

Request for

# Competitive Sealed Proposal

## TAC 829B-Print Services

NIGP Commodity Code(s):

966-18-00-000-0 COPYING SERVICES  
(REPRODUCTION)

**Submit proposals to:**

Deputy City Clerk  
City of Tulsa  
175 E. 2<sup>ND</sup> St.  
Suite 260  
Tulsa, OK 74103



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

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## Addendum #1 (Issued 2-16-17)

Please note the following changes which have been made for clarification to this Request for Proposal. This addendum must be listed as Addendum #1 on form titled **ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS**.

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### Changes/Clarifications/Questions:

#### CHANGES:

Changes have been made to Exhibit A - # 6:

Part 2 – White, 35 lb CF NCR card stock has been changed to

**Part 2 – White, 100 lb CF NCR card stock**

#### QUESTIONS:

1. Question: Exhibit A - # 10

Is the flat size x0 x 8.5?

Answer: Yes, the flat size is 20 x 8.5.

2. Question: Exhibit A - # s 7, 8, 9, 10 10

Should all be shrink-wrapped in quantities of 25?

Answer: Only 8 & 9 are required to be shrink-wrapped.

3. Question: Exhibit A - # s 4 & 5

Do both have diagonal seams & full regular gum?

Answer: Yes, both have diagonal seams & full regular gum.

4. Exhibit A - # 6 – Multiple Page Form

Question: Is there stub glue on 3.6875 side?

Answer: There is glue on 3 1/4 edge.

Question: Are there line holes in the stub?

Answer: There are no holes.

Question: Do both parts print the same copy?

Answer: Yes, both parts print the same copy.

Question: Are there marginal words on each ply?

Answer: No, there are no marginal words on each ply

Question: How many digits is numbering?

Answer: There are 10 digits.

Question: Is this item booked or loose?  
Answer: They are booked in 100 sets per book

Question: Can you provide a sample?  
Answer: There are no samples available. These are examples for price evaluation purposes only.

5. Exhibit A - #s 1, 2, & 4 - Letterhead

Question: Would these items be in a 'master print/overprint' version

Answer: There is no master print/overprint. These typically would be used To print letters using a laser printer or ink jet printer.

Question: Is there a bleed?  
Answer: No, there is no bleed.

6. Exhibit A - #s 1, 2, & 4 - Envelopes

Question: Would these items be in a 'master print/overprint' version

Answer: There is no master print/overprint

Question: Is this face corner copy only?  
Answer: Yes, it is face corner copy only.

Question: Is there a bleed?  
Answer: No, there is no bleed.

Question: Does the envelope have a diagonal seam with a regular gum?  
Answer: Yes, the envelope has a diagonal seam with a regular gum.

7. Exhibit A - Forms

Question: Please explain what is meant by "Original Print" and "Reprint".

Answer: This applies to offset press printing or rotary press printing where there is an initial setup cost for new forms. The Original Print may be marked up to cover the setup costs such as dies, plates, and such, where reprints are reusing those dies and plates.

8. Question: Is it possible to make revisions or additions to the Terms & Conditions?

Answers: While the Competitive Sealed Proposal allows the Bidder to negotiate Terms & Conditions, there is some limitation in our ability negotiate.

## STATEMENT OF PURPOSE:

Tulsa is the second largest city in the State of Oklahoma, with an estimated municipal population of 391,906 and 168,669 occupied households. The City of Tulsa consists of 20 plus departments, led by a mayor-council form of government. The City is one of Tulsa's largest employers with approximately 3,800 full-time positions.

Additional information about the City of Tulsa is at our website, [www.cityoftulsa.org](http://www.cityoftulsa.org).

The City of Tulsa currently utilizes an on-sight production copy/print center. The scope of this proposal is to outsource print production to an external copy/print center.

The on-sight production copy/print center that is currently being used by the City of Tulsa provides output of color and black copy, color and black network digital print, and an off-site facility to produce press print, and bindery services. The output produced includes a monthly volume that averages approximately 140,000 originals and 1,000,000 impressions for black and color copies, and 95,000 originals and 380,000 impressions for offset press. The foregoing represents production for the last fiscal year; however City of Tulsa does not guarantee these volumes. City of Tulsa has identified an added potential volume of 200,000 impressions per month that may be captured, but does not guarantee these volumes.

In addition, the print shop provides various bindery services including padding, tape binding, booklet making, drilling, cutting and collating, among others. City of Tulsa currently provides printing services to approximately 4,000 employees in 20 different departments, along with several other governmental and quasi-governmental agencies. We enthusiastically look forward to receiving your proposal.

## II. INSTRUCTIONS FOR SUBMITTING A PROPOSAL:

### A. General Requirements

1. The proposal **must** be received by **5:00 p.m. on Wednesday, February 22, 2017, Central Daylight Time**. Please seal proposals in an envelope or box clearly labeled "**CSP TAC-829B Print Services**."

Proposals arriving late will be returned unopened.

2. Proposals must be delivered to:

**Deputy City Clerk  
City of Tulsa  
175 E. 2<sup>nd</sup> St.  
Suite 260  
Tulsa, OK 74103**

3. All interested Respondents (Sellers) are required to register with the Senior Buyer, Sondia Bell, in order to receive updates, addenda or any additional information required. The City is not responsible for any failure to register.

4. Inquiries to the Buyer requesting clarification regarding this CSP request or the content herein must be made via e-mail to Vanessa Komara, [vkomara@cityoftulsa.org](mailto:vkomara@cityoftulsa.org), and must be received prior to the end of the business day on **February 10<sup>th</sup>, 2017**.

Any questions regarding this CSP request will be handled as promptly and as directly as possible. If a question requires only clarification of CSP request instructions or specifications, it will be handled via e-mail, or verbally. If there any question results in material changes or additions to the CSP request, those changes or additions will be forwarded to all registered Respondents as quickly as possible by addendum.

**Technical questions are to be addressed through e-mailed to the Buyer and the Buyer will respond via e-mail by issuing an addendum, if necessary.**

5. Respondents shall designate a contact person, with appropriate contact information, to address any questions concerning a proposal. Respondents shall also state the name and title of individuals who will make final decisions regarding contractual commitments and have legal authority to execute a contract on the Respondent's behalf.

#### **B. General Notifications**

1. With this Competitive Sealed Proposal request, the City reserves the right to do the following:
  - a. To conduct oral or written discussions with Respondents, after proposals are received, concerning technical and Price aspects of the proposals and/or to allow Respondents to revise their proposals, including Price;
  - b. To evaluate, after proposals are received, the relative abilities of Respondents to perform, including their technical or professional experience and/or expertise;
  - c. To conduct a comparative evaluation, after proposals are received, of the differing Price, service, quality, contractual factors, technical content and/or technical and performance capability of the proposals;
  - d. To negotiate mutually agreeable terms in a contract;
2. The City of Tulsa notifies all possible Respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.

3. All Respondents shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
4. All Respondents shall comply with the Americans with Disabilities Act (ADA) and all proposals and any subsequent contract shall include the following statement:

“Contractor shall take the necessary actions to ensure its operations in performance of this contract and its employment practices are in compliance with the requirements of the Americans with Disabilities Act.”

It is understood that the program of the Respondent is not a program or activity of the City of Tulsa. The Respondent agrees that its program or activity will comply with the requirements of the ADA. Any costs of such compliance will be the responsibility of the Respondent. Under no circumstances will the Respondent conduct any activity which it deems to not be in compliance with the ADA.

5. Although it is the City’s intent to choose only the most qualified Respondents to interview, the City reserves the right to choose any number of qualified finalists for interview and/or final selection.
6. This Competitive Sealed Proposal request does not commit the City of Tulsa to pay any costs incurred in the submission of a proposal or the costs incurred in making necessary studies and designs for preparation thereof, or contract for service or supplies.

### **III. SCOPE OF WORK**

To obtain printing services for various booklets, brochures, forms, registered printing, business cards, envelopes, and other printed items required by the various City departments.

The City anticipates a need for the printing of various booklets, brochures, forms, registered printing, business cards, envelopes and other printed materials (some of these listed in Exhibit A). Vendors should bid on all pieces from Exhibit A that they can produce. Bids shall be submitted to encompass all charges, including, but not limited to: set-up, color separations, paper and freight charges. Submit your bid based upon the same quality, paper weight and type, colors, and text shown on the attached examples. For purpose of this bid, assume that the City will provide digital files and text, by email, cd-rom or other electronic delivery.

## **REQUIREMENTS AND SERVICE DESCRIPTIONS**

Bidder must provide clear and detailed responses to each item below. Indicate acceptance, exception or rejection for each requirement with additional comments for clarification of responses which take exception to or reject the requirements. The project team will evaluate answers to determine suitability.

**ARTWORK:** The City will provide digital art delivered as a press-ready PDF file by email or ftp. In case where files are too large for electronic transfer, a CD-ROM or DVD-ROM will be provide to the vendor. Most of the City's layouts are produced using Abode CS products including InDesign, Photoshop in Microsoft Word or Publisher.

The vendor will provide a match print for four-color jobs and for black and white jobs. Electronic proofs will be accepted.

**REPLACEMENT:** Failure of the product to meet minimum standards shall result in the replacement of the product by the vendor at the vendor's expense, or a discount on the final price, if this option is deemed acceptably by the City of Tulsa. If the vendor does not replace the defective product in a timely manner, cancellation of the pricing agreement with the City of Tulsa may result.

**QUALITY:** The quality of printed materials will be rated according to usual, customary, and reasonable finished product, error free standard. Bidders are asked to submit two samples of their work showing the quality of printing, trimming, and color registration they can provide.

## **REQUIREMENTS**

Bidder will provide comprehensive print services, including, but not limited to:

- A. Layout, graphic design and review
- B. Bindery services, including, but not limited to:
  - Collating
  - Hole drilling
  - Booklet/Pamphlet making
  - Padding
  - Stapling
  - Tape binding
  - Comb binding
  - Die cutting
  - Perfect bind
- C. Printing black/white and color documents with the following specifications:
  - Spot color
  - Color matching
  - Double sided
  - Full bleed
  - Tight registration on 2-4 color work
  - Must be able to produce required jobs on all weights of paper from 20 pound bond to 110 pound index, including but not limited to, bond, gloss cover, coated and on any color available through standard retail or wholesale outlets.

2. Bidder will accept jobs from all types of media, including, but not limited to, CD, jump/thumb drives, hard copy, and electronic.
3. Bidder will provide a web-based job-submission tool that is accessible to all City of Tulsa employees who have access to the internet in order to submit print job requests electronically. The web submission tool must include the following functionality:
  - Electronic job submission, regardless of the native format (MS Publisher, Adobe, Photoshop, etc.)
  - Job preview for user prior to submission either on screen or in a print format.
  - Have the ability to produce a hardcopy proof for approval by the customer, prior to the final printing.
  - E-mail notification to submitter that job has completed.
  - Must provide a method to account for all printing jobs by department and user. Format should be in an electronic report, submitted monthly to coincide with the monthly invoice for service.
  - The ability to allow electronic job status monitoring.
  - All documents scanned and stored by bidder will be kept in accordance with local ordinances and State law

**Vendor must provide a link to the website, so that it can be reviewed by the evaluation committee**

4. Bidder will be able to produce finished documents from disparate native software applications with no change to the visual properties of the documents (color, margins or fonts). The finished documents must meet or exceed the resolution of the original.
5. Bidder will pick up originals and deliver finished jobs to City of Tulsa's staff and other governmental agencies as requested. See Exhibit b for a list of some, but not all, possible delivery locations.
7. The City of Tulsa reserves the right to reject any jobs not meeting accuracy/quality standards as determined by the requesting party and requires the Bidder to redo the job at no extra cost to the City.
8. Bidder may be called upon to produce print jobs that may require special processing or handling, including, but not limited to, the following: special colors (ink), i.e. metallic, iridescent, fluorescent, translucent; special or odd size paper, i.e. 4 x 6, 6 x 9; heavy coverage; high saturation and folding of heavily coated stock. The Bidder must provide this type of service on an as needed basis.
14. Bidder will provide contact information on the account representative assigned to the City of Tulsa and the customer service contact information for regular and emergency hours of operation.
15. The Bidder will direct bill each individual department. See Exhibit B for a list of departments and sections.



16. Describe the method for disputing charges.
17. Describe what differentiates your organization from your competition.
18. Describe your process and timeframe required for responding to and implementing resource adjustments resulting from requests from departments for increases or decreases in services.
19. Include hard copy examples of your printing capabilities comparable to the jobs describe in attachment A.
20. Describe your facility location(s) including address, accessibility and the services provided at each location.
21. Describe your capabilities and methods to direct bill individual City departments. Include a sample invoice.

**PAYMENT METHODS:** The ordering departments will utilize purchase order numbers or purchasing cards for ordering goods and services they require, as the need arises.

Delivery of goods or services to any City of Tulsa department or Trust without a purchase order document, purchase order number, or purchasing card referencing the name and number given at the time the order is placed shall constitute an unauthorized purchase.

**PAYMENT/INVOICE:**

1. Payments will be processed after completion of delivery of ordered items and after receipt of properly prepared invoices.
2. FOR ORDERS PLACED BY PURCHASE ORDER: The original invoice must be e-mailed  
To [apinvoices@cityoftulsa.org](mailto:apinvoices@cityoftulsa.org).
3. Invoices must contain the following information:
  - a. Bidder/Vendor's name and address
  - b. Ship to address (department name)
  - c. Purchase order number-**MUST BE INDICATED ON THE INVOICE**
  - d. Itemization of each item purchased to include:
    - (1) description/stock number
    - (2) unit price
    - (3) quantity
    - (4) unit of issue (each, box, dozen, pound, etc.)
    - (5) total price
  - e. Total amount of invoice
  - f. Date of delivery
4. Invoices should not reflect any outstanding backorders.

## **REFERENCES**

Bidder will provide up to five (5) references from organizations to which your company has provided print services in the past five (5) years.

1. The references should come from organizations that are comparable in size, complexity, and scope of work sought by this CSP.
2. The references should also demonstrate the Bidder's experience and qualifications for providing the services being proposed.
3. All references should include the name, title, telephone number and e-mail address for the owner of the organization to which the services were provided.

## **EVALUATION CRITERIA**

The following evaluation criteria and points schedule will be used by the City of Tulsa's evaluation committee for the selection of a Bidder to provide print services for the City of Tulsa. The evaluation committee will review the initial proposal responses and score them according to the criteria listed below. Depending on the total number of proposal responses to this CSP, the committee may "short list" the Bidders receiving the highest scores and conduct formal discussions/presentations to make a final evaluation. After final evaluation of proposal responses, the City may narrow the total number of responses down to approximately three (3) and may request "Best and Final" offers.

CRITERIA	POSSIBLE POINTS
<b>1. Responses to Requirements &amp; Service Descriptions</b>	<b>30</b>
<b>2. Service Descriptions</b>	<b>20</b>
<b>3. Pricing Evaluation - Exhibit A &amp; B</b>	<b>40</b>
<b>4. References</b>	<b>10</b>
<b><u>TOTAL POINTS POSSIBLE</u></b>	<b><u>100</u></b>

The City reserves the right to reject any and all proposals, or any part thereof; to accept any proposal or any part thereof; or to waive any informality when it is deemed to be in the City's best interest.

## **PRICING**

- Bidder will include the total cost of their proposals on Exhibit A.
- Bidder will complete the Unit Price and Total Annual Cost for every item they intend to provide to the City as part of their proposal.
- Items provided at no cost to the City should have a Unit Price and Total Annual Cost of \$0.00.
- The failure to include all necessary items will disqualify the proposal.

**Pricing must be submitted through the Line Item area of the Bid (Exhibit A)**

## **VI. RESPONDENT AND PROPOSAL REQUIREMENTS**

To be considered, interested Respondents should submit or address the following:

- A.** One (1) unbound original and one (1) bound copy of the proposal plus one (1) electronic copy on CD, DVD, or flash drive.
- B.** A description of the Respondent's qualifications and experience and that of key personnel assigned to this project (and that of each firm proposed as part of the Respondent's team). It is noted that equipment, material and staff shall be provided by the Respondent.
- C.** A description of previous projects that Respondent's firm has conducted for organizations of similar size and complexity. Provide contact names and telephone numbers of references from these organizations.
- D.** Provide a project schedule, identifying beginning and ending dates of work, as well as project target dates.
- E.** At the discretion of the City, one or more Respondents may be invited to be interviewed for purposes of clarification or discussion of the proposal.
- F.** Any expenses incurred by the Respondent(s) in appearing for an interview or in any way providing additional information as part of the response to this Competitive Sealed Proposal request are solely the responsibility of the Respondent. The City of Tulsa is not liable for any costs incurred by Respondents in the preparation of proposals or any work performed by the Respondent prior to the approval of an executed contract by the City of Tulsa. The City assumes no responsibility or liability for any costs you may incur in responding to this CSP request, including attending meetings or contract negotiations.

## **VII. EVALUATION OF PROPOSALS:**

A panel consisting of not less than **four (4)** City of Tulsa employees will evaluate proposals. Selection shall be determined to be in the best interest of the City as evaluated by the City of Tulsa. The approval of the selected Respondent will be subject to the final determination of the City and will be contingent on the successful completion of a contract between the City and the successful Respondent.

## **VIII. AWARD OF PROPOSALS:**

The City evaluates proposals based on the general criteria identified in Tulsa Revised Ordinance (TRO) Title 6, Chapter 4, and listed below:

1. The ability, capacity and skill of the Respondent to perform the contract or provide the service required,
2. Whether the Respondent can perform the contract or provide the service promptly or within the time specified, without delay or interference,
3. The character, integrity, reputation, judgment, experience and efficiency of the Respondent,
4. The quality of performance by Respondent of previous contracts or services,
5. The previous and existing compliance by the Respondent with laws and ordinances relating to the contract or service,
6. The sufficiency of the financial resources and ability of the Respondent to perform the contract or provide the service,
7. The quality, availability and adaptability of the Services offered by Respondent to the particular use required,
8. The ability of the Respondent to provide future maintenance, support and service related to Respondent's offer,
9. Where an earlier delivery date would be of great benefit to the Using Department, the date and terms of delivery may be considered in the Proposal award,
10. The degree to which the Proposal submitted is complete, clear, and addresses the requirements in the CSP request specifications,
11. If a point system has been utilized in the CSP request specifications, the number of points earned by the Respondent.
12. The total cost of ownership, including the costs of supplies, materials, maintenance, and support necessary to perform the item's intended function.
13. If an evaluation committee performs the evaluation, the recommendation of such committee.

## **MISCELLANEOUS**

- A.** Your response to this CSP request and any subsequent correspondence related to this proposal process will be considered part of the contract, if one is awarded to you.
- B.** All data included in this CSP request, as well as any attachments, are proprietary to the City of Tulsa.
- C.** The use of the City of Tulsa's name in any way as a potential customer is strictly prohibited except as authorized in writing by the City of Tulsa.
- D.** Your proposal must clearly indicate the name of the responding organization, including the Respondent's e-mail address and web site information, if applicable, as well as the name, address, telephone number and e-mail address of the organization's primary contact for this proposal. Your proposal must include the name, address, telephone number and e-mail address of the Respondent and/or team of Respondents assigned to the City account.
- E.** The City is bound to comply with Oklahoma's Open Records Act, and information submitted with your proposal, with few exceptions, is a matter of public record. For specifics, see the provisions of the City of Tulsa Open Records Policy, available via the following link:

[www.cityoftulsa.org/OurCity/documents/OpenRecordsActPolicy.pdf](http://www.cityoftulsa.org/OurCity/documents/OpenRecordsActPolicy.pdf)

The City shall not be under any obligation to return any materials submitted in response to this CSP request.

- F.** The City expects to enter into a written Agreement with the chosen Respondent that will incorporate this CSP request and your proposal. In addition to any terms and conditions included in this CSP request, the City may include in the Agreement other terms and conditions as deemed necessary.

## INTEREST AFFIDAVIT

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, of lawful age, being first duly sworn, state that I am the agent authorized by Seller to submit the attached Proposal. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly owns a five percent (5%) interest or more in the Respondent's business or such a percentage that constitutes a controlling interest. Affiant further states that the following officers, including any Trustee, and/or employee of the City of Tulsa own an interest in the Respondent's business which is less than a controlling interest, either direct or indirect.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_

Notary Commission Number: \_\_\_\_\_

County & State Where Notarized: \_\_\_\_\_

**The Affidavit must be signed by an authorized agent and  
notarized**

## NON-COLLUSION AFFIDAVIT

(Required by Oklahoma law, 74 O.S. §85.22-85.25)

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, of lawful age, being first duly sworn, state that:

**(Seller's Authorized Agent)**

1. I am the authorized agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Respondents 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 Proposal to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Proposal; and
3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
  - a. to any collusion among Respondents in restraint of freedom of competition by agreement to Propose 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 Respondents and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

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

\_\_\_\_\_  
Signature

Title: \_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Notary Commission Number: \_\_\_\_\_

County & State Where Notarized: \_\_\_\_\_

**The Affidavit must be signed by an authorized agent and  
notarized**

## AFFIDAVIT OF CLAIMANT

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

The undersigned person, of lawful age, being first duly sworn on oath, says that all invoices to be submitted pursuant to this agreement with the City of Tulsa will be true and correct. Affiant further states that the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests and/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.

Company: \_\_\_\_\_

Remit to  
Address: \_\_\_\_\_

City, State  
Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

My commission number: \_\_\_\_\_

County and State where notarized: \_\_\_\_\_

**The Affidavit must be signed by an authorized agent and  
notarized**



## **RESPONDENT INFORMATION SHEET**

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

(Must be Respondent's company name exactly as reflected on its organizational documents, filed with the state in which Respondent is organized; not simply a DBA.)

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

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

☐ Sole Proprietorship

☐ Limited Liability Company

☐ Partnership

☐ Limited Liability Partnership

☐ Corporation

☐ Limited Partnership

☐ Other: \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City State Zip

**Website Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Sales Contact:**

**Legal or Alternate Sales Contact:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Street: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

State: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**EXHIBIT A**

**1. 1 page - 4 Color Process - Printed 1 sided - No bleed - Letterhead City Seal Preprint**

- 1 page (printed front only, no bleeds)
- 8.5 x 11
- Regular 24lb #1 bond: 25% rag content.
- Single sided
- 4 color process (CMYK)

Price: \_\_\_\_\_

**2. 1 page - 1 color - Printed 2 Sided - No bleed -**

- 1 page (printed front and back)
- 8.5 x 11
- 20lb Bond
- Black Ink

Price: \_\_\_\_\_

**3. 1 page - 1 color - Printed 1 Sided - No bleed - Memorandum Preprint**

- 1 page (printed front only, no bleeds)
- 8.5 x 11
- 24lb bond text
- Single sided

Price: \_\_\_\_\_

**4. Envelopes – Color Preprint Return Address - City Seal Envelope Preprint**

- 1 envelope (printed front only)
- 4 1/8 x 9.5 (#10) (no bleeds)
- Regular 24lb #1 bond: 25% rag content.
- Single sided
- 4 color process (CMYK)

Price: \_\_\_\_\_

**5. Envelopes – B & W Return Address- Return Address Envelope**

- 4 1/8 x 9.5 (#10 envelope)
- Regular Sub. 24 White Wove.
- Single sided
- Black ink

Price: \_\_\_\_\_

**6. Multiple Page Form – Complex Print Job with Sequential Numbering**

- 3 1/4" x 7 1/4" plus 7/16" top stub
- Part 1 – White, 15 lb. CB NCR paper
- White, 100 lb CF NCR card stock
- Printed front side only, green ink
- Consecutively number in red at bottom left corner

Price: \_\_\_\_\_

**7. Booklet**

- 52 pages, self-cover (printed 2 sided)
- 4 color with bleeds
- 100lb text gloss
- Full Color (CMYK)
- 8.5 x 5 1/2 - includes booklet fold with saddleback binding
- Trim and fold to finish size, saddleback binding
- No dyes, foils or varnishes

Price: \_\_\_\_\_

**8. Booklet -**

- 42 pages, self-cover (printed 2 sided)
- 4 color with bleeds
- 60lb text gloss
- Full Color (CMYK)
- 11 x 8 1/2 - includes booklet fold with saddleback binding
- Trim and fold to finish size, saddleback binding
- Bundled/shrink wrap in bundles of 25
- No dyes, foils or varnishes

Price: \_\_\_\_\_

**9. Tri-Fold - Brochure**

- 8 ½" x 11" tri-fold (printed 2 sides)
- 4 color with bleeds
- 60lb text gloss
- Full Color (CMYK)
- 3-panel fold to finish size of 3.66 x 8 ½"
- Bundle/shrinkwrap in bundles of 25
- No dyes, foils or varnishes

Price: \_\_\_\_\_

**10. Accordion / Roll Fold Brochure**

- 5-panel fold to finish size of 4" x 8 ½" (printed 2 sides)
- 4 color with bleeds
- 60lb text gloss
- Full Color (CMYK)
- 5-panel parallel/map fold
- No dyes, foils or varnishes

Price: \_\_\_\_\_

Forms							
Categories		Price Break(s)/Each					
		100	250	500	1,000	2,000	2,500
LETTERHEAD - 25% Cotton (A0212)							
One Color - Hamada (Including Plates)	Original Print						
	Reprint						
Two Color - Hamada (Including Plates)	Original Print						
	Reprint						
Four Color - RYOBI (Including Plages	Original Print						
	Reprint						
BUSINESS CARDS - 100 # Gloss Cover (A1390)							
Black 1-Side	Original Print						
	Reprint						
Black2-Sided	Original Print						
	Reprint						
Color 1-Side	Original Print						
	Reprint						
Color2-Sided	Original Print						
	Reprint						
ENVELOPES- 25% Cotton (A0207)							
One Color - Hamada (Including Plates)	Original Print						
	Reprint						
Two Color - Hamada (Including Plates)	Original Print						
	Reprint						
Four Color - RYOBI (Including Plates	Original Print						
	Reprint						

GRAPHICS PRINTS-POSTERS, SIGNS & BANNERS					
Standard Media	Price Break(s)/Foot				
	10	50	100	150	200+
10 mil Glossy (36" x 100')					
9.5 mil Matte (36" x 100')					
10 mil Satin (36" x 100")					
Plain Paper - 24 lb coated (36" x 150')					
<b>Specialty Media</b>					
Canvas (36" x 45')					
Vinyl with Adhesive (36" x 100')					
Clear Adhesive Film (36" x 75')					
Window Backlit Film (36" x 65')					
Windo Perf (36" x 100')					
Removable Wall Canvas (36" x 100')					
<b><u>BANNER MATERIAL</u></b>					
Vmax banner (36" X 100)					
Vinyl Banner (36" X 100)					
Light Fabric (36" X 100)					
<b><u>LAMINATION</u></b>					
42" x 200' rolls					
<b><u>CUT OUTS</u></b>					
<b><u>MISC. SUPPLIES</u></b>					
Foamboard, self-adhesive (32" X 40")					
Cor-Plastic (24 X 18")					
Cor-Plastic (36' X 24"")					
Heavy duty stakes (for cor-plastic yard signs)					

## Exhibit B-Departments and Sections

Dept	Department Name	Center	Center Name	Billing Address
005	PARK AND RECREATION	005011	PARK-ADMINISTRATION	175 E 2nd St, Ste 213A Tulsa, Ok 74103
009	COMMUNICATIONS	009254	COMMUNICATIONS	175 E 2nd St., 5th floor Tulsa, OK 74103
010	OFFICE OF THE MAYOR	010011	MAYOR	175 E 2nd St., Ste 15-94B Tulsa, OK 74103
012	FINANCE	012011	FINANCE ADMINISTRATION	175 E 2nd St., Ste 15-94C Tulsa, OK 74103
012	FINANCE	012029	GRANTS ADMINISTRATION	175 E 2nd St. 4th floor Tulsa, Ok 74103
012	FINANCE	012032	TREASURY-AUDIT & COLLECT	175 E 2nd St., Ste 15-94C Tulsa, OK 74103
012	FINANCE	012087	UTILITIES ADMINISTRATION	175 E 2nd St., Ste 15-94C Tulsa, OK 74103
014	HUMAN RIGHTS	014011	ADMINISTRATION SERVICES	175 E 2nd St, Ste 06-118M Tulsa, Ok 74103
015	LEGAL	015051	ADVICE AND SUPPORT	175 E 2nd St, 6th floor Tulsa, OK 74103
017	HUMAN RESOURCES	017011	ADMINISTRATION	175 E 2nd St, 5th floor Tulsa, OK 74103
018	MUNICIPAL COURT	018011	ADMINISTRATION	600 Civic Center, Ste 302C Tulsa, OK 74103
020	WORKING IN NEIGHBORHOODS	020011	WIN - ADMINISTRATION	175 E 2nd St, 5th floor Tulsa, OK 74103
028	PERFORMING ARTS CENTER	028032	STAGE & TECH. SERVICES	110 E 2nd St. Tulsa, OK 74103
031	POLICE	031011	ADMIN - HEADQUARTERS (HQ)	600 Civic Center, Ste 300 Tulsa, OK 74103
031	POLICE	031050	911 CENTER	801 E Oklahoma Pl. Tulsa, OK 74106
032	FIRE	032011	EXECUTIVE - ADMINISTRATION	1760 Newblock Dr. Tulsa, OK 74127
034	INFORMATION TECHNOLOGY	034011	RESOURCE MANAGEMENT	175 E 2nd St., 6th floor Tulsa, OK 74103

## City of Tulsa General Contract Terms

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It is anticipated that the City of Tulsa will enter into a contract with the selected Respondent for an initial term ending one (1) year from the date of its execution by the City's Mayor, with four (4) one-year renewals available at the option of the City. Contracts entered into by the City of Tulsa generally include, but are not limited to, the following terms:

1. **Renewals.** Contractor understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) in which such Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.
2. **No Indemnification or Arbitration by City.** Contractor 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 Contractor harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Contractor shall not limit its liability to City for actual loss or direct damages for any claim based on a breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled. City will not agree to binding arbitration of any disputes.
3. **Intellectual Property Indemnification by Contractor.** Contractor agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of every nature brought against them due to the use of patented, trademarked or copyright-protected appliances, products, materials or processes provided by Contractor hereunder. Contractor shall pay all royalties and charges incident to such patents, trademarks or copyrights.
4. **General Liability.** Contractor shall hold City harmless from any loss, damage or claims arising from or related to the performance of the Agreement herein. Contractor must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement.
5. **Liens.** Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City. Contractor agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by Contractor or Contractor's subcontractors under the scope of this Agreement.
6. **No Confidentiality.** Contractor 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 contract terms or other information provided by Contractor pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements there under.
7. **Compliance with Laws.** Contractor shall be responsible for complying with all applicable federal, state and local laws. Contractor is responsible for any costs of such compliance. Contractor shall take the necessary actions to ensure its operations in performance of this contract and its employment practices are in compliance with the requirements of the Americans with Disabilities Act. Contractor certifies that it and all of 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. 1313 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

8. **Right to Audit.** The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Contractor shall retain all records related to this Agreement for the duration of the contract term and a period of three years following completion and/or termination of the contract. If an audit, litigation or other action involving such records begins before the end of the three year period, the records shall be maintained for three years from 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.
9. **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.
10. **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.
11. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in writing and must be signed by both parties. Notwithstanding anything to the contrary herein, the City does not agree to the terms of any future agreements, revisions or modifications that may be required under this Agreement unless such terms, revisions or modifications have been reduced to writing and signed by both parties. Contractor may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Contractor shall not be entitled to any claim for extras of any kind or nature.
12. **Equal Employment Opportunity.** Contractor shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination

**The undersigned agrees to the inclusion of the above provisions, among others, in any contract with the City of Tulsa.**

Company Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_