



November 16, 2017  
Date

## NOTICE TO BIDDERS

We are requesting bids for the following:

### **ELECTRICAL SERVICES**

Attached are the specifications.

Bidders shall state whether the services proposed strictly meet these specifications and if not, he 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 21<sup>st</sup> Street, Tulsa, Oklahoma (74114) until **11:00 a.m. on December 6, 2017**. Bids shall be submitted in an envelope clearly labeled "Electrical Services".

Bids will be opened and read aloud by the TCPFA in the River Spirit Expo Administrative Office, 4145 East 21<sup>st</sup> 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 fluid and cursive.

Jessica Booth  
Purchasing Coordinator

## **Specifications For Electrical Services**

**Intent:** The purpose of this bid is to secure a bid for electrical services for the Tulsa County Public Facilities Authority (TCPFA). This bid shall be in effect from January 1, 2018 to December 31, 2018 with an option to renew for (1) year.

**General Requirements:** The TCPFA has the need to secure an electrical contractor for projects as needed and for ongoing maintenance. Electrical services will be needed in various locations on the fairgrounds in various types of situations, which may include but are not limited to, street light repair and service, electrical control work, high voltage work, electrical work on HVAC equipment, overhead and underground electrical work. Vendors shall keep the following in consideration while bidding this service:

- Vendor shall provide an hourly labor rate for a journeyman, apprentice and a helper. Vendors must also include overtime hourly rates for a journeyman, apprentice and a helper.
- Vendor must define regular business hours and overtimes hours.
- Vendors must include a cost plus percentage on materials.
- Vendors are required to 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.
- Vendor must supply ladders and normal electrical tools as needed. Lifts will be provided by TCPFA.
- Vendors may be requested to provide estimates with a “not to exceed” amount on projects outlined by TCPFA.
- Vendor must warranty the work performed for at least one (1) year.
- Vendor will be required to work around events. This means, depending on the project, that a vendor may be required to work Monday thru Thursday and then come back the following week to complete the project. All projects will be based around regular business hours unless previously approved by TCPFA staff.
- Vendor shall be licensed Electrical Contractor capable of providing services in Tulsa County, State of Oklahoma.

**Insurance Requirements:** Vendor shall carry and keep in force at all times General Liability in the amount of \$1,000,000, worker’s compensation insurance and automobile insurance if driving company vehicles on TCPFA grounds. Certificates of insurance will be required before any work begins. TCPFA will also need to be listed as additionally insured on those certificates.

**Questions:** All questions regarding this bid must be directed to Jessica Booth in writing by December 1, 2017 by 5:00 p.m. Email questions to [Jessica@exposquare.com](mailto:Jessica@exposquare.com).

**Price Sheet for Electrical Services**

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

<u>Description</u>	<u>Hourly Rate</u>
Journeyman	_____
Apprentice	_____
Helper	_____
Journeyman Overtime Rate	_____
Apprentice Overtime Rate	_____
Helper Overtime Rate	_____
Regular Business Hours	_____
Overtime Hours	_____
Cost Plus % on material	_____ %

**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.