



March 16, 2017
Date

NOTICE TO BIDDERS

We are requesting bids for the following:

STREET SWEEPING SERVICES

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 21st Street, Tulsa, Oklahoma 74114 until 11:00 a.m. on April 10, 2017. Bids shall be submitted in an envelope clearly labeled "Street Sweeping Services".

Bids will be opened by the TCPFA in the Expo Square Administrative Office, 4145 East 21st 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 Street Sweeping Services

Intent: The purpose of this bid is to secure a vendor for street sweeping services 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 assist with cleaning parking lots and buildings throughout the year. The Tulsa State Fair and the Chili Bowl are the main events assistance will be required; though service throughout year may be requested.

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

- Vendors shall provide an hourly rate for any work performed throughout the year.
- Vendor's hourly labor rate must include one (1) sweeping vehicle and one (1) operator.
- Vendor must define regular business hours and overtimes hours.
- Vendors must include 3 references for companies that have received similar services.
- Vendors will be required to provide "not to exceed" amounts on projects other than the Tulsa State Fair and Chili Bowl 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 street sweeping services-

Tulsa State Fair – An estimated 70-80 hours over a 12-13 day span will be required. Services will be scheduled by TCPFA to avoid as much public traffic as possible. Anticipated services dates are September 28, 2017 thru October 8, 2017.

Chili Bowl – An estimated 10 hours in one day will be required. Services will be scheduled by TCPFA to avoid as much public traffic as possible. Anticipated service date is January 16, 2018.

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.

Price Sheet for Street Sweeper Services

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

<u>Description</u>	<u>Hourly Rate</u>
One (1) Operator & Vehicle Rate	_____
One (1) Operator & Vehicle Overtime Rate	_____
Regular Business Hours	_____
Overtime Hours	_____

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.