



June 21, 2017

Date

NOTICE TO BIDDERS

We are requesting bids for the following:

EXPO SQUARE TICKET STOCK

Attached are the specifications.

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

Sealed bids shall be delivered to the Administrative 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 July 11, 2017**. Bids shall be submitted in an envelope clearly labeled "Ticket Stock Bid".

Bids will be opened by the TCPFA in the River Spirit Expo Administrative Office, 4145 East 21st Street, Tulsa, Oklahoma, 74114 at 1:00 p.m. on July 11, 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

BID SPECIFICATIONS TICKET STOCK

The Tulsa County Public Facilities Authority (TCPFA) is requesting sealed bids for ticket stock for the Expo Square Ticket Office to be utilized throughout the year. This bid will be in effect for a one (1) year period beginning on the award date with an option to renew for additional one (1) year periods.

REQUIREMENTS

All bidders will be required to provide products and quantities specified by TCPFA staff by the dates requested.

Bidders are required to complete the enclosed document and submit with their bid.

Bidders must submit a list of any additional charges with their bids and an explanation for each charge. No additional charges will be permitted.

All bidders must provide current Certificates of Insurance for both General Liability and Workers Compensation insurance coverage with limits of not less than \$1,000,000/\$1,000,000/\$1,000,000, excess umbrella liability of \$1,000,000 and showing TCPFA as additional insured.

Any questions requiring answers prior to submitting bid are to be made in writing to Jessica Booth, Purchasing Coordinator, by email at the following address:

Email: jessica@exposquare.com

Questions are due by 12:00 p.m. on July 6, 2017.

Bidders are encouraged to register their participation in this bid by emailing Jessica Booth at jessica@exposquare.com. Registered bidders will be notified of any changes made or addendums issued.

Bid will be awarded by item for the lowest bid that meets specifications. Bidders may bid on as few or as many items as they choose.

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|------------------------------|---------------------|
| Organization Bidding: | |
| Organization Contact: | |
| Address: | |
| City: | |
| State: | |
| Zip: | |
| Phone: | |
| Email: | |
| | |
| Item Number | Vendor Price |
| Item 1: | |
| Item 2: | |
| Item 3: | |
| Item 4: | |
| Item 5: | |
| Item 6: | |
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Item 1

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|-------------------------|---|
| Bid Item: | Blue Year Round Ticket Stock |
| Size: | 3.25 X 5.5 with one internal perf and one lineal perf |
| Quantity: | 300,000 |
| Stock: | 7.5PT 300 DPI thermal tag |
| General Details: | <p>Front of ticket will be one color with custom logo and black text. Back of ticket will have black text plus ½" black timing marks</p> <p>Tickets must be fan folded in bundles of 1000</p> <p>Number to be consecutive by ticket beginning with 000001 in red ink in lower left and right of the back of ticket</p> <p>Price must include any plate/setup charges, if any Price must include shipping cost</p> |
| Samples: | Stock samples are to be included with bid. |
| Delivery: | <p>Ticket Stock must be delivered no later than 3 weeks of receipt of order.</p> <p>All bid prices must include freight prepaid with notification and tracking details to:</p> <p>TCPFA Attn: Tresa Tryon 4000 East 15th Street Tulsa, OK 74112</p> |

Item 2

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|-------------------------|---|
| Bid Item: | Red Union Ticket Stock |
| Size: | 3.25 X 5.5 with one internal perf and one lineal perf |
| Quantity: | 55,000 |
| Stock: | 7.5PT 300 DPI thermal tag |
| General Details: | <p>Front of ticket will be one color with custom logo and black text. Back of ticket will have black text plus ½" black timing marks</p> <p>Tickets must be fan folded in bundles of 1000</p> <p>Number to be consecutive by ticket beginning with 000001 in red ink in lower left and right of the back of ticket</p> <p>Price must include any plate/setup charges, if any Price must include shipping cost</p> |
| Samples: | Stock samples are to be included with bid. |
| Delivery: | <p>Ticket Stock must be delivered no later than 3 weeks of receipt of order.</p> <p>All bid prices must include freight prepaid with notification and tracking details to:</p> <p>TCPFA Attn: Tresa Tryon 4000 East 15th Street Tulsa, OK 74112</p> |

Item 3

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|-------------------------|---|
| Bid Item: | White Dance Ticket Stock |
| Size: | 3.25 X 5.5 with one internal perf and one lineal perf |
| Quantity: | 3,000 |
| Stock: | 7.5PT 300 DPI thermal tag |
| General Details: | <p>Front of ticket will be one color with custom logo and black text. Back of ticket will have black text plus ½" black timing marks</p> <p>Tickets must be fan folded in bundles of 1000</p> <p>Number to be consecutive by ticket beginning with 000001 in red ink in lower left and right of the back of ticket</p> <p>Price must include any plate/setup charges, if any Price must include shipping cost</p> |
| Samples: | Stock samples are to be included with bid. |
| Delivery: | <p>Ticket Stock must be delivered no later than 3 weeks of receipt of order.</p> <p>All bid prices must include freight prepaid with notification and tracking details to:</p> <p>TCPFA Attn: Tresa Tryon 4000 East 15th Street Tulsa, OK 74112</p> |

Item 4

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|-------------------------|---|
| Bid Item: | Green TSF Ticket Stock |
| Size: | 3.25 X 5.5 with one internal perf and one lineal perf |
| Quantity: | 450,000 |
| Stock: | 7.5PT 300 DPI thermal tag |
| General Details: | <p>Front of ticket will be one color with custom logo and black text. Back of ticket will have black text plus ½" black timing marks</p> <p>Tickets must be fan folded in bundles of 1000</p> <p>Number to be consecutive by ticket beginning with 000001 in red ink in lower left and right of the back of ticket</p> <p>Price must include any plate/setup charges, if any Price must include shipping cost</p> |
| Samples: | Stock samples are to be included with bid. |
| Delivery: | <p>Ticket Stock must be delivered no later than 3 weeks of receipt of order.</p> <p>All bid prices must include freight prepaid with notification and tracking details to:</p> <p>TCPFA Attn: Tresa Tryon 4000 East 15th Street Tulsa, OK 74112</p> |

Item 5

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|-------------------------|---|
| Bid Item: | Green Soccer Ticket Stock |
| Size: | 3.25 X 5.5 with one internal perf and one lineal perf |
| Quantity: | 6,000 |
| Stock: | 7.5PT 300 DPI thermal tag |
| General Details: | <p>Front of ticket will be one color with custom logo and black text. Back of ticket will have black text plus ½" black timing marks</p> <p>Tickets must be fan folded in bundles of 1000</p> <p>Number to be consecutive by ticket beginning with 000001 in red ink in lower left and right of the back of ticket</p> <p>Price must include any plate/setup charges, if any Price must include shipping cost</p> |
| Samples: | Stock samples are to be included with bid. |
| Delivery: | <p>Ticket Stock must be delivered no later than 3 weeks of receipt of order.</p> <p>All bid prices must include freight prepaid with notification and tracking details to:</p> <p>TCPFA Attn: Tresa Tryon 4000 East 15th Street Tulsa, OK 74112</p> |

Item 6

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|-------------------------|---|
| Bid Item: | Generic Stock |
| Size: | 2" X 5.5 with one internal perf and one lineal perf |
| Quantity: | 60,000 |
| Stock: | 7.5PT 300 DPI thermal tag |
| General Details: | <p>Various in stock colors available for immediate shipping. No graphics, no text.</p> <p>Back of ticket will have ½" black timing marks</p> <p>Tickets must be fan folded in bundles of 1000</p> <p>Number to be consecutive by ticket beginning with 000001 in red ink in lower left and right of the back of ticket</p> <p>Price must include any plate/setup charges, if any Price must include shipping cost</p> |
| Samples: | Stock samples are to be included with bid. |
| Delivery: | <p>Ticket Stock must be delivered no later than 3 weeks of receipt of order.</p> <p>All bid prices must include freight prepaid with notification and tracking details to:</p> <p>TCPFA Attn: Tresa Tryon 4000 East 15th Street Tulsa, OK 74112</p> |

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.