



*Real Entertainment. Real Events. Real Exciting!*

June 24, 2021  
Date

## NOTICE TO BIDDERS

We are requesting bids for the following:

### **ROOF REPAIRS**

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 21<sup>st</sup> Street, Tulsa, Oklahoma 74114 until 11:00 a.m. on July 14, 2021. Bids shall be submitted in an envelope clearly labeled "Roof Repair 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 July 14, 2021.

**"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

## **Specifications for Roofing and Gutter Repairs and Maintenance**

**Intent:** The purpose of this bid is to secure a vendor for roof and gutter repairs and maintenance for the various roof types located at the Tulsa County Public Facilities Authority (TCPFA). This bid shall be in effect for a one (1) year period from the award date with an option to renew for one (1) year.

**General Requirements:** The TCPFA has the need to secure a vendor to repair and maintain the various roof types and gutter systems at the Tulsa County Fairgrounds. This bid will be utilized on an as needed basis. Vendors shall keep the following in consideration while bidding this service:

- Vendor shall include an hourly rate for one (1) person.
- Vendor must include overtime hourly rates for one (1) person. Most work will be scheduled during normal business hours.
- Vendor must define regular business hours and overtime hours.
- Vendor must include a cost plus percentage on materials.
- 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 furnish all supplies, equipment and labor necessary to complete the job.
- Vendor shall keep work area clean and remove any necessary debris or material.
- Vendor will be required to provide estimates with a “not to exceed” amount.
- Vendor must list warranty period for work completed.
- Vendor may be required to work around events. This means, depending on the project, that a vendor may be required to work Monday thru Thursday and then come back the following week to complete the project. All projects will be based around regular business hours unless previously approved by TCPFA staff.

**Scope:** Below is a list of the various roof types and items vendors will need to repair or maintain.

- Standing Seam Metal
- R-Panel Metal
- Modified Bitumen – cold process, hot asphalt or torch applied
- BUR (Built Up Gravel)
- TPO Membrane – fully adhered or mechanically attached
- EPDM Membrane
- PVC Membrane – fully adhered or mechanically attached
- Roof Coatings – Elastomeric, Acrylic, Asphalt Emulsion
- Filling pitch pans
- Flashings – including liquid applied flashings, all penetrations for all roof types
- Replace roof drains
- Sealing seams
- Patching seams

**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 will also need to be listed as additionally insured on those certificates.

**Bonds:** Bonds are not required for this bid for miscellaneous repairs. However, if a repair estimate exceeds \$50,000, TCPFA reserves the right to require a bond for that project. TCPFA also reserves the right to bid projects separately if estimated to be over \$50,000.

**Questions:** All questions regarding this bid must be directed to Jessica Booth in writing by July 12, 2021 by 1:00 p.m. Email questions to [Jessica@exposquare.com](mailto:Jessica@exposquare.com).

**Registration:** Vendors are encouraged to register their participation in this bid by emailing their company information to Jessica Booth at [jessica@exposquare.com](mailto:jessica@exposquare.com). Registered vendors will stay informed of any addendums issues or any changes that may occur.

## Pricing Sheet for Roofing & Gutter Repairs & Maintenance

**\*Bid responses must include this price sheet and affidavit for filing with competitive bid**

<u>Description</u>	<u>Hourly Rate</u>
One (1) Person	_____
Overtime Rate for One (1) Person	_____
Regular Business Hours	_____
Overtime Hours	_____
Cost Plus % on material	_____ %

**Warranty time frame:** \_\_\_\_\_

\_\_\_\_\_

**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.