



August 23, 2017
Date

NOTICE TO BIDDERS

We are requesting bids for the following:

TILE & GRANITE

Attached are the specifications.

Bidders shall state whether the items and services 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 Administrative Office, Southwest Corner of the River Spirit Expo, 4145 East 21st Street, Tulsa, Oklahoma (74114) until **11:00 a.m. on September 7, 2017**. Bids shall be submitted in an envelope clearly labeled "Tile & Granite".

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 September 7, 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 written in a cursive, flowing style.

Jessica Booth
Purchasing Coordinator

Specifications For Tile & Granite

Intent: The intent of this bid is to secure a vendor to provide and install tile & granite for Tulsa County Public Facilities Authority (TCPFA). The term of this bid shall be in effect for a one (1) year period beginning on the award date and have the option to be renewed for additional one (1) year periods.

General Requirements: Bidders shall keep the following in consideration while bidding these items:

- Bidders shall provide a percent discount from the current published retail price list for tile, granite and any supplies related to the installation of these items.
- Bidders shall provide an hourly rate per person for the installation of tile or granite.
- All quotes and invoices shall reflect list price of the items, less discount, plus installation and delivery to TCPFA.
- TCPFA will initiate purchase orders on an as needed basis during the term of the bid.
- No payments or deposits will be made in advance of delivery.
- If different discounts are proposed for different items, bidder shall clearly identify what is applicable.
- Bidder shall not bid the discount any other way than what has been requested; failure to comply will result in the rejection of bid.
- Successful bidder shall provide site visits as requested to provide quotes.
- Successful bidder shall provide all tools and materials to complete installation of items. This includes caution tape, signs or any other items needed to block off areas as needed.

Questions: All questions regarding this bid must be directed to Jessica Booth in writing by September 5, 2017 by 12:00 p.m. Email questions to Jessica@exposquare.com.

Insurance: The successful bidder shall provide both Workman's Compensation Insurance and General Liability Insurance coverage, with limits of not less than \$1,000,000/\$1,000,000/\$1,000,000 with excess umbrella of liability \$1,000,000 and listing TCPFA as additional insured. Certificates of insurance will be required before work can be performed.

**Bid Submittal Form
For
Tile & Granite**

*Bid responses must include the affidavit for filing with competitive bid and bid submittal form.

_____ % discount from current published retail price list for tile, granite and related items required for installation

\$ _____ hourly rate for one (1) person for the installation of tile and granite

Vendor: _____

Representative: _____

Address: _____

Email Address: _____

Phone #: _____

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.