



March 16, 2017
Date

NOTICE TO BIDDERS

We are requesting bids for the following:

USED ½ TON TRUCK(S)

Attached are the specifications.

Bidders shall state whether the item(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 "Used Vehicle(s) Bid".

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, with the first letters of 'J' and 'B' being prominent.

Jessica Booth
Purchasing Coordinator

**REQUEST FOR BIDS
FOR
USED ½ TON TRUCK(S)**

GENERAL: The Tulsa County Public Facilities Authority (TCPFA) is requesting bids for the purchase of up to two (2) used ½ ton capacity trucks.

GENERAL SPECIFICATIONS

The vehicle(s) should have the following specifications to be considered for this purchase:

- ½ Ton Capacity Truck with Crew Cab
- 4 Doors
- 2 Wheel Drive
- Standard Bed
- Less than 75,000 miles

Maintenance Records: A copy of Maintenance Records for each vehicle submitted must be turned in with bid response.

Warranty: The vendor shall furnish with the bid warranty information if any available or note the vehicle(s) has no warranty.

Options: TCPFA is requesting to purchase up to two (2) used ½ ton capacity trucks. Vendors may submit more than two options for used vehicles that meet the requested specifications. Vendors shall include pictures and all available details pertaining to the vehicles. TCPFA reserves the right to award this bid to more than one vendor. Vendors shall price each option to stand alone and not be combined with any other purchase.

Inspection: TCPFA reserves the right to inspect the vehicles(s) before awarding.

Delivery: The vehicles(s) shall be delivered completely serviced and operational to the Tulsa County Public Facilities Authority, 4145 East 21st Street, Tulsa, OK 74114.

Pricing: Pricing must include total cost including delivery.

Questions: Any questions or clarifications requiring answers prior to submitting a bid or approval for additional equipment shall be submitted to Jessica Booth in writing by 12:00 p.m. on April 4, 2017.

Jessica Booth, Purchasing Coordinator
jbooth@exposquare.com

Bid Submission Timeline: Bids must be sealed and submitted by 11:00 a.m. on or before April 10, 2017. Bids must include total price, warranty information for each vehicle, maintenance records and Affidavit for Filing with Competitive Bid. Bids will be opened at 1:00 p.m. on April 10, 2017.

USED ½ TON TRUCK(S) SUBMISSION FORM

- 1. Bid price must include total cost including delivery.**
- 2. Bid price must be submitted for each vehicle submitted. Vendors shall include as much information as possible for each vehicle submitted.**
- 3. Bid must include a copy of the maintenance records for each vehicle.**
- 4. Bids must include a signed and notarized Affidavit for Filing with Competitive Bid. Bids failing to submit this affidavit correctly will be rejected.**
- 5. Bids shall include warranty information for each vehicle.**

BID FOR UNIT #1: _____

BID FOR UNIT #2: _____

DELIVERY DATE FOR UNIT #1: _____

DELIVERY DATE FOR UNIT #2: _____

VENDOR: _____

REPRESENTATIVE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FEDERAL TAX I.D. NO. _____

E-MAIL 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.