



May 2, 2022

Date

NOTICE TO BIDDERS

We are requesting bids for the following:

TULSA STATE FAIR DECORATOR SERVICE

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 May 17, 2022**. Bids shall be submitted in an envelope clearly labeled "TSF Decorator 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 May 17, 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,

Jessica Booth
Purchasing Agent

**BID SPECIFICATIONS
DECORATOR CONTRACTOR SERVICE
TULSA STATE FAIR**

The Tulsa County Public Facilities Authority (TCPFA) is requesting sealed bids for the contract to provide decorator contractor service for the annual Tulsa State Fair at Expo Square.

REQUIREMENTS

Fair Dates:

September 29 through October 9, 2022

Set-Up:

A spreadsheet will be provided by Tulsa State Fair with dates, times, equipment needs and layout including vendor list, locations and booth size, for each area. Locations and dates listed below are for bidding purposes. Final locations and dates will be provided to the successful bidder on or before July 1, 2022.

Begin marking floors and setting pipe and drape:

- | | |
|------------------------------|-------------------------|
| • Exchange Center | Wednesday, September 7 |
| • SageNet Center Upper Level | Thursday, September 8 |
| • SageNet Center Lower Level | Monday, September 12 |
| • Central Park Hall | Friday, September 23 |
| • Ford Truck Exhibit Hall | Friday, September 23 |
| • Super Duty Arena | Wednesday, September 28 |

SageNet Center Upper Level must be marked by Friday, September 16. Central Park Hall must be complete by Friday, September 23, and the Exchange Center by Saturday, September 24.

Tear-Down:

Begins at 9pm, Sunday, October 9, 2022. The premises must be clear of all equipment and materials by the listed times:

- | | |
|---------------------------|-----------------------------------|
| • Central Park Hall | Monday, October 10, 2022, by 8am |
| • All Livestock Arenas | Monday, October 10, 2022, by 8am |
| • Ford Truck Exhibit Hall | Monday, October 10, 2022, by 8 am |
| • Super Duty Barn | Tuesday, October 11, 2022, by 8am |
| • SageNet Center | Tuesday, October 11, 2022, by 8am |
| • Independent Midway | Tuesday, October 11, 2022, by 3pm |
| • Exchange Center | Friday, October 14, 2022, by 5pm |

Booth Sizes:

10'x10'	15' x10'	20'x10'	25'x10'	30'x10'	35'x10'	40'x10'	50'x10'
10'x15'	15'x15'	20'x15'	25'x15'	30'x15'	15'x20'	20'x20'	25'x20'
30'x20'	40'x20'	20'x25'	25'x25'	20'x30'	30'x30'	30'x35'	30'x40'
Bulk Space will include any booths over 1,200 square feet							

Booth Specs:

Booths are to be set-up in the buildings in accordance with Tulsa State Fair floor plan(s), and must provide flame proof drapery in the color(s) of choice by the Tulsa State Fair. Each booth shall have a 7" x 40" vendor identification sign, with the exception of the midway vendors. This list will be provided by the Tulsa State Fair and will include vendor name and location by building.

Booth Quantities:

Approximately 700 booths in accordance with our layout(s); these booths will include, but not limited to a variety of sizes as previously listed.

Additional Equipment:

Drapes for masking	Table skirting
8' high	Carpeting
12' high	Folding tables (cleaned and draped)
16' high	Booth signs
3' or 4' high	Adjustable uprights (10) to run electric cords
Solid Panel – 4' x 8'	2' x 4' tables
Vinyl Covering	6' Tables
Stanchions	8' tables

Additional Areas Serviced:

- Entertainment Stages
- Miss Tulsa State Fair Pageant
- ExpoSERVE Stations
- Pavilion Stroller Room
- Disney On Ice
- 4-H/FFA Exhibits
- Made in Oklahoma
- Ford Truck, Mustang, Ranger, Pavilion Arenas
- Night of Champions
- Wine Garden
- Photography Backdrops will be required as needed for the Livestock Area

Additional Requirements / Information:

- List references of fairs/expositions for which you have provided decorating service and years of service.
- Bids must contain total costs, No add-ons for labor, including working throughout the night to meet move-out deadlines, freight, etc., will be accepted at time of billing.

- Bidders may include an additional removal fee with the bid response for work performed that exceeds the normal hours of operation of the Tulsa State Fair; pertaining only to tear-down.
- Change overs will be required in different areas throughout the Fair.
- An individual from your company will be required to assist Tulsa State Fair Personnel in platting the SageNet Center, Exchange Center, Central Park Hall and Ford Truck Exhibit Hall.
- An individual from your company will be required to check buildings early each morning during the run of the Fair and be on-call to handle any needs or problems that may arise.
- Service desk in the SageNet Center required during set-up time to service vendor requests. Selected company must remain open in the SageNet Center the duration of the fair.
- A furniture rental price list is required for distribution to vendors, and must be included with bid.
- All drapery and skirting material must be clean, flame retardant and in excellent condition.
- Preferred drapery colors should include but not limited to: Gold, Blue, Teal, Purple, Dusty Rose, Silver, Hunter Green, Burgundy, Red and Black.
- 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/\$1,000,000/\$1,000,000, excess umbrella liability of \$1,000,000 and showing TCPFA as additional insured.
- This bid will be effective for a one-year period beginning May 27, 2022. Additional one-year optional periods may be renewed upon mutual agreement of both parties, providing there are no changes to the terms.

All bid prices must include freight prepaid to:

Tulsa State Fair
Warehouse
4000 East 15th Street
Tulsa, OK 74112

Any questions requiring answers or clarifications prior to submitting bid are to be made in writing to Jessica Booth, Purchasing Agent, by emailing questions to jessica@exposquare.com no later than 12:00 p.m. on May 13, 2022.

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.