



Real Entertainment. Real Events. Real Exciting!

February 27, 2025
Date

NOTICE TO BIDDERS

We are requesting bids for the following:

PORTABLE RESTROOM RENTALS

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 March 18, 2025. Bids shall be submitted in an envelope clearly labeled "Portable Restroom Rentals 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 March 18, 2025.

"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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BID SPECIFICATIONS TABLE AND CHAIR RENTAL SERVICE

The Tulsa County Public Facilities Authority (TCPFA) is requesting sealed bids for the contract to the rental and servicing of portable restrooms, holding tank and related equipment for the annual Tulsa State Fair and other events as needed at Expo Square. The Tulsa State Fair will begin on Thursday, September 25, and end on Sunday, October 5, 2025.

REQUIREMENTS

- All bidders must provide portable restrooms, holding tanks and related equipment in the quantities and type requested on the dates listed below as well as needed throughout the year for other events.
- Cleanliness and appearance of equipment are of the utmost importance. All equipment is to be serviced and cleaned before being brought onto the grounds. Servicing will be required daily for individual restroom units, on an "as needed" basis for units in the more heavily used areas and "as needed" for holding tanks and any other equipment that may be necessary.
- Units must be delivered on the dates requested and picked up on the dates requested. It is imperative units for the fair are picked up the day after fair.
- The successful bidder must monitor all units and stock them daily with toilet paper and hand sanitizer/soap. This supply will be required to be replenished by vendor throughout the event as needed.
- All bidders must provide a list of comparable events they have serviced and the contact for each event.
- 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, excess umbrella liability of \$1,000,000 and showing TCPFA as additional insured.
- After awarded, this bid will be in effect for a one-year period with options to renew for additional one-year periods, if agreeable by both parties.
- Bidders shall review TCPFA's terms and conditions listed in Attachment A. By submitting a bid, vendors agree to these terms and conditions.
- Bidders shall submit any required agreement with their bid submittal for review. Agreements not submitted with the bid for review, will not be considered.

ALL BID PRICES MUST INCLUDE DELIVERY TO AND PICK UP FROM:

TULSA STATE FAIR/EXPO SQUARE
4145 East 21st Street
Tulsa, OK 74114

BID PRICES



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- Bidders must submit the attached form with pricing for portable restrooms, holding tanks and other related equipment.
- Bid prices must contain total cost, including but not limited to, delivery, pickup, fuel charges transportation charges and other fees.
- Rental prices must also contain cost for supplies, including but not limited to, toilet paper, hand sanitizer, or any other supplies.
- Bidders must submit a list of any additional charges with their bids and an explanation for each charge for review. Charges not listed in the bid will not be permitted.
- Bidders may include a list of any additional items offered with prices for consideration.

TSF & NAME RENTALS AND SERVICE

The units rented for the Tulsa State Fair (TSF) include units for the Tulsa State Fair staff and units for the midway, North American Midway Entertainment (NAME). The units for NAME will be billed to the TSF but will be billed on a separate ticket. Below is a list of the units for the TSF and NAME with the service frequency. These quantities and dates are estimates and are subject to change. Service for these units must be completed by 10:00 a.m. each day before gates open to the public.

Product	Quantity*	Delivered On*	Removed On*	Service Frequency
TSF Portable Restroom	15	September 19, 2025	October 6, 2025	Daily beginning 9/26
TSF Holding Tank	4	September 19, 2025	October 6, 2025	Daily beginning 9/26
NAME Portable Restroom	18	September 15, 2025	October 10, 2025	Daily beginning 9/18
NAME Holding Tank	3	September 15, 2025	October 10, 2025	Daily beginning 9/23

*Quantities and dates are estimates and are subject to change.

QUESTIONS

Any questions requiring answers prior to submitting bid shall be sent to Jessica Booth, Purchasing Agent, via email at jbooth@exposquare.com before noon (12:00 p.m.) on March 14, 2025.



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Portable Restroom Rentals Bid Submittal Form

Company	
Representative	
Address	
Email Address	
Telephone #	

Rental Product	Daily Rental Rate	Weekly Rental Rate	Monthly Rental Rate	TSF Rental Rate Per Unit*	NAME Rental Rate Per Unit*	Daily Service Rate
Portable Restroom						
Portable Accessible Restroom				N/A	N/A	
Holding Tank						
Handwashing Station				N/A	N/A	
Fresh Water System				N/A	N/A	
8 Stall Restroom Trailer						
10 Stall Restroom Trailer						

*Utilize estimated dates listed in bid.



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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. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in



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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.