



March 16, 2017  
Date

## NOTICE TO BIDDERS

We are requesting bids for the following:

### HAULING OF MULCH

Attached are the specifications.

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

Sealed bids shall be delivered to the office of the Tulsa County Public Facilities Authority, Southwest Corner of the River Spirit Expo, 4145 East 21<sup>st</sup> Street, Tulsa, Oklahoma 74114 until 11:00 a.m. on April 10, 2017. Bids shall be submitted in an envelope clearly labeled "Hauling of Mulch".

Bids will be opened by the TCPFA in the Expo Square Administrative Office, 4145 East 21<sup>st</sup> Street, Tulsa, Oklahoma, 74114 at 1:00 p.m. on April 10, 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 the Hauling of Mulch**

**Intent:** The purpose of this bid is to secure a vendor to haul mulch for the Tulsa County Public Facilities Authority (TCPFA). This bid shall be in effect from April 20, 2017 to April 20, 2018 with an option to renew for (1) year.

**General Requirements:** The TCPFA has the need to secure a vendor to haul mulch for live race season and the Tulsa State Fair.

Vendors shall keep the following in consideration while bidding this service:

- Vendors shall provide a per load rate for the two events described within this bid as well any other work requested throughout the year.
- Vendors' per load rate must include truck, trailer and operator/driver.
- Vendor must haul mulch in a 48' moving floor trailer.
- One (1) load must include 100 cubic yards of mulch.
- Vendors must retrieve mulch from a location approximately ten (10) miles one way (twenty miles round trip) from the fairgrounds.
- Vendors must deliver the first load within thirty six (36) hours of notification and deliver subsequent loads as required until all loads are received.
- Vendors will be required to provide "not to exceed" amounts on projects other than Live Race and the Tulsa State Fair as requested by TCPFA.
- Vendors must 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:** Once awarded vendors must provide current Certificates of Insurance for both General Liability and Workers Compensation insurance coverage with limits of not less than \$1,000,000/\$3,000,000/\$1,000,000, excess umbrella liability of \$1,000,000 and showing TCPFA as additional insured.

**Event Expectations:** Below are details for two events that will require the hauling of mulch-

Live Race – An estimated 3-5 loads will be required for live race to be delivered on or about May 29<sup>th</sup>, 2017.

Tulsa State Fair – An estimated 20-25 loads will be required for the Tulsa State Fair to be delivered on or about September 11, 2017.

Services requested outside of the events mentioned above will be scheduled with the successful vendor as needed.

**Questions:** All questions regarding this bid must be directed to Jessica Booth in writing by April 4, 2017 by 12:00 p.m. Email questions to [Jessica@exposquare.com](mailto:Jessica@exposquare.com).

**Price Sheet for Hauling of Mulch**

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

**\$ \_\_\_\_\_ per load = 100 cubic yards in a 48' moving floor trailer**

**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.