



Real Entertainment. Real Events. Real Exciting!

December 22, 2022

Date

NOTICE TO BIDDERS

We are requesting bids for the following:

Linen Rental Service

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 SageNet Center, 4145 East 21st Street, Tulsa, Oklahoma 74114 until 11:00 a.m. on January 18, 2023. Bids shall be submitted in an envelope clearly labeled "Linen Rental Service 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 18, 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,

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



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Specifications for Kitchen Linen Rental Service

The intent of this bid is for the Tulsa County Public Facilities Authority (TCPFA) to secure a vendor to provide kitchen / linen rentals & supplies. This bid shall be in effect from January 26, 2023 to December 31, 2023, with an option to renew for additional one (1) year periods.

Service: Bidders shall include rental costs and replacement costs for the items listed below based on the estimated weekly pars and estimated annual usage. This service must include the pickup, delivery and laundering of the items listed below.

Insurance: The successful bidder will be required to provide TCPFA with certificates of insurance for both workman's compensation insurance and general liability insurance with limits not less than \$100,000/\$300,000/\$100,000 with excess umbrella of liability \$1,000,000 and TCPFA as additional insured.

Requirements:

- Bid must include delivery of the product to 3902 East 15th Street, Tulsa, OK 74112.
- Bid must include multi-day deliveries at no extra charge
- 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 the bid will be rejected.
- Bidder may bid on the product items or the service portion or both depending on what their company offers.
- Bidders must submit information for the available color options for the napkins, bistro aprons, bib aprons and all tablecloths.

Questions: Any questions requiring answers prior to submitting a bid are to be sent to Jessica Booth, Purchasing Agent, at jessica@exposquare.com by 12:00 p.m. on January 13, 2023. Vendors are encouraged to register their participation in this bid process with Jessica Booth to stay informed of any changes or to be included if any addendums are issued.



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Bid Submittal Form For Linen Rental Service

Product Specifications: Below are the items that will be rented from the successful bidder.

| Item | Size | Rental Cost | Replacement Cost | Material | Colors Available | Weekly Pars | Estimated Annual Usage |
|--------------------|--------|-------------|------------------|----------|----------------------|-------------|------------------------|
| NOG chef coats | n/a | | | n/a | white/ black | n/a | n/a |
| NOG cook shirts | n/a | | | n/a | white | n/a | n/a |
| Napkins | | | | poly | Submit color options | 150 | 7800 |
| Bistro aprons | n/a | | | poly | Submit color options | 10 | 520 |
| Bib aprons | n/a | | | poly | Submit color options | 87 | 4524 |
| 52x114 tablecloths | n/a | | | poly | Submit color options | 50 | 2600 |
| 61x61 tablecloths | n/a | | | poly | Submit color options | 145 | 7540 |
| 85x85 tablecloths | n/a | | | poly | Submit color options | 25 | 1300 |
| Bar rib towel | 17x20 | | | cotton | white, blue | 250 | 13000 |
| Microfiber towel | 13x17 | | | poly | blue | 20 | 440 |
| 2x3 airflex mats | n/a | | | rubber | black | 1 | 52 |
| 3x4 mats | n/a | | | rubber | black, grey, brown | 5 | 260 |
| 3x10 mats | n/a | | | rubber | black, grey, brown | 4 | 208 |
| Large wet mops | 24 oz. | | | cotton | blue | 2 | 104 |
| Wet mop handles | n/a | | | n/a | n/a | 1 | 52 |
| Laundry bag | n/a | | | poly | blue | n/a | n/a |



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| | | | | | | | |
|-----------|-----|--|--|-----|-----|-----|-----|
| Bag racks | n/a | | | n/a | n/a | n/a | n/a |
| ESC | n/a | | | n/a | n/a | n/a | n/a |
| Minimum | n/a | | | n/a | n/a | n/a | n/a |

Price must include delivery

Vendor: _____

Contact Name: _____

Telephone #: _____

Email Address: _____



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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.