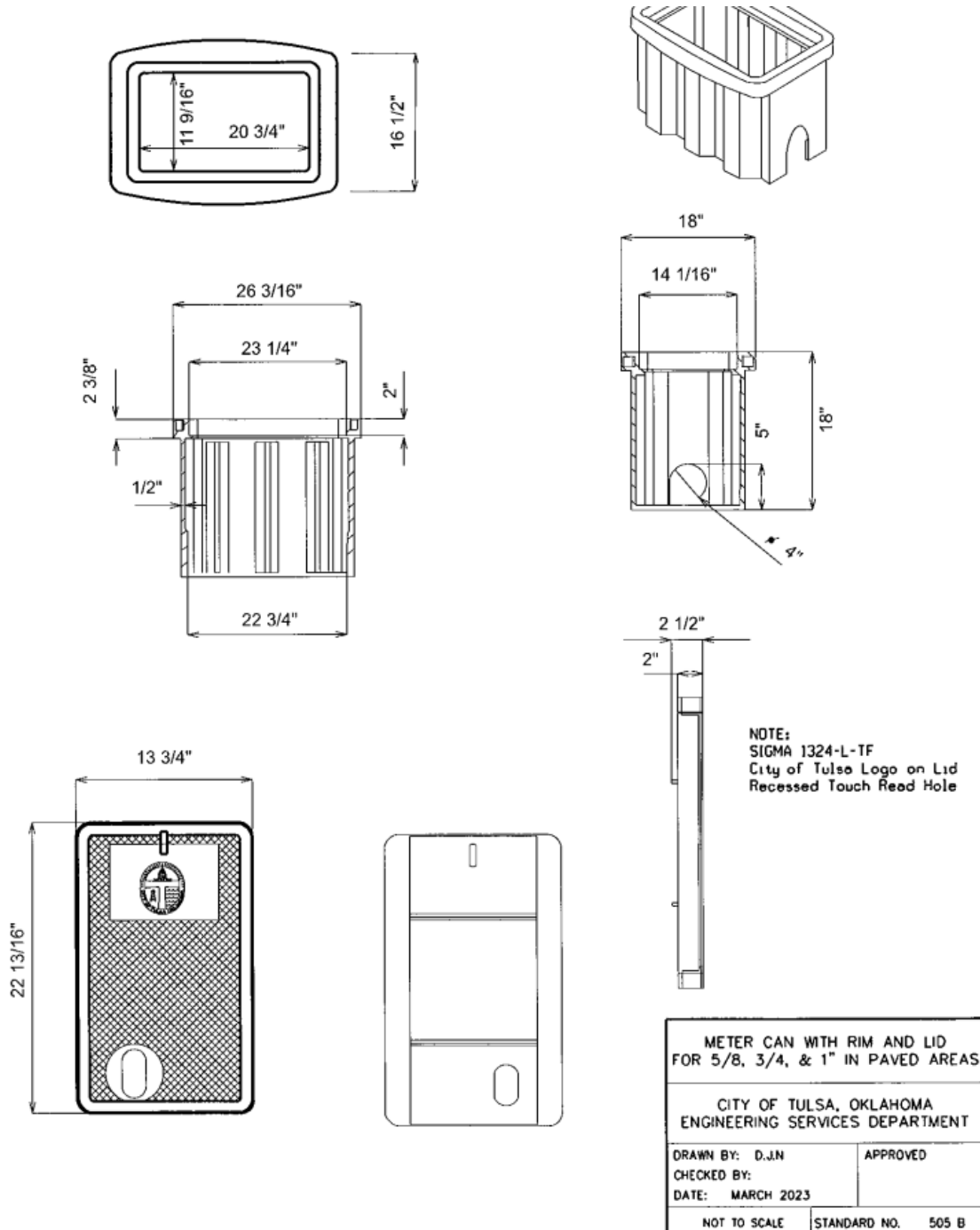
CATEGORY	SPECIFICATIONS (Minimum)	BIDDER'S PROPOSAL
Standard meter box	<ul style="list-style-type: none"> COT Engineering Standard 505A Model – Carson 1520 or equivalent Material – HDPE Depth – 18" Wall Type – Flared Mouseholes – 2 Performance – ANSI / SCTE 77 OD Lid Dimensions: 12⁵/₈" x 17³/₄" Color - Black 	<u>Describe:</u> Make: _____ Model: _____ _____ _____ _____ _____ _____ _____ _____
Standard meter box lid	<ul style="list-style-type: none"> COT Engineering Standard 505A Model – Carson 1520 or equivalent Material – HDPE with UV inhibitor Style – Flush Solid Fastener – Penta head bolt, standard thread with bolt retainer Surface – Skid resistant and marked Performance – ANSI / SCTE 77 Antenna Mount – Recessed Touch Read Hole (for Neptune Mach 10 Ultrasonic Meters with Built-in AMR) 	<u>Describe:</u> Make: _____ Model: _____ _____ _____ _____ _____ _____ _____ _____

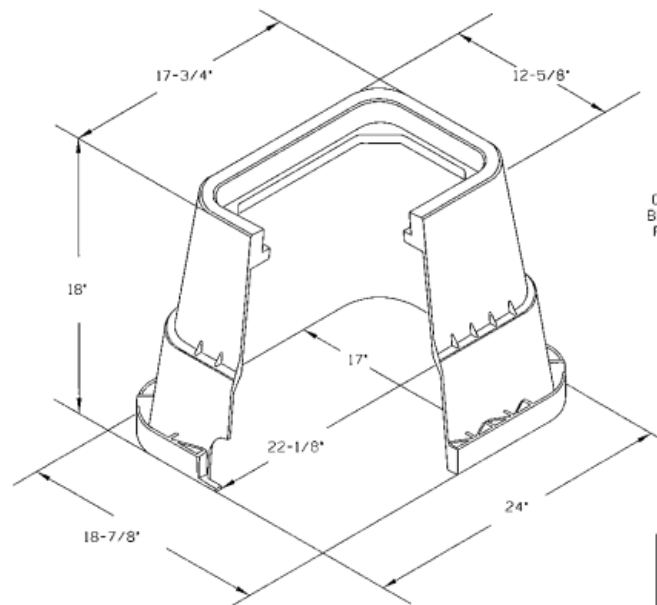
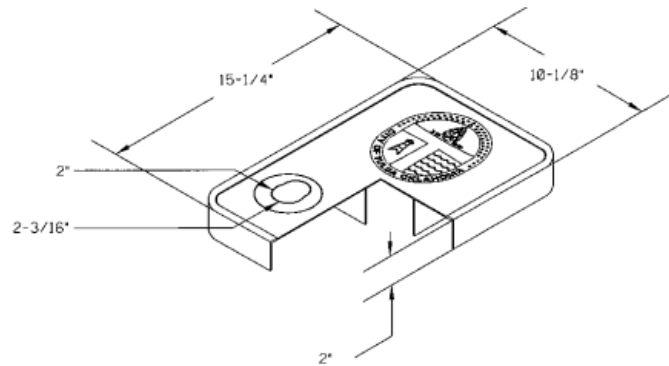
	<ul style="list-style-type: none"> • Dimensions – 10$\frac{1}{8}$" x 15$\frac{1}{4}$" • Color – Black • Logo – City of Tulsa logo 	<hr/> <hr/> <hr/>
Traffic rated meter box	<ul style="list-style-type: none"> • City of Tulsa Engineering Standard 505B • Model – Sigma RMB132418NSW-HD or equivalent • Material – HDPE using polyethylene regrind and virgin resins • Depth – 18" • Wall Thickness – 3/8" • Wall Type – Straight • Mouseholes – 2 • Performance – H20 and ANSI SCTE 77 Tier 15 load rated based upon a test involving a 9x9 plate applying 22,500 lbs load for one minute with no permanent damage or deflection. Vertical crush will exceed 22,500 pounds • Dimensions - 14 $\frac{1}{6}$" x 23 $\frac{1}{4}$" • Color - Black 	<u>Describe:</u> <u>Make:</u> _____ <u>Model:</u> _____ <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Traffic rated meter box lid	<ul style="list-style-type: none"> • City of Tulsa Engineering Standard 505B • Model – Sigma 1324-L-TF or equivalent • Material – HDPE using virgin no-break polymer with UV inhibitor, must support RF transparency. Reinforcing structure is fabricated from ASTM A242 weathering steel • Style – Flush solid • Surface – Skid resistant and marked • Performance – H20 and ANSI SCTE 77 Tier 15 load rated based upon a test involving a 9x9 plate applying 22,500 lbs load for one minute with no permanent damage 	<u>Describe:</u> <u>Make:</u> _____ <u>Model:</u> _____ <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

	<p>or deflection. Vertical crush will exceed 22,500 pounds</p> <ul style="list-style-type: none"> • Antenna Mount – Recessed Touch Read Hole (for Neptune Mach 10 Ultrasonic Meters with Built-in AMR) • Dimensions – 13 3/4" x 22 13/16" x 2" • Color – Black • Logo – City of Tulsa logo 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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ATTACHMENT A

METER BOX SPECIFICATIONS





NOTE: CARSON 1520

CITY OF TULSA LOGO ON LID
BLACK HDPE FLUSH SOLID LID
RECESSED TOUCH READ HOLE
PENTA HEAD BOLT

METER CAN WITH RIM AND LID FOR
5/8", 3/4", AND 1" WATER METER
INSTALLATION FOR UNPAVED AREAS

CITY OF TULSA, OKLAHOMA
ENGINEERING SERVICES DEPARTMENT

DRAWN BY: L.M.V.

APPROVED

CHECKED BY:

DATE: APRIL 2023

NOT TO SCALE

STANDARD NO. 505A

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 Cheryl Quin at purchasing@cityoftulsa.org or check the City's "[Selling to the City](#)" Website.
2. **Pre-Bid Conference**: If a pre-Bid conference is required, see the first page for time and location.
Attendance Requirement
☒ Attendance at the Pre-Bid Conference is 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 buyer listed on the first page "Assigned Buyer" 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. Any such amendments shall become a part of the Agreement. You must acknowledge receipt of any Addenda or Amendments by writing in the issued Addenda numbers on Exhibit A – Delivery and Pricing. 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 Bidder 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's 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 timestamp 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 Purchasing Agent deems it appropriate due to large-scale disruptions in supply chains and the transportation industry that may have prevented delivery as required;
- 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 the 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 Date or to delay or reschedule the Bid Opening Date 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 include, but are not limited to the following:
 - A submitted 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 minor deficiencies of specifications, technicalities or informalities in a Bid, provided that the best interest of the City would be served without prejudice to the rights of other Bidders. 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 8:30 am, 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

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.

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 the date the City Accepts the Bid or 365 Days after the Bid Opening Date, whichever is earlier.

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 IFB will govern the transaction and be enforceable by the City and Seller.

3. **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
Automobile Liability: Combined Single Limit (CSL), each occurrence	\$1,000,000.00
Workers' Compensation	(Statutory limits)

Seller's insurer must be authorized to transact business in the State of Oklahoma. Seller will have 10 Days after notification that its Bid was Accepted by the City to provide **a current 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
- G. **Certificate Holder Information: City of Tulsa, 175 East 2nd St., Suite 260, Tulsa, OK 74103**

Seller shall not cause any required insurance policy to be cancelled nor permit it to lapse. It is the responsibility of SELLER to notify City of any change in coverage or insurer by providing City with an updated Certificate of Liability Insurance. Failure of SELLER to comply with the insurance requirements herein may be deemed a breach of the Purchase Agreement. Further, a SELLER who fails to keep required insurance policies in effect may be deemed to be ineligible to bid on future projects, ineligible to respond to invitations for bid, and/or ineligible to engage in any new purchase agreements.

4. Bonding:

Performance Bond:

Yes: ☒

Amount: 25% of the Total Extended Cost

The Bidder awarded the Bid (Seller) shall provide to the City a performance bond or cash, certified or cashier's check in the amount of 25% of the Total Extended Cost as set forth on Exhibit A – Delivery and Pricing to protect the City against loss due to the inability or refusal of Seller to perform under the management Agreement.

Seller shall provide evidence of such bond yearly and prior to renewal.

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

Yes: ☐

No: ☒

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

Yes: ☒

No: ☐

If yes, number of references required: 3

For each reference, the following information must be included: Company Name, Contact Name, Address, Phone Number, E-Mail Address, and the supplies 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:	_____
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:

Item	Description	Manufacturer	Est. Annual QTY	Unit Cost	Extended Cost
1.	5/8"-1" Standard Meter Box		36,054	\$	\$
2.	5/8"- 1" Standard Meter Box Lids		36,054	\$	\$
3.	Standard Meter Box Fastener		36,054	\$	\$
4.	5/8"-1" Traffic Rated Meter Box		736	\$	\$
5.	5/8"-1" Traffic Rated Meter Box Lids		736	\$	\$
TOTAL EXTENDED COST NOT TO EXCEED: (All costs must be included or Your Bid will be disqualified)			\$ _____		

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 first year of the term of the Agreement. However, if You anticipate that You will not be able to maintain firm prices after the first year of the term, You may request an annual change in price using one of the following methods:

- 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: _____%.

*Web Link: <https://www.bls.gov/news.release/cpi.t01.htm>

Addenda

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

Addenda #

State of Organization: _____

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

- ☐ Sole Proprietorship ☐ Limited Partnership
☐ Partnership ☐ Limited Liability Partnership
☐ Corporation ☐ Limited Liability Limited Partnership
☐ Limited Liability Company ☐ 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

(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# 1286 HDPE Meter Boxes & Lids for "True Reads" Meter Project

(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. **"Bid Submission Date"** means the date the Bid is due from Bidder to the City.
- 1.7. **"City"** means the City of Tulsa, Oklahoma.
- 1.8. **"Days"** means calendar days unless otherwise specified.
- 1.9. **"Invitation for Bid" or "IFB"** consists of the following documents: Cover page, Sections I-V, Exhibit A – Delivery and Pricing, Affidavit(s), Purchase Agreement, and Bidder Checklist.
- 1.10. **"Primary Seller"** means the Seller whose Bid City Accepts as the principal seller of the Supplies and/or Services required.
- 1.11. **"Purchasing Ordinance"** means Tulsa Revised Ordinances, Title 6, Chapter 4 et seq.
- 1.12. **"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.
- 1.13. **"Seller"** means the Bidder whose Bid City Accepts.
- 1.14. **"Specifications"** means the technical and/or performance requirements for the Supplies or Services.
- 1.15. **"You" or "Your"** means the Bidder responding to this Invitation for Bid or the Seller whose Bid the City Accepts.
- 1.16. **"Website"** means the City of Tulsa's website for the Purchasing Division: www.cityoftulsa.org/purchasing

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. 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.

The City may extend the Agreement for ninety (90) days beyond a final renewal term at the price and upon the delivery terms set forth on Exhibit A – Delivery and Pricing. The City, at its sole option and to the extent allowable by law, may choose to exercise subsequent ninety (90) day extensions upon the price and upon the delivery terms set forth on Exhibit A – Delivery and Pricing to facilitate the finalization of related terms and conditions of a new award or as needed for transition to a new Seller.

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 Supplies, 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. **Rejection, Seller Bears Risk.** All Supplies and Services purchased in the Agreement are subject to approval by the City. Rejection of Supplies or Services, resulting because of nonconformity to the terms, conditions, and Specifications of this Agreement, whether held by the City or returned, will be at Seller's risk and expense. Seller shall bear the risk of loss or damage at all times until the Acceptance of the Supplies or Services by City.
10. **Force Majeure.** Seller will not be responsible for delays in delivery of the Supplies or Services due to acts of God, government action or inaction, fire, war, or riot, provided Seller notifies the City immediately, in writing of such pending or actual delay. Normally, in the event of any such delays (acts of God, etc.) the date of delivery of the Supplies or Services will be extended for a period equal to the time lost due to the reason for delay.
11. **Conflict of Interest.** By signing this Purchase Agreement, Seller covenants that it has no direct or indirect pecuniary or proprietary interest, and that it shall not acquire an interest that conflicts in any manner or degree with the Supplies or Services required to be provided or performed under the Agreement. Furthermore, Seller shall not employ any person or agent having any such conflict of interest. In the event that the Seller or its agents, employees or representatives hereafter acquires such a conflict of interest, it shall immediately disclose such interest to the City and take action immediately to eliminate the conflict or to withdraw from this contract, as the City requests.
12. **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.
13. **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.

PURCHASE AGREEMENT

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14. **No liens.** Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City. Seller 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.
15. **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.).
16. **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.
17. **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 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.
18. **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.
19. **Payment.** Invoices should be e-mailed to the 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.

Each invoice must be fully itemized, identifying Supplies provided and/or Services performed, and must bear the purchase order number assigned by the City.

The purchase order number shall appear on all invoices, packing lists, packages, shipping notices, instruction manuals and other written documents relating to the Supplies or Services. Packing lists shall be enclosed in each and every box or package shipped pursuant to this Agreement, indicating the content therein.

20. **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 first year of the term, the Seller may request a price increase in addition to any other price increase set forth in this Agreement. In its sole discretion, the City may approve the request if it determines that such price increase is in the City's best interest.
21. **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.
22. **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:

To Seller:	To CITY:	Contact for Legal Notice as specified on Exhibit A – Delivery and Pricing form. City Clerk CITY OF TULSA, OKLAHOMA 175 E. 2 nd Street, Suite 260 Tulsa, Oklahoma 74103
	With a copy to:	Tulsa Purchasing Division 175 E. 2 nd Street, 15 th Floor Tulsa, OK 74103
23. **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

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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.

24. **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.
25. **Time of Essence.** City and Seller agree that time is deemed to be of the essence with respect to this Agreement. The Agreement is subject to cancellation by the City for Seller's failure to deliver on time. All deliveries are required F.O.B to the City's facilities. For any exception to the delivery date specified in the Agreement, Seller shall give prior written notification and obtain written approval from the City. The Acceptance by the City of later performance with or without objection or reservation shall neither waive the City's right to claim damages for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by Seller.
26. **Binding Effect.** This Agreement shall be binding upon City and Seller and their respective successors, heirs, legal representatives and permitted assigns.
27. **Headings.** The headings used herein are for convenience only and will not be used in interpreting this Agreement
28. **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.
29. **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.
30. **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.
31. **Entire Agreement.** The entire agreement between City and Seller is contained in the Agreement. No verbal agreement between the parties is binding. Any scope of services, scope 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.
32. **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.
33. **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.
34. **Interpretive Matters and Definitions.** The following interpretive matters shall be applicable to this Agreement:
 - 34.1. 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;
 - 34.2. 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;
 - 34.3. 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;

PURCHASE AGREEMENT

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34.4. The word "including" means "including, without limitation" and does not limit the preceding words or terms; and

34.5. All words used in this Agreement will be construed to be of such gender, number or tense as circumstances require.

35. **Equal Employment Opportunity.** Seller agrees to comply with all applicable laws regarding equal employment opportunity and nondiscrimination.

36. **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.

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

Date: _____

City Clerk

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 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. Unless otherwise stated herein, Bids received after the stated date and time **will not be accepted**.

Bidder's Name: _____

BIDDER CHECKLIST		
BIDDER DOCUMENTS	PAGES	INCLUDED?
Notice of Invitation for Bid (Cover page and Sections I-IV)	1-2, 10-12	
Specifications	3-7	
Insurance Requirements	13	
References (if applicable)	14	
EXHIBIT A: Delivery and Pricing	15-16	
Affidavits Signatures of Authorized Agent and notarization required. Reference Page 2: Authorized Agent	17	
Purchase Agreement Complete legal name in first paragraph and signature block. Signature by Authorized Agent required. Reference Page 2: Authorized Agent	18-22	

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# TAC 1286

BID DESCRIPTION: HDPE Meter Boxes & Lids for the “True Reads”
Meter Project

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.