



November 16, 2017

Date

NOTICE TO BIDDERS

We are requesting bids for the following:

METAL FABRICATION SERVICES

Attached are the specifications.

Bidders shall state whether the services proposed strictly meet these specifications and if not, he shall list each variation there from.

Sealed bids shall be delivered to the office of the Tulsa County Public Facilities Authority Administrative Office, Southwest Corner of the River Spirit Expo, 4145 East 21st Street, Tulsa, Oklahoma (74114) until **11:00 a.m. on December 6, 2017**. Bids shall be submitted in an envelope clearly labeled "Metal Fabrication Services".

Bids will be opened and read aloud by the TCPFA in the River Spirit Expo Administrative Office, 4145 East 21st Street, Tulsa, Oklahoma, 74114 at 1:00 p.m. on December 6, 2017.

"Affidavit for Filing with Competitive Bid" form must be signed, notarized, and returned with bid or bid will not be accepted.

The Tulsa County Public Facilities Authority reserves the right to reject any and all bids and waive informalities or minor irregularities in any bid.

Respectfully yours,

A handwritten signature in black ink that reads "Jessica Booth". The signature is fluid and cursive.

Jessica Booth
Purchasing Coordinator

Specifications for Metal Fabrication

Intent: The purpose of this bid is to secure a bid for metal fabrication for the Tulsa County Public Facilities Authority (TCPFA). This bid shall be in effect from January 1, 2018 to December 31, 2018 with an option to renew for (1) year.

General Requirements: The TCPFA has the need to secure a metal fabrication vendor for projects as needed and for ongoing maintenance. Metal fabrication services including build to print and modify to print will be requested as needed and may be conducted on the TCPFA grounds in various settings. Examples of past fabrication services would include industrial fan mounting fixtures, scrim mounting frames, consumer event structures and the development of equipment accessories. Vendors shall keep the following in consideration while bidding this service:

- Vendor must include an hourly labor rate for one (1) person and one (1) helper.
- Vendor must define regular business hours and overtimes hours.
- Vendors must include a cost plus percentage on materials. Vendors will be required to itemize materials used for the job. Materials will vary depending on the project that will be defined by TCPFA.
- Vendors performing fabrication services on the TCPFA grounds must provide ladders, lifts and necessary tools required to perform the fabrication request.
- Vendors will be required to provide “not to exceed” amounts on projects as requested by TCPFA.
- Vendor must warranty the work for manufacturing defects for a one (1) year period.
- Vendors are required to include a list of any fees that may be charged to TCPFA. Fees not submitted with the bid will not be allowed to be invoiced.

Insurance Requirements: Vendor shall carry and keep in force at all times General Liability in the amount of \$1,000,000, worker’s compensation insurance and automobile insurance if driving company vehicles on TCPFA grounds. Certificates of insurance will be required before any work begins. TCPFA will also need to be listed as additionally insured on those certificates.

Questions: All questions regarding this bid must be directed to Jessica Booth in writing December 1, 2017 by 5:00 p.m. Email questions to Jessica@exposquare.com.

Price Sheet for Metal Fabrication Services

***Bid responses must include price sheet and affidavit for filing with competitive bid**

<u>Description</u>	<u>Hourly Rate</u>
One (1) Person Rate	_____
Helper Rate	_____
One (1) Person Overtime Rate	_____
Helper Overtime Rate	_____
Regular Business Hours	_____
Overtime Hours	_____
Cost Plus % on material	_____ %

Vendor: _____

Representative: _____

Address: _____

Telephone #: _____

Email Address: _____

TULSA COUNTY PUBLIC FACILITIES AUTHORITY
AFFIDAVIT FOR FILING WITH COMPETITIVE BID

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any Tulsa County Public Facilities Authority official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any Tulsa County Public Facilities Authority official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Subscribed and sworn to before me this _____ day of _____, 20 ____.

NOTARY PUBLIC

My Commission expires _____, _____

NOTE:

Each competitive bid submitted to a county, school district or municipality must be accompanied by this properly completed Affidavit as required by 74 O.S 1981 § 85.24. Bidder shall be disqualified if Affidavit:

1. Is not properly completed.
2. Does not accompany bid.