



November 16, 2017
Date

NOTICE TO BIDDERS

We are requesting bids for the following:

WINDOW TREATMENTS

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, Southwest Corner of the River Spirit Expo, 4145 East 21st Street, Tulsa, Oklahoma 74114 until 11:00 a.m. on December 6, 2017. Bids shall be submitted in an envelope clearly labeled "Window Treatments".

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 December 6, 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 Hunter Douglas Designer Solar Screen Shades

The intent of this bid is for the Tulsa County Public Facilities Authority (TCPFA) to secure a vendor to provide and install Hunter Douglas Designer Solar Screen Shades in multiple offices. TCPFA is requesting pricing for motorized shades as well as a non-motorized equivalent. This bid will be in effect for one year beginning on the award date with the option to renew for additional one year periods.

Specifications: Hunter Douglas Designer Solar Screen Shades, Catalina/Oyster Shell color, fabric covered, cassette headrail with PowerView and one remote control per office. Measurement estimates for nine offices are provided on attached document for bidding purposes.

Requirements:

- Vendors shall provide a price for shades listed above as well as a non-motorized equivalent.
- Successful vendor will be required to determine exact measurements before ordering shades. Measurements provided are only estimates for bidding purposes.
- Additional offices may be requested within the term of the bid. Successful vendor will be required to determine measurements and provide estimates for any additional offices as requested.
- Bidders must include warranty information about these products with the bid response. Manufacturer warranty information as well as vendor warranty information.
- Bids must include delivery and installation of all necessary items to complete project to 4145 East 21st Street, Tulsa, OK 74114.
- Bids must include total cost. No additional cost will be allowed.
- Bidders must include the Affidavit for Filing with Competitive Bid with the bid or bid will be rejected.

Questions: Any questions requiring answers prior to submitting a bid are to be sent to Jessica Booth, Purchasing Coordinator, at Jessica@exposquare.com by 12:00 p.m. December 1, 2017.

Registration: Vendors are encouraged to register their participation in this bid to stay informed of any changes or addendums that may be issued. Please register by emailing contact information to jessica@exposquare.com.

Insurance: The successful vendor 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.

Approximate Measurements

*Successful vendor will be required to determine exact measurements before ordering.

Office #1

Window #1	51-1/2" x 35-7/8"
Window #2	51-1/2" x 36-1/8"
Window #3	51-1/2" x 36-1/4"
Window #4	51-1/2" x 36-1/8"
Window #5	51-1/2" x 33-3/7"

Office #2

Window #1	51-1/2" x 36-1/8"
Window #2	51-1/2" x 36-1/8"
Window #3	51-1/2" x 36-3/8"
Window #4	51-1/2" x 32-3/8"

Office #3

Window #1	49" x 36-3/4"
Window #2	49" x 37-3/4"
Window #3	49" x 37-3/4"
Window #4	49" x 30-1/2"

Office #4

Window #1	53" x 81-3/8"
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Office #5

Window #1	47" x 37-1/2"
Window #2	47" x 37-3/4"
Window #3	47" x 34-1/8"

Office #6

Window #1	46-1/2" x 33-7/8"
Window #2	46-1/2" x 38-1/8"
Window #3	46-1/2" x 37-1/2"

Office #7

Window #1	50-1/2" x 39"
Window #2	50-1/2" x 38-1/8"
Window #3	50-1/2" x 37-3/4"
Window #4	50-1/2" x 37-1/2"
Window #5	50-1/2" x 45-1/2"
Window #6	45-1/2" x 34-3/4"
Window #7	52" x 42-3/4"
Window #8	56" x 37-7/8"
Window #9	59" x 34-1/2"

Office #8

Window #1	45-1/2" x 40-3/4"
Window #2	45-1/2" x 42-1/2"
Window #3	45-1/2" x 34-7/8"

Office #9

Window #1	60-1/4" x 34-7/8"
Window #2	54" x 36-3/8"
Window #3	54" x 36-1/4"
Window #4	54" x 36-1/4"

Window Treatment Pricing Sheet

*Vendors must include pricing sheet and Affidavit for Filing with Competitive Bid with bid response or bid will be rejected.

<u>Office</u>	<u>Non-Motorized Shades</u>	<u>Motorized Shades</u>
Office #1	_____	_____
Office #2	_____	_____
Office #3	_____	_____
Office #4	_____	_____
Office #5	_____	_____
Office #6	_____	_____
Office #7	_____	_____
Office #8	_____	_____
Office #9	_____	_____

Vendor: _____

Representative: _____

Email Address: _____

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.