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August 7, 2023

Date

NOTICE TO BIDDERS

We are requesting bids for the following:

Sign Installation & Repair Services

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 21st Street, Tulsa, Oklahoma 74114 until 11:00 a.m. on August 22, 2023. Bids shall be submitted in an envelope clearly labeled "Sign Installation & Repair 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 August 22, 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".

Jessica Booth
Purchasing Agent



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Sign Installation & Repair Services Specifications

Intent: Tulsa County Public Facilities Authority (TCPFA) is requesting sealed bids to secure a vendor to provide new signs for the Exchange Center & Pavilion. Awarded vendor shall also provide repair services on an as needed basis. This bid will be in effect for one (1) year beginning on the award date and have the option to renew for additional one (1) year periods.

Requirements: Vendors shall take the following into consideration while bidding –

- Vendors shall submit a price for each sign option listed on the pricing sheet based on the attached mockups. Mockups are for bidding purposes only and final art may change.
- Pricing shall be inclusive of all charges, i.e., the production, delivery and installation of the signs.
- Awarded vendor shall produce proofs to be approved before production begins.
- Vendors shall submit a lead time from the time they receive a purchase order to the time they expect to have the sign ready for installation.
- Vendor shall submit a copy of any required agreement with the bid. Terms and conditions will be reviewed and will be taken into consideration while evaluating bids.
- Vendors shall include specifications and warranty information for LED video boards proposed in the bid.
- TCPFA's terms and conditions are listed on Attachment A. Vendors shall review and agree to these terms and conditions before submitting a bid.
- TCPFA reserves the right to award this work by item or in total.
- Additional signs may be requested during the term of this bid.
- Vendor shall provide an hourly rate and cost-plus materials price for sign repairs that may be needed during the term of this bid.
- All pricing submitted shall remain valid until bid is awarded on August 31, 2023, and agreements are approved, if applicable.

Insurance: Once awarded vendors 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. Installation of signs will not be allowed until certificates are on file.



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Questions: Vendors with questions shall contact Jessica Booth, Purchasing Agent, via email at jessica@exposquare.com before 5:00 p.m. on August 16, 2023.

Vendors are asked to register their participation with Jessica Booth by emailing their company information. Registering will ensure vendors are included in addendums and any other changes that may occur.

Bid Submission: Bids are due by 11:00 a.m. on August 22, 2023. Bids shall be mailed or hand delivered to the TCPFA Administrative Offices located at 4145 East 21st Street, Tulsa, OK 74114. Bids shall be in a clearly labeled, sealed envelope and include the following:

- Bid Submission Form
- Affidavit for Filing with Competitive Bid (Signed and Notarized)
- Any applicable agreements that will be required



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**Bid Submission Form
For
Sign Installation & Repair Services**

<u>Description</u>	<u>Price</u>
Pavilion Large with Digital Sign	\$ _____
Pavilion Small with Digital Sign	\$ _____
Pavilion Large Standard	\$ _____
Pavilion Small Standard	\$ _____
Exchange Option 1 with Digital Sign	\$ _____
Exchange Option 2 with Digital Sign	\$ _____
Exchange Option 1 Standard	\$ _____
Exchange Option 2 Standard	\$ _____
Hourly rate for repairs	\$ _____



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Cost plus percentage for materials for repairs _____ %

Average Lead Time after Receipt of PO _____
(Finalized dates will be confirmed as Each Sign Order is placed)

Vendor: _____

Representative: _____

Email Address: _____

Phone Number: _____

Address: _____



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ATTACHMENT A

TCPFA General Contract Terms

It is anticipated that the TCPFA ("Authority") will enter into an Agreement with the selected respondent ("Contractor"). Contracts entered into by the Authority include, but are not limited to, the following terms:

- No Indemnification, Waiver of Rights or Arbitration by Authority.** Contractor understands and acknowledges that Authority is a public trust that is funded by public funds to operate for the benefit of its County Beneficiary and citizens. Accordingly, and pursuant to Oklahoma law, Authority shall not indemnify nor hold Contractor harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Contractor shall not limit its liability to Authority for actual loss or direct damages for any claim based on a breach of this Agreement and the documents incorporated herein. Further, the Authority will not, pursuant to Oklahoma Law and public policy, waive any Constitutional rights, including the right to a jury trial. Authority reserves the right to pursue all legal and equitable remedies to which it may be entitled. Authority will not agree to binding arbitration of any disputes.
- Advanced Payments and Late Fees.** Contractor understands and agrees that Authority cannot be required to make advance payments or deposits, even if refundable and no fees of any kind on the Authority will be agreed to outside of the terms agreed to in the Request for Proposals.
- Intellectual Property Indemnification by Contractor.** Contractor agrees to indemnify, defend, and save harmless Authority and its officers, employees and agents from all suits and actions of every nature brought against them due to the use of patented, trademarked or copyright-protected appliances, products, materials or processes provided by Contractor hereunder. Contractor shall pay all royalties and charges incident to such patents, trademarks or copyrights.
- General Liability and Indemnification.** Contractor shall hold Authority harmless from any loss, damage or claims arising from or related to the performance of the Agreement herein. Contractor must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement. Contractor agrees to indemnify and hold the Authority harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by Contractor or Contractor's subcontractors under the scope of this Agreement.
- No Confidentiality.** Contractor understands and acknowledges that Authority is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 *et seq.*) and therefore cannot assure the confidentiality of contract terms or other information provided by Contractor pursuant to this Agreement that would be inconsistent with Authority's compliance with its statutory requirements there under.
- Compliance with Laws.** Contractor shall be responsible for complying with all applicable federal, state and local laws. Contractor is responsible for any costs of such compliance. Contractor shall take the necessary actions to ensure its operations in performance of this contract and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Contractor certifies that it and all of its subcontractors to be used in the performance of this agreement are in compliance with 25 O.S.



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Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1313 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

7. **Right to Audit.** The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the Services provided hereunder are subject to inspection, examination, and copying by Authority or its designees.
8. **Governing Law and Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue.
9. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
10. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in writing and signed by both parties. Notwithstanding anything to the contrary herein, the Authority does not agree to the terms of any future agreements, revisions or modifications that may be required under this Agreement unless such terms, revisions or modifications have been reduced to writing and signed by both parties. Contractor may not assign this Agreement or use subcontractors to provide the Goods and/or Services without Authority's prior written consent. Contractor shall not be entitled to any claim for extras of any kind or nature.
11. **Equal Employment Opportunity.** Contractor shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
12. **Invoices and Payment** Supplier shall be paid upon submission of a proper invoice(s) at the prices stipulated in the Contract and payment shall be made only after products have been provided and accepted or services rendered and accepted.

The following terms additionally apply:

- a. An invoice shall contain the purchase order number, description of products or services provided and the dates of such provision.
- b. Failure to provide a timely and proper invoice may result in delay of processing the invoice for payment.
- c. Payment of all fees under the Contract shall be due NET 45 days.
- d. The date from which an applicable early payment discount time is calculated shall be from the receipt date of a proper invoice. There is no obligation, however, to utilize an early payment discount.
- e. If an overpayment or underpayment has been made to Supplier any subsequent payments to Supplier under the Contract may be adjusted to correct the account. A written explanation of the adjustment will be issued to Supplier.
- f. Supplier shall have no right of setoff.



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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.