



*Real Entertainment. Real Events. Real Exciting!*

February 27, 2025  
Date

## NOTICE TO BIDDERS

We are requesting bids for the following:

### **TABLE AND CHAIR RENTAL SERVICE**

Attached are the specifications.

Bidders shall state whether the item(s) and service(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 SageNet Center, 4145 East 21<sup>st</sup> Street, Tulsa, Oklahoma 74114 until 11:00 a.m. on March 18, 2025. Bids shall be submitted in an envelope clearly labeled "Table and Chair Rental Bid".

Bids will be opened by the TCPFA in the Expo Square Administrative Office, 4145 East 21<sup>st</sup> Street, Tulsa, Oklahoma, 74114 at 1:00 p.m. on March 18, 2025.

**"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".

Jessica Booth  
Purchasing Agent



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## **BID SPECIFICATIONS TABLE AND CHAIR RENTAL SERVICE**

The Tulsa County Public Facilities Authority (TCPFA) is requesting sealed bids for the contract to provide table and chair rental service for the annual Tulsa State Fair and other events as needed at Expo Square. The Tulsa State Fair will begin on Thursday, September 25, and end on Sunday, October 5, 2025.

### **REQUIREMENTS**

- All bidders must provide tables, chairs and other items in the quantities and type requested as on the dates listed below as well as needed throughout the year for other events.
- Items must be delivered on the dates requested and picked up on the dates requested. It is imperative items for the fair are picked up the day after fair.
- All bidders must provide a list of comparable events they have serviced and the contact for each event.
- All bidders must provide current Certificates of Insurance for both General Liability and Workers Compensation insurance coverage with limits of not less than \$1,000,000, excess umbrella liability of \$1,000,000 and showing TCPFA as additional insured.
- After awarded, this bid will be in effect for a one-year period with options to renew for additional one-year periods, if agreeable by both parties.
- Bidders shall review TCPFA's terms and conditions listed in Attachment A. By submitting a bid, vendors agree to these terms and conditions.
- Bidders shall submit any required agreement with their bid submittal for review. Agreements not submitted with the bid for review, will not be considered.

### **ALL BID PRICES MUST INCLUDE DELIVERY TO AND PICK UP FROM:**

TULSA STATE FAIR/EXPO SQUARE  
4145 East 21<sup>st</sup> Street  
Tulsa, OK 74114

### **BID PRICES**

- Bidders must submit the attached form with pricing for tables, chairs and other food service items for the requested terms.
- Bid prices must contain total cost, including but not limited to, delivery, pickup, fuel charges and other fees.
- Bidders must submit a list of any additional charges with their bids and an explanation for each charge for review. Charges not listed in the bid will not be permitted.



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- Bidders may include a list of any additional items offered with prices for consideration.
- Bidders may include a list of outdoor furniture options for the fair entertainment tents. Term for such furniture will be September 22, 2025, to October 6, 2025.
- Bidders shall submit a list of colors for linens and napkins with the bid response.

### **QUESTIONS**

Any questions requiring answers prior to submitting bid shall be sent to Jessica Booth, Purchasing Agent, via email at [jbooth@exposquare.com](mailto:jbooth@exposquare.com) before noon (12:00 p.m.) on March 14, 2025.



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## 2025 Table & Chair Rental Bid Submission Form

<b>Chairs</b>	Daily	Weekly	Monthly
Plastic Folding Chair			
Metal Folding Chair			
Metal Padded Folding Chair			
Black Metal Stackable Barstool			
<b>Tables</b>	Daily	Weekly	Monthly
8' Plastic Table			
8' Wood Table			
6' Plastic Table			
6' Wood Table			
30" Plastic Table Round			
30" Wood Table Round			
36" Plastic Table Round			
36" Wood Table Round			
48" Plastic Table Round			
48" Wood Table Round			
60" Plastic Table Round			
60" Wood Table Round			



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72" Plastic Table Round

72" Wood Table Round

48" Round Pedestal Stool Height

30" Round Pedestal Stool Height

**Linens and Other F&B Supplies**

Linens - 30" Round Pedestal Stool Height, Floor Length

Linens - 48" Round Pedestal Stool Height, Floor Length

Linens - 8' Table Floor Length

Linens - 6' Table Floor Length

Linens - 60" Round

Linens - 72" Round

Polyester Napkins

Silverware - Forks, Spoons, Knives

Dinner Plates - White Rim 7"

Dinner Plates - White Rim 9"

Dinner Plates - White Rim 10"

Glassware - HighBall

Glassware - On the Rocks

Glassware - Wine

	1 day	3 days	7 days	10 days
72" Plastic Table Round				
72" Wood Table Round				
48" Round Pedestal Stool Height				
30" Round Pedestal Stool Height				
<b>Linens and Other F&amp;B Supplies</b>				
Linens - 30" Round Pedestal Stool Height, Floor Length				
Linens - 48" Round Pedestal Stool Height, Floor Length				
Linens - 8' Table Floor Length				
Linens - 6' Table Floor Length				
Linens - 60" Round				
Linens - 72" Round				
Polyester Napkins				
Silverware - Forks, Spoons, Knives				
Dinner Plates - White Rim 7"				
Dinner Plates - White Rim 9"				
Dinner Plates - White Rim 10"				
Glassware - HighBall				
Glassware - On the Rocks				
Glassware - Wine				



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Glassware - Martini				
Glassware - Champagne				
Glassware - Pilsner				
Glassware - Water Goblets				
Coffee Urns				
Black Pipe and Drape 8' x 10' section				
<b>Fair Items</b>	<b>Qty*</b>	<b>Delivered On*</b>	<b>Removed On*</b>	<b>Total for Qty &amp; Term Requested</b>
Grey Plastic Folding Chair - OK Stage	1924	9/19/2025	10/6/25	
Black Plastic Folding Chair - CPH	40	9/19/2025	10/6/25	
White Garden Chairs - East Tent	114	9/22/2025	10/6/25	
Black Plastic Folding Chair - West Tent	168	9/22/2025	10/6/25	
30" Round Short Bistro Tables - East Tent	38	9/22/2025	10/6/25	
36" Round Wood Tables - West Tent	42	9/22/2025	10/6/25	
48" Round Wood Table - SNC UL Food Court	29	9/22/2025	10/6/25	

\*Quantities and dates listed are estimates and subject to change.

Vendor:

Representative:

Email:

Phone Number:



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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.