



Real Entertainment. Real Events. Real Exciting!

December 16, 2021

Date

NOTICE TO BIDDERS

We are requesting bids for the following:

LANDSCAPING SERVICES

Attached are the specifications.

Bidders shall state whether the 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 River Spirit Expo, 4145 East 21st Street, Tulsa, Oklahoma 74114 until 11:00 a.m. on January 12, 2022. Bids shall be submitted in an envelope clearly labeled "Landscaping Services 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 January 12, 2022.

"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, with the first name "Jessica" and last name "Booth" clearly distinguishable.

Jessica Booth
Purchasing Agent

Specifications For Landscaping Services

Intent: The purpose of this bid is to secure a bid for landscaping services for the Tulsa County Public Facilities Authority (TCPFA). This bid shall be in effect for one (1) year from the award date with an option to renew for additional (1) year periods.

General Requirements: The TCPFA has the need to secure a landscaping contractor for tree cutting, tree sculpting, mowing, weed eating and edging services as well as regular maintenance for the flower beds listed. These services are needed in the various areas described below. Vendors shall keep the following in consideration while bidding this service:

- Vendor must provide a price for each area listed below. Mowing services will be required twice a month, possibly more if needed. Vendors shall list a price PER SERVICE.
- Flower bed maintenance will be required year round. Vendors shall list a MONTHLY price to keep flower beds maintained.
- Vendor must include an hourly rate to trim and sculpt trees on the fairgrounds property. If cost differs depending on the size of tree, please list as much detail as possible. Vendor will be asked to provide a quote for tree trimming requests on grounds. Vendor must ensure they have the ability to trim all trees on grounds. TCPFA retains the right to request quotes from multiple vendors if deemed necessary for any large tree trimming projects.
- Vendors must provide a markup percent on any supplies that may be requested such as, plants or mulch.
- Vendors must also include an hourly rate for work needed that is outside the defined areas described.
- 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, lifts, mowers, trimmers and any other lawn equipment needed to complete the work.
- Vendors may be requested to provide estimates with a “not to exceed” amount on projects outlined by TCPFA that are not included in this bid.
- Vendor may be required to work around events if deemed necessary by TCPFA.

Scope of Work:

- Vendor will be responsible for mowing, weeding eating and edging as necessary two (2) times monthly from April/May to November and one (1) time monthly during the fall or as necessary as requested by TCPFA. Many areas will need to include both sides of TCPFA’s fencing. Please refer to the map for more details.
- Vendor will be responsible for maintaining flower beds in the areas listed below which includes, but is not limited to, removing weeds or plants that do not belong, removing and/or replacing dead plants,. Vendors will determine the amount of times they need to be on grounds to ensure beds are kept in a professional and aesthetically pleasing manner year round.

Areas of Work: Below are descriptions of the areas that will need to be routinely serviced.

- **Area #1** – 9.9 Acre Lot – This is a lot located at 7041 East 15th Street, Tulsa, OK 74112. This lot is utilized for dirt storage by TCPFA. This area includes mowing, weed eating, edging and spraying as necessary from the street to the area indicated on the map.
- **Area #2** – 15th Street – This area is on 15th Street north of the fairgrounds. This area will include the center islands between the fairgrounds and the north side of 15th and the north side of 15th Street from South Winston Avenue to South Knoxville Avenue. The north side of 15th Street includes maintaining from the sidewalk to the property lines. This area also includes the south side of 15th Street from South Louisville to Gate 8 from TCPFA's ornamental fence to the street. This area includes mowing, weed eating, edging and spraying as necessary.
- **Area #3** – 21st Street - This area is on 21st Street south of the fairgrounds. This area will include the south side of 21st Street from South Vandalia Avenue to South Louisville Avenue. The south side of 21st includes the greenbelt between the sidewalk and the road and then from the sidewalk to the property lines. This area also includes the north side of 21st Street from Louisville to Yale Avenue from the ornamental fence to the street as well as Louisville Avenue to Gate 4 on the east side as shown on the map. This area includes mowing, weed eating, edging and spraying as necessary.
- **Area #4** – Three (3) lots in neighborhood west of fairgrounds – This includes three lots at 3617 East 21st Street, Tulsa, OK 74114. This area includes mowing, weed eating, edging and spraying as necessary.
- **Area #5** – Two (2) houses in the neighborhood west of the fairgrounds – This includes two houses located at 1947 South Knoxville Ave, Tulsa, OK 74112 and 1914 South Louisville Avenue, Tulsa, OK 74112. This area includes mowing, weed eating, edging and spraying as necessary.
- **Area #6** – Ball Field – located at the corner of 15th and Yale. This area is from Gate 8 to Yale Avenue from 15th Street to just north of the race track as shown on the attached map. This area includes mowing, weed eating, edging and spraying as necessary.
- **Area #7** – East of Race Track – grassy area east of race track on Yale, from Safari Joe's (21st & Yale intersection) to Gate 9 from the street on Yale to the white panel border on the track. This area includes mowing, weed eating, edging and spraying as necessary.
- **Area #8** – RV Park Interior – This area includes mowing, weed eating, edging and spraying as necessary. This area also include trimming and shaping hedges inside the RV Park area.
- **Area #9** – Retention Pond and Surrounding Area – This area includes from Gate 4 to 15th Street from the street to the fencing just east bordering the RV Park. This area includes mowing, weed eating, edging and spraying as necessary.
- **Area #10** – Gates 1-8 Flower Beds – This area includes removing weeds or plants that do not belong, removing and/or replacing dead plants, keeping beds in a professional and aesthetically pleasing manner year round.
- **Area # 11** – Pavilion Flower Beds - This area includes removing weeds or plants that do not belong, removing and/or replacing dead plants, keeping beds in a professional and aesthetically pleasing manner year round.

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 shall be listed as additionally insured on those certificates.

Questions: All questions regarding this bid must be directed to Jessica Booth via email no later than January 10, 2022 by 10:00 a.m. Email questions to Jessica@exposquare.com.

Price Sheet for Landscaping Services

***Bid responses must include price sheet and affidavit for filing with competitive bid or bid will be rejected.**

Description	Price per Service
Area #1 (9.9 acre lot)	_____
Area #2 (15 th Street)	_____
Area #3 (21 st & Louisville)	_____
Area #4 (Lots)	_____
Area #5 (Houses)	_____
Area #6 (Ball Park)	_____
Area #7 (East of Race Track)	_____
Area #8 (Inside RV Park)	_____
Area #9 (Retention Pond)	_____

Description	Monthly Price
Area #10 (Gate Flower Beds)	_____
Area #11 (Pavilion Flower Beds)	_____
Mark Up % on Supplies (Plants or Mulch)	_____ %
Tree Trimming & Sculpting (hourly rate)	_____
Hourly Rate for Work Outside the Scope	_____

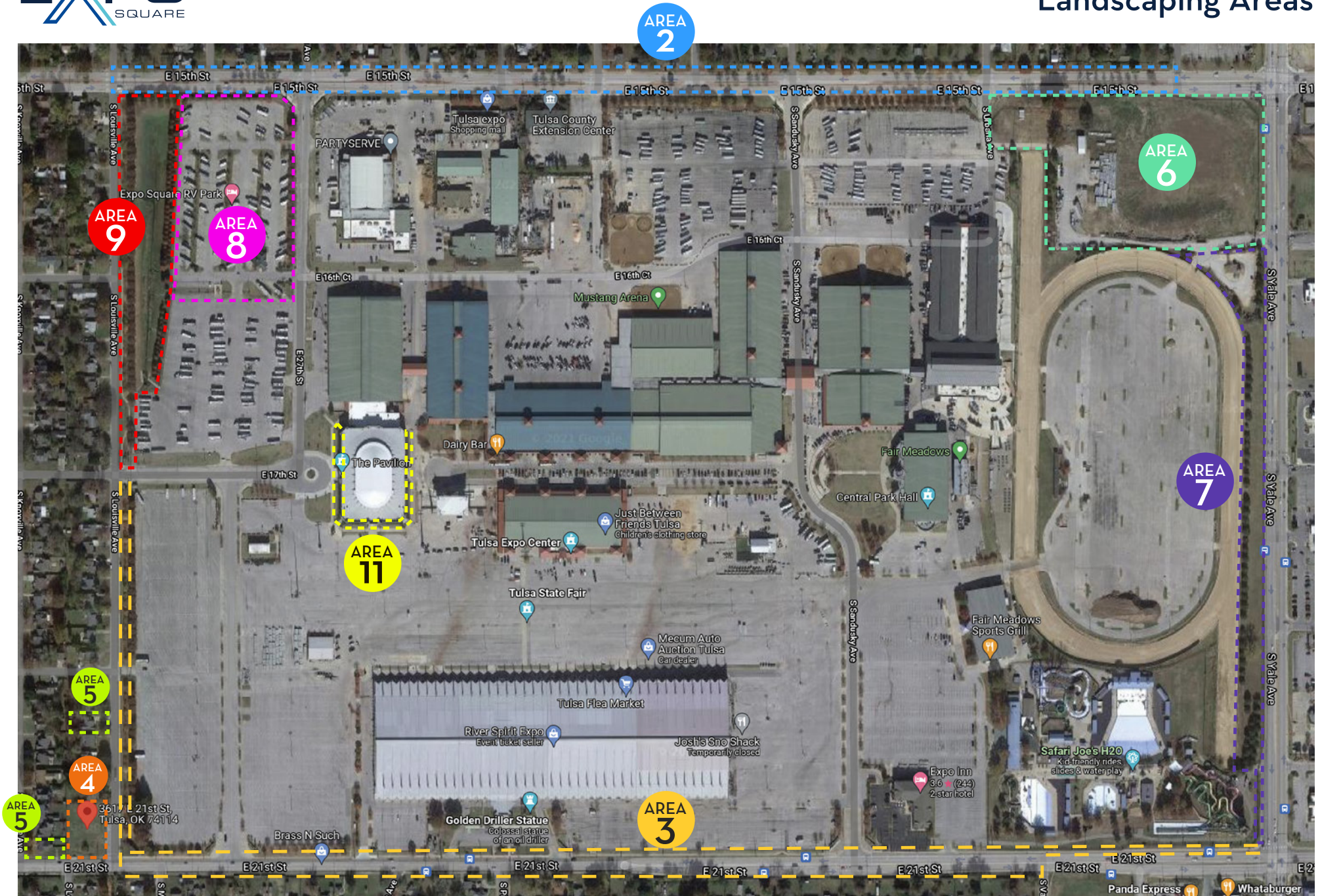
Vendor: _____

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.