

February 23, 2023

Date

NOTICE TO BIDDERS

We are requesting bids for the following:

TULSA STATE FAIR RIBBONS, ROSETTES & BANNERS

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.

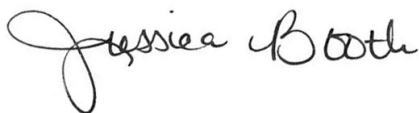
Sealed bids shall be delivered to the office of the Tulsa County Public Facilities Authority, Southwest Corner of the SageNet Center, 4145 East 21st Street, Tulsa, Oklahoma 74114 until **11:00 a.m. on March 21, 2023**. Bids shall be submitted in an envelope clearly labeled "TSF Ribbons, Rosettes & Banners 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 March 21, 2023.

"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,



Jessica Booth
Purchasing Agent

2023 TULSA STATE FAIR RIBBONS, ROSETTES & BANNERS

The Tulsa County Public Facilities Authority (TCPFA) is requesting sealed bids for the production and delivery of Ribbons, Rosettes & Banners for the 2023 Tulsa State Fair.

GENERAL SPECIFICATIONS

1. All printing and lettering to be "Hot" Foil Stamped in Gilt.
2. All cut or raw edges to be pinked and sewn or fused.
3. All assembly to be double machine sewn wherever accessory pieces are attached.
4. All corners where flat braid is used will be mitered.
5. Cost per wording change.
6. All ribbons, rosettes and banners will be boxed in 40lb. Kraft boxes by event. It is imperative no boxes of ribbons or rosettes be mixed with different events since they are separated by the day they are judged during the fair and they also go to different locations. Example: Do not mix Creative Arts with Livestock. It is imperative that each type be boxed separately.

RIBBON SPECIFICATIONS

1. SIZE: 2 ½" x 12", 2" x 8", & 1 5/8" x 6"
2. DESCRIPTION: Satin-faced, wheel edged, V-top, pinked bottom, award card attached to back of ribbon, strung with gold string.
3. COLORS: Unless specifically stated otherwise the colors should be the following: colors may vary.

First – Blue

Second – Red

Third – White

Fourth – Pink

Fifth – Yellow

Sixth – Dark Green

Seventh – Light Green

Eighth – Brown

Ninth – Gray

Tenth and Over – Light Blue

Champion – Royal Purple

Reserve Champion - Lavender

Bronze - White

4. PRINTING AND LETTERING: General Copy: "TULSA STATE FAIR, State Seal of Oklahoma Logo. See event sheets for individual copy. No year or date. Copy to be printed horizontally.

5. IMPRINT: Imprint color may vary.

ROSETTE SPECIFICATIONS

1. SIZES: As follows: 3 Streamers - 2" x 19", Rosette Top - 6 1/2" and Overall Length - 22"; 3 Streamers - 2" x 17" & 1 5/8" x 17", Rosette Top - 6 1/2" and Overall Length - 20.5"; 3 Streamers - 2" x 14", Rosette Top - 6" and Overall Length - 16; 3 Streamers - 3" x 19", Rosette Top - 7 1/2" and Overall Length - 24
2. DESCRIPTION: Three streamers with print on middle streamer and or sides, at least 60 pleats on row, otherwise be strung with black string, award card attached to back of rosette. Buttons on rosettes must be cloth material and interchangeable.
3. COLORS: Colors may vary.
4. PRINTING AND LETTERING: General Copy: "TULSA STATE FAIR", State Seal of Oklahoma Logo. See event sheets for individual copy. No year or date. Copy to be printed horizontally.
5. IMPRINT: Colors may vary.
6. NOTE: All rosettes must be sewn or stitched.

BANNER SPECIFICATIONS

1. SIZES: 9" x 12", 12" x 18", 15" x 24", 18" x 24"
2. TYPE: Satin and Leatherette
3. NOTE: Please include a price of Leatherette Overlay Banner in 15" x 24" and 18" x 24" and of Felt with Leatherette Overlay Banner in 15" x 24" and 18" x 24"
4. COLOR: Colors may vary
5. PRINTING & LETTERING: General Copy: "TULSA STATE FAIR", State Seal of Oklahoma Logo. See event sheets for individual copy. No year or date. Copy to be printed horizontally.
6. RODS: All rods for banners to be 1/4" with 5/8" ball ends, black cord, and tassels.
7. WOOD: All wood to be natural finished.
8. BRAID: Include with/without braid. Colors of braid may vary.
9. FRINGE: All fringe for banners to be at least 1" rayon twist, to be flush on edges and sewn.
10. IMPRINT: Imprint color may vary.

Order: Order will be placed by April 1, 2023.

Delivery: Delivery of all awards for the Tulsa State Fair must be no later than July 1, 2023. Delivery costs must be included in bid price.

Bid Questions: Bidders are required to complete the requested information and submit with their bid. Bids must contain all charges; no exceptions will be made. Bidders must submit a list of any additional charges to be expected with their bid and an explanation for each charge. Any questions requiring answers prior to submitting a bid are to be made via email to Jessica Booth, Purchasing Agent, by 12 pm, March 15, 2023: jessica@exposquare.com.

Bid Submission: Sealed bids, including the Bid Submission Form and sample Picture must be submitted by 11 am on March 21, 2023 to:

Expo Square/Tulsa State Fair
Attn: Jessica Booth
4000 East 15th Street
Tulsa, OK 74112

Bids must be in an envelope labeled “Ribbons, Rosettes & Banners” and must be clearly labeled from the outside of the envelope or package.

Bid Opening & Award: Bids will be opened at 1:00 pm on March 21, 2023 in the Expo Square Administrative Office. Bids are anticipated to be awarded on March 30, 2023 to the company meeting the specifications with the most competitively priced submission.

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
the 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.