



INVITATION FOR SEALED BID

Bid 01-606

Description: POLICE VEHICLE GRAPHICS

Department: POLICE

NIGP Commodity Code(s): 936-57-00-000-0

Total pages including this page is 17

NOTE: FAXING OF BID WILL NOT BE ACCEPTED

Important Instruction - Read Carefully:

If you have obtained these bid specifications from either of:

City of Tulsa's Fax-on-Demand (918-596-1171) or

City of Tulsa's Website : www.cityoftulsapurchasing.org

you must notify the buyer Laura Blades of your intent to bid by e-mail lblades@ci.tulsa.ok.us in order to receive addenda. The buyer will always acknowledge your e-mail for your records. All addenda will be posted on fax-on-demand and the website.

TABLE OF CONTENTS

Pay special attention to those pages with a reference to the following notes:

Note #1: Signature of authorized agent required

Note #2: Signature of an authorized agent and notarized required

Table of Contents		2
Invitation for Sealed Bid	(Note #1)	3
General Terms and Conditions		4
Interest Affidavit	(Note #2)	5
Bidder Affidavit	(Note #2)	6
Contractor Information Sheet		7
Summary Price Sheet		8-12
Specifications		13-17

Your bid response should follow the same format listed above plus any additional format requested in the body of the bid invitation.

**INVITATION FOR SEALED BIDS
TO
City of Tulsa**

200 CIVIC CENTER, ROOM 109, TULSA, OKLAHOMA 74103

Bid number and date of bid opening must appear on the lower
left outside corner of bid envelopes and all related containers.

DATE OF OPENING: **November 1, 2001**

BID NUMBER: **01-606**

**BID MUST BE IN THE CITY CLERK'S OFFICE AT THE ABOVE ADDRESS BY 5:00 P.M. THE DAY
PRECEDING THE "DATE OF OPENING" SHOWN ABOVE.**

BIDS WILL BE OPENED AT 8:30 A.M. IN THE CITY COUNCIL ROOM ON THE DAY SPECIFIED UNDER "DATE OF OPENING."

PUBLISHED IN THE TULSA DAILY COMMERCE AND LEGAL NEWS: **October 15, 16, 17, 18, 19, 2001**

Bid must be accompanied by bidder's bond, cashier's check or certified check in the amount of: **NONE**

PLEASE READ TERMS AND CONDITIONS ON THE NEXT PAGE BEFORE COMPLETING BID DOCUMENTS

THE FOLLOWING SECTION MUST BE COMPLETED BY BIDDER

Delivery will be made in not more than _____ days after receipt of order.

Payment terms _____ % _____ days.

City of Tulsa may increase quantity of order at the unit price bid for _____ days. (Bidder to Specify Days) I have examined the terms and specifications and the instructions to bidders herein and agree, provided I am awarded a contract, to provide the above described items for the sum shown in accordance with the terms and specifications stated herein. All deviations are in writing and attached hereto.

Enclosed is a BID BOND ; CASHIER'S CHECK; Certified Check in the amount of \$ _____, which I agree the City of Tulsa may retain as liquidated damages in the event of my failure to comply with the terms of this bid.

MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID

FIRM NAME _____ by _____

STREET _____ TITLE _____

CITY STATE _____ ZIP CODE _____ PHONE NUMBER _____ DATE _____

GENERAL TERMS AND CONDITIONS OF BIDS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID.

NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED.

1. **BIDS MUST BE SUBMITTED ON THIS FORM ONLY INCLUDING A SIGNATURE OF AN AUTHORIZED AGENT.** Each bid shall be placed in a separate envelope. Be sure envelope is completely and properly identified and sealed, showing the bid number and date in the lower left hand corner. Bids must be time stamped in the office of the City Clerk by 5:00 P.M. on the day before date of opening.
2. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. All prices shall be quoted F.O.B. Tulsa, Oklahoma, and delivery to City of Tulsa location shall be without additional charge.
4. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of his contract with the City of Tulsa.
5. The bidder shall show in the proposal both the unit prices and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit prices shall prevail.
6. Any exceptions or deviations from written specifications shall be shown in writing and attached to the bid form.
7. Each bidder agrees to comply with the terms of Title 5, Chapter 1, of Tulsa, Oklahoma Charter and revised ordinances relating to equal employment opportunity.
8. **THE ENCLOSED FORMS REGARDING NON-COLLUSION AND FINANCIAL INTEREST MUST BE SIGNED, NOTARIZED, AND RETURNED WITH THE BID.**
9. The City of Tulsa reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
10. All bids must be accompanied by bidders bond, cash, certified or cashier's check in the amount shown on the face of the bid form. This amount shall be retained by the City of Tulsa as liquidated damages in the event the successful bidder (or bidders) fails to execute a contract, if required. The bidder agrees that said amount is presumed to be the damages sustained by the City due to the impracticability and extreme difficulty in fixing the actual damages. The office of the City Clerk will return the bid deposits to the unsuccessful bidders, after a contract has been awarded or all bids have been rejected.
11. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of invoice, the date of receipt of all material covered by the purchase order, or the date of receipt by the City of Tulsa of the original copy of the purchase order with properly executed Affidavit of Claimant, whichever is the later date.
12. Direct purchase of certain items of equipment or material by the City of Tulsa are exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax. The City of Tulsa will furnish executed exemption certificates upon presentation by the bidder at the time of purchase.
13. Bid must show number of days required for delivery under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promises may cause bid to be disregarded. Contractor must keep Purchasing Department advised at all times of status of order. Default in promised delivery or failure to meet specifications authorizes the Purchasing Agent to purchase supplies elsewhere and charge full increase of cost and handling to defaulting contractor. Consistent failure to meet delivery promises without valid reason may cause removal from bid list.
14. Bidder agrees to defend and save City of Tulsa from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patent relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
15. If the bid requires a written contract, the successful bidder shall execute a written contract with the City of Tulsa and return the required bonds and insurance certificates within ten (10) days after submission of contracts to said bidder by the City.

BIDDER AFFIDAVIT - TITLE 74 O.S. (1974 SUPP.) 85.22-85.25

STATE OF _____ COUNTY OF _____

_____, of lawful age, being first duly sworn on oath says
Authorized Agent

1. (s)he is the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.
2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

SIGNATURE OF AUTHORIZED AGENT

Subscribed and sworn to before me this _____ day of _____, 19_____.

Signature of Notary Public

MY COMMISSION EXPIRES

The Bidder Affidavit must be completed, signed by an authorized agent, and notarized.

CONTRACTOR/BIDDER INFORMATION SHEET

To be completed by all Bidders
For Contracts with the City of Tulsa
(Please print or type)

Project No. or Description _____

Full Name of Bidder _____

Legal Identity
(Corporation, Partnership,
Individual, etc.) _____

Address _____

Telephone No. _____

FAX No. _____

Taxpayer Identification Number _____

Contact Person _____

Phone No. _____

Fax No. _____

E-mail address _____

Webpage Address _____

Price Sheet Summary

Vendor Name: _____ Signature: _____
Date: _____

You will be able to obtain a copy of the Bid Summary on the City of Tulsa's Purchase-Net Fax-on-Demand and Website shortly after bid opening.

BID 01-606

BID SPECIFICATIONS FOR PROVIDING AND INSTALLATION REFLECTIVE VINYL MATERIAL FOR 2002 MODEL POLICE VEHICLES

PART ONE, MATERIALS:

The Tulsa Police Department requires reflective and non-reflective vinyl 3-M material with Controltac adhesive in specified colors, dimensions and designs for approximately 130 or more vehicles. 3-M material, 3-M ink and 3-M Controltac adhesive **must** be provided, **not an option**. **The 3-M materials listed above are City standard materials and no other brand will be considered.** The original purchase will be to equip about 130 vehicles, around 100 2002 Model Ford Crown Victoria police interceptor 4-door police package vehicles and 30 2002 Model Chevrolet Impala 4-door police package vehicles, with some material extra for stock. Additional quantities may be ordered for stock on subsequent purchase orders as indicated in each section. If additional quantities are required later, they will be ordered in the amounts indicated below, or more. The vehicles have been ordered, and should be arriving between November 01, 2001 and February 01, 2002. Delivery of the following required items must be made within 45 days of receipt of purchase order, or arrival of the vehicles, whichever comes first. **BIDDER MUST BE ABLE TO PROVIDE EVERY ITEM ON THE ATTACHED SPECIFICATIONS, INCLUDING INSTALLATION.** Prices indicated on the required items specified should remain in effect for the remainder of this Fiscal Year, which ends June 30, 2002.

STAR: Seven Point star, two stars per vehicle, sample available. Material to be 3-M 690-10, white reflective sheeting, designs to be printed with:

- 1 - 3-M transparent gold ink to match 180-131 tape.
- 2 - 3-M black opaque ink.
- 3 - 3-M clear coat ink finish.
- 4 - Star size to be 13 inches outside diameter.

MINIMUM OF 260 REQUIRED, PRICE EACH \$ _____
ADDITIONAL QUANTITIES OF 25 OR MORE, PRICE EACH \$ _____

STRIPES: Black reflective stripes, 3-M 690-85.

- 1 - 3" stripe running front to back on upper portion of vehicle, 16 feet of material required per side (32' per vehicle). 3,840 ft. minimum
- 2 - 2" stripe running front to back, lower portion of vehicle, 8 feet of material required per side (16' per vehicle). 1,920 ft. minimum

Gold stripes, non-reflective 3-M 180-131, 96 ft. per vehicle required.

- 1 - 1/2" stripe running front to back 1/4" space above, 1/4" space below black stripe on both top and bottom stripes.
- 2 - Top stripe requires 32' per side (64' per vehicle).
- 3 - Bottom stripe requires 16' per side (32' per vehicle).

PRE-MASK, PRE-SPACE, 1/2" GOLD - 3" BLACK - 1/2" GOLD,
27 ROLLS, 50 YDS. EACH ROLL, PRICE EACH ROLL - \$ _____

ADDITIONAL ORDERS, SAME AS ABOVE, TWO ROLLS, EACH
\$ _____

PRE-MASK, PRE-SPACE, 1/2" GOLD - 2" BLACK - 1/2" GOLD,
14 ROLLS, 50 YDS. EACH ROLL, PRICE EACH ROLL \$ _____

ADDITIONAL ORDERS SAME AS ABOVE, TWO ROLLS, EACH
\$ _____

NUMBERS-WHITE: Two sets of five numbers per vehicle. Vehicles are individually numbered, numbers required will be provided upon award of contract. Numbers will be placed over the 3" stripe on the front fender, both sides.

- 1 - 3" high.
- 2 - material 3-M 690-10, reflective white.
- 3 - style to be Clarendon bold.
- 4 - pre-space, pre-mask.

MIN. 130 SETS - FIVE 3" NUMBERS PER SIDE, SET OF TWO \$ _____

INDIVIDUAL NUMBERS, 25 EACH 0-9, COST PER 25 \$ _____

NUMBERS-BLACK: One set of five numbers per vehicle, to be installed on the rear of each vehicle on the trunk lid just above the "TULSA POLICE".

- 1 - 3" high.
- 2 - material 3-M 690-85, reflective black.
- 3 - style to be Clarendon bold.
- 4 - pre-space, pre-mask.

MIN. 130 SETS - FIVE 3" NUMBERS PER SIDE, SET OF ONE \$ _____
INDIVIDUAL NUMBERS, 25 EACH 0-9, COST PER 25 \$ _____

U.S. FLAG: Two per vehicle, one each side, will require left and right forward facing flags. 3-M 690-10 with red and blue 3-M transparent ink, clear coat finish. Size to be 4-1/2" X 6".

EACH SIDE, 130 OR MORE, PRICE EACH - \$ _____
ADDITIONAL ORDERS OF 25 OR MORE, PRICE EACH \$ _____

LARGE LETTERS, "POLICE": TWO PER VEHICLE, (SAMPLE AVAILABLE).

- 1 - 6 3/4" high.
 - 2 - Style is Clarendon Bold.
 - 3 - 20 degree slant with letters on both sides slanting forward.
 - 4 - Material to be 3-M 690-85, black reflective.
- Pre-space and pre-mask, covered area minimum 51" wide, maximum 54" wide.

MINIMUM OF 130, NEGATIVE 20 DEGREE, PRICE EACH - \$ _____
MINIMUM OF 130, POSITIVE 20 DEGREE, PRICE EACH - \$ _____
ADDITIONAL QUANTITIES OF 10 OR MORE, NEG. EACH \$ _____
ADDITIONAL QUANTITIES OF 10 OR MORE, POS. EACH \$ _____

911 SYMBOL: 3-M 690-10 material, black opaque ink for triangle and letters, gold 3-M transparent ink to match 180-131 for numbers. Symbol border outlined, 1/8", in transparent red ink over white reflective to match 3-M 690-82, clear coat finish, two per car, same both sides. *SILK SCREEN ARTWORK PROVIDED BY POLICE DEPARTMENT*, three color over white, clear coat finish, sample available.

1. Triangle 6" high.
 2. 911 numbers 3" high, gold, Clarendon bold, centered.
 3. Top of numbers to be 1/2" from top of triangle.
 4. "EMERGENCY" 1" high, black, Clarendon medium, centered.
 5. Top of letters to be 1/2" below bottom of numbers, centered.
 6. Border, outline entire symbol, 1/8" wide, transparent red ink.
-

MINIMUM OF 260 REQUIRED, PRICE EACH \$ _____
ADDITIONAL QUANTITIES OF 20 OR MORE, EACH \$ _____

DOOR LETTERS, "TULSA": Chamber of Commerce © style with three color feathers extending below the letters. Two per vehicle, same both sides, will be installed on top of 3" black reflective vinyl on rear doors.

- 1 - Letters to be 3 inches high.
- 2 - Special type, sample available.
- 3 - Letters to be 3-M 690-10.
- 4 - Symbols (feathers) extending below the "U" to be in red 3-M 680-82, blue 3-M 680-75 and green 3-M 680-77. All clear coat finish if done in ink.
- 5 - Pre-mask, pre-space as indicated in available sample.

MINIMUM OF 260 REQUIRED, PRICE EACH \$ _____
ADDITIONAL QUANTITIES OF 20 OR MORE, EACH \$ _____

TRUNK LID LETTERS, BLACK, "TULSA" and "POLICE"

- 1 - 3 inches high.
- 2 - Style is Clarendon Bold.
- 3 - Material to be 3-M 690-85, black reflective.
- 4 - Pre-mask and pre-space individually, "TULSA" 12" wide, "POLICE" 12" wide.

TULSA, MINIMUM OF 130 REQUIRED, PRICE EACH - \$ _____
ADDITIONAL QUANTITIES OF 20 OR MORE, EACH - \$ _____
POLICE, MINIMUM OF 130 REQUIRED, PRICE EACH \$ _____
ADDITIONAL QUANTITIES OF 20 OR MORE, EACH - \$ _____

BID #01-606
POLICE VEHICLE GRAPHICS
POLICE DEPARTMENT

INTENT:

It is the intent of this bid to secure, on a competitive basis, a source of supply for furnishing **POLICE VEHICLE GRAPHICS**.

GENERAL SPECIFICATIONS:

It is the intent of these specifications to set the minimum standards for bidding and is not meant to limit bidding otherwise.

Any exception or deviation to any portion of these specifications must be clearly noted, set out and justified in your proposal.

Bidders must be able to supply samples upon request.

BIDDER'S AFFIDAVIT:

Each bidder shall accompany their bid with a fully executed and notarized copy of the attached **Non-Collusion Affidavit** and the **Interest Affidavit**. Failure to do so may be cause for rejection of bid.

PRICING:

Bid prices, unless otherwise specified, must be net, including transportation and handling charges fully prepaid by the supplier to destination and subject only to cash discount for prompt payment of invoice.

DELIVERY:

Delivery time must be stated in days in the appropriate spaces of the cover sheet. Indefinite terms such as "promptly", "without delay", etc., will not be given consideration. Failure to indicate delivery time may be cause for rejection of bid.

ASSIGNMENT:

Successful bidder shall not sell, sublet, or assign this agreement or any portion thereof to any person or persons, except upon the written approval of the City of Tulsa.

Contractor shall comply with all applicable governmental laws and regulations.

ADDENDA AND INTERPRETATIONS:

If it becomes necessary to revise any part of this bid, a written addendum will be provided to all the bidders. The City of Tulsa is not bound by any oral representations, clarifications, or changes made in the written specifications by the City of Tulsa employees, unless such clarification or change is provided to bidders in written addendum form from the Purchasing Division.

ALTERING BIDS:

Bids cannot be altered or amended after submission deadline. Any interlineation, alteration or erasure made before opening time and date must be initialed by the signer of the bid, guaranteeing authenticity.

SILENCE OF SPECIFICATIONS:

The apparent silence of this specification as to any detail or the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practice is to be used. All interpretations of this specification shall be made from this statement. Proof of compliance will be the responsibility of the vendor.

PACKING AND MARKING:

The marking of each shipping container shall be as follows:

- A. Police Department, City of Tulsa
10122 East 11th Street
Tulsa, OK 74128
- B. Purchase Order Number
- C. BID #01-606

TITLE/RISK OF LOSS:

The title and risk of loss of the goods shall not pass to buyer until buyer actually receives and takes possession of the goods at the point of delivery.

AWARD OF BID:

The bid shall be awarded to the firm whose proposal is responsive to the bid and is most advantageous to the City, considering the factors identified in the bid and Section 406E of Title 6, The Purchasing Ordinance set forth below:

406E. AWARD OF CONTRACT

1. Authority in the Mayor. The Mayor shall have the authority to award contracts within the purview of this chapter.
2. Lowest Secure Bidder. Contracts shall be awarded to the lowest secure bidder meeting specifications. Bid Specifications may include a point system for evaluating the lowest secure bid. In determining "lowest secure bidder", in addition to price, the following factors shall be considered:
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - b. whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - c. the character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - d. the quality of performance of previous contracts or services;
 - e. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - f. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 - g. the quality, availability and adaptability of the supplies or contractual services to the particular use required;
 - h. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
 - i. where an earlier delivery date would be of great benefit to the requisitioning agency, the date and terms of delivery may be considered in the bid award, and
 - j. the number and scope of conditions attached to the bid.
 - k. if a point system has been utilized in the bid specifications, the number of points earned by the bidder.

Terms and conditions shown on page 4 of "Invitation for Sealed Bids" apply to this transaction.

BUYER CONTACT:

**Laura Blades
Purchasing Division
City of Tulsa
200 Civic Center, Room 802
Tulsa, OK 74103
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