

Invitation for Bid (IFB)

24-903

Notice is hereby given that the City of Tulsa, OK will receive sealed Bids for the following: **Sale of 2013 Used AIRBUS Helicopter**

Department: Police

NIGP Commodity Code(s):

035-35; 035-45; 035-50; 035-75

Solicitation Schedule

EVENT	DATE
IFB Issue Date	09/14/2023
Pre-Bid Conference <i>Location</i>	NO PRE-BID CONFERENCE
Deadline for Questions <i>Submitted to assigned buyer via email.</i>	09/20/2023 <i>7 Days prior to IFB due date</i>
Bid Submission Date <i>Either mailed or delivered to City Clerk address. Bids are open the day after the due date.</i>	09/27/2023

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 24-903 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

The goal of this Invitation for Bid is to sell the City of Tulsa's Police Department's 2013 Used Airbus Helicopter.

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 must be submitted.**

II. SCOPE OF SPECIFICATIONS, AUTHORIZED AGENT

1. Scope

The City of Tulsa is seeking Bids for the sale of the COT's 2013 Used Airbus Helicopter currently in use by the City of Tulsa Police Department.

2. Specifications

2013 AIRBUS AS350 B2 HELICOPTER

N301TP IS A 2013 AIRBUS AS350B2 S/N 7756 WITH A MANUFACTURED DATE OF DECEMBER 2013. THE AIRCRAFT WAS SENT TO METRO AVIATION IN SHREVEPORT LA FOR COMPLETION, WHICH INCLUDED AVIONICS, PAINT, AND OTHER OPTIONAL EQUIPMENT. METRO COMPLETED THE AIRCRAFT ON JULY 21ST, 2014 AND WAS PLACED INTO SERVICE WITH THE TULSA POLICE AIR SUPPORT UNIT. THIS AIRCRAFT HAS BEEN METICULOUSLY MAINTAINED AND ALWAYS HANGARED. PAINT IS IN GREAT CONDITION.

LISTING OF STANDARD EQUIPMENT:

1. ARRIEL 1D1 ENGINE
2. LEFT HAND SLIDING REAR DOOR WITH HI-VISIBILITY WINDOW
3. RIGHT HAND LOWER WITH HI-VISIBILITY WINDOW
4. CABIN HEATING/DEMISTING CIRCUIT
5. HIGH SKID LANDING GEAR WITH CARBIDE SKID SHOES
6. SKID ATTACHMENTS FOR CHOPPER SPOTTER AND GROUND HANDLING WHEELS
7. FULL LONG BOARDING STEPS
8. ENERGY ATTENUATING SEATS – PILOT & CO-PILOT
9. VEMD – NVG COMPATIBLE
10. LEAD ACID BATTERY – RG350
11. COLLECTIVE ACTIVATED HOURMETER
12. ROTOR BRAKE
13. MULTI BLOCK CENTER CONSOLE
14. WIRE STRIKE PROTECTIVE SYSTEM FIXED PROVISIONS
15. EXTENDED SEAT RAILS FOR PILOT & COPILOT SEATS
16. LED POSITION AND FIN ANTI-COLLISION LIGHTS

17. VISION 1000 FLIGHT DATA MONITORING SYSTEM
18. DUAL FLIGHT CONTROLS
19. HI-VIS MAIN ROTOR BLADES
20. AFT BAGGAGE DOOR MODIFICATIONS
21. SHADIN 8800T ALTITUDE ENCODER
22. GROUND HANDLING WHEELS

OPTIONAL EQUIPMENT ADDED DURING COMPLETION:

1. WIRE STRIKE PROTECTION SYSTEM, ONE UPPER AND ONE LOWER STRIKE KIT.
2. BENDIX KING RADAR ALTIMETER – MODEL KRA-405
3. AEC FULL INSTRUMENT PANEL
4. AIR COM AIR CONDITIONING SYSTEM
5. AIRFRAME FUEL FILTER
6. AVIONICS SHELVING – RH BAGGAGE COMPARTMENT
7. DONALDSON AEROSPACE INLET BARRIER FILTRATION SYSTEM (COMES WITH EXTRA SPARE FILTER)
8. ENGINE WASH KIT
9. ENGINE FACET OIL FILTER
10. 200 AMP STARTER GENERATOR (COMES WITH EXTRA STARTER GENERATOR)
11. COLLECTIVE BARRIER – AFT PEDESTAL – NON EMS
12. ATTITUDE INDICATOR 3”
13. ELECTRICAL TURN AND BANK
14. GARMIN GTN 650 SYSTEM
15. GARMIN GDL88 REMOTE WEATHER AND TRAFFIC
16. GARMIN GTX TRANSPONDER
17. GARMIN SL40 VHF COM RADIO
18. THREE TECHNISONIC A711L AUDIO CONTROL PANELS. ONE FOR PILOT, CO-PILOT, AND BACK SEAT PASSENGERS.
19. CO-PILOT FOOT SWITCH
20. DAVTRON M800 DIGITAL CHRONOMETER
21. ARTEX C406-NHM ELT WITH PANEL REMOTE SWITCH ON INSTRUMENT PANEL
22. USB OUTLET MOUNTED TO BASE OF PEDESTAL
23. MAP AND STORAGE POCKETS MOUNTED BEHIND PILOT AND CO-PILOT SEATS
24. TINTED WINDOWS FOR PILOT, CO-PILOT AND REAR CABIN DOOR WINDOWS.
(FACTORY CLEAR STOCK WINDOWS WILL BE PROVIDED)

CURRENT TOTAL TIME AIRCRAFT:	5370 HOURS
CURRENT TOTAL AIRFRAME CYCLES:	6169
TOTAL CURRENT ENGINE CYCLES:	NG: 3245.92
	NF: 4045

CURRENT MAIN COMPONENT TIMES TILL OVERHAUL:

1. ENGINE: 1830 HOURS REMAING TILL OVERHAUL
2. MAIN GEARBOX: 3230 HOURS REMAINING TILL OVERHAUL
3. TAIL ROTOR GEARBOX: 1223 HOURS REMAINING TILL OVERHAUL
4. HYDRUALIC SERVOS: 1087 HOURS TILL OVERHAUL
5. STARFLEX: 618 HOURS TILL RETIREMENT
6. UPPER AND LOWER MAIN ROTOR SLEEVES: 1230 TILL RETIREMENT
7. TAIL ROTOR BLADES: 2630 HOURS TILL RETIREMENT

























3. 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.

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.
No Pre-Bid Conference will be held.
3. **Questions and Concerns:** As You prepare Your Bid response, You may have questions or points of clarification around this Solicitation. Any questions or comments about this Invitation for Bid must be sent via e-mail to the 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 ([linked here](#)). 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 **Highest Secure Bidder**.
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.

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.

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 retrieve items;

Pricing: You agree to buy a **used Airbus Helicopter (2013 Airbus AS350 B2 for Sale Serial Number 7756)** currently owned by the City of Tulsa (Seller) according to the fixed price shown below. Please be aware that sales tax at the rate of 8.517% will be added to your Bid price if you do not provide a valid copy of a Tax-Exempt Certificate indicating an exempt status for helicopter purchases.

A Minimum Bid of \$900,000.00 Must be Submitted.

Item	Description	QTY	Bid	
1.	Sale of used Airbus Helicopter (2013 Airbus AS350 B2 for Sale Serial Number 7756)	1	\$	
TOTAL BID:			\$ _____	

Bidder's Company Name _____

By submitting this Bid, the undersigned agrees to purchase the helicopter as more fully described in this IFB from the City at a price set forth above and agrees to the Terms and Conditions of Sale set forth below.

Company Name: _____ Date: _____

Authorized Signature: _____

Name Printed: _____

Title: _____

TERMS AND CONDITIONS OF SALE

SALE-AS IS, WHERE IS: Equipment is sold **with absolutely no warranties or guarantees of any type** either expressed or implied by Seller, its employees, or its agent. Bidder hereby releases City, its employees, agents and contractors from and against all claims or liabilities whatsoever arising from any representation, warranty or guarantee of any type either expressed or implied. **The City cannot and does not guarantee the safety or performance of purchase.**

SALE IS FINAL

It is the Bidder's responsibility to determine the condition of equipment prior to offering a Bid on any item. The unit is stored in Tulsa, OK at 1211 W. 36th Street North. Interested Bidders may contact the Project Buyer, Donny Tiemann, at dtiemann@cityof tulsa.org. to schedule a time to view the equipment.

PAYMENT METHOD

Payment can only be made by WIRE TRANSFER, CASHIER'S CHECK, CERTIFIED CHECK, or PERSONAL/BUSINESS CHECK backed with an irrevocable bank (or other financial institution) Letter Of Guarantee (see requirements below): **PAYMENT IN FULL MUST BE PRESENTED TO THE CITY OF TULSA WITHIN 5 BUSINESS DAYS AFTER NOTIFICATION OF AWARD.**

A Letter Of Guarantee must contain the following information:

- 1) be issued on the bank's letterhead and dated for a minimum period of 14 days from date of sale,
- 2) be issued to the City of Tulsa.
- 3) include the name of the bearer by the bank's authorized official for such letters, and
- 4) guarantee the specific limit the check can be written for.

(Note: Bank drafts are not acceptable)

RELEASE OF EQUIPMENT

The City of Tulsa will release the items to the successful Bidder ("Purchaser") or Purchaser's agent after the Purchaser's offer is accepted by the City, payment has been made to the City, and sufficient funds have been verified. Payment verification will occur within 10 days after receipt of payment. At that point, the Purchaser assumes ALL risk and responsibility for the property purchased. Purchaser is responsible for removing the purchased items. No moving or transport services will be offered by the City. A Bill of Sale will be provided upon request.

RELEASE & HOLD HARMLESS AGREEMENT

Bidder agrees to waive, release, defend, indemnify and hold harmless the City of Tulsa, its employees, agents and contractors from and against any demands, claims, suits, causes of action, loss, damage or liabilities whatsoever whether or not due to or caused by the negligence of the City of Tulsa, its employees, agents, or contractors, arising out of any inspection and/or testing, or the presence on the City of Tulsa's premises of Bidder and its employees, agents or contractors.

EXAMINATION BY BIDDERS

Bidder must examine the specifications, photos, equipment, and contents of this IFB prior to submitting any Bid. Failure to examine such documents and equipment, or any errors made in the preparation of such Bid, is at Bidder's own risk.

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# IFB 24-903

BID DESCRIPTION: Sale of 2013 Airbus Helicopter

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.