



INVITATION FOR SEALED BID

Bid 02-513

Description: KITCHEN CABINETS

Department: FIRE DEPARTMENT

NIGP Commodity Code(s): 045-00-00-00-000-0

Total pages including this page is 24

NOTE: FAXING OF BIDS IS NOT 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 Web-site : www.cityoftulsapurchasing.org

you must notify the buyer Darlene Donica of your intent to bid by e-mail ddonica@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 web-site.

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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

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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: **JANUARY 16, 2003**

BID NUMBER: **02-513**

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: **DECEMBER 30, 2002**

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 _____
(Signature)

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 _____, 20_____.

Signature of Notary Public

MY COMMISSION EXPIRES

My Commission # _____

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 02-513

Total Cost for Kitchen Cabinets for Fire Stations #4

\$ _____

Total Cost for Kitchen Cabinets for Fire Stations #5

\$ _____

Total Cost for Kitchen Cabinets for Fire Stations #27

\$ _____

For further questions please contact: Mike Mallory @ 918-596-1228

NOTE: BIDDERS MUST SUBMIT ONE (1) ORIGINAL BID AND TWO (2) COPIES, EACH WITH ATTACHMENTS AS NECESSARY TO SHOW COMPLIANCE WITH BID SPECIFICATIONS.

BID 02-513
KITCHEN CABINETS
FIRE DEPARTMENT

INTENT:

It is the intent of this bid to secure, on a competitive basis, a source of supply for furnishing **Kitchen Cabinets for Fire Stations #4, #5 and #27** for the City of Tulsa, Fire Department.

Inasmuch as some designs of equipment vary among different manufacturers, the City may accept bids on equipment with minor deviations to the written specifications. Generally, a minor deviation is defined as a deviation which does not: (A) Materially affect the ability of the product to achieve or accomplish a necessary function or task in the manner required by the specifications; (B) Compromise the safety of the user thereof; and, (C) Produce higher latent or patent costs to the City in any of a multiplicity of ways. The City of Tulsa specifically reserves the right to make the final judgement concerning what is or is not a minor deviation and to award to the bidder(s) whose bid(s) best suit the City's need for the product being purchased.

GENERAL:

1.0 GENERAL

- 1.01 It is the intent of the fire department to replace the cabinets at fire station 4, 5 and 27. Station 4 is located at 524 West 12th Street, Station 5 is located at 102 East 18th Street, and Station 27 is located at 11707 East 31st Street.
- 1.02 The cabinets, countertops and sinks will be constructed of commercial grade stainless steel.
- 1.03 The cabinet finish may consist of polished stainless steel.
- 1.04 With the exception of the sink cabinet, the base units should use one large drawer that spans the entire length of the cabinet, or two drawers that have an interior drawer width of 20 inches.
- 1.05 The successful bidder will obtain any and all permits that may be required for this project.
- 1.06 The successful bidder will provide a plan of action so as to assist the fire department in scheduling the removal and installation of the cabinets. Ideally, the project would require a minimal amount of time and station personnel would remain in-service at the station during the operational phase of the project.
- 1.07 Each bid will be provided with a drawing and specifications describing the selected cabinets and their layout for each fire station.

2.0 DEMOLITION AND REMOVAL

- 2.01 The successful bidder will remove the existing cabinets that are specifically identified for removal.
- 2.02 The successful bidder will be responsible for the disposal of the removed cabinets and associated components.
- 2.03 FIRE STATION 4
 - .0301 All of the base cabinets, countertop, sink, garbage disposal, and wall cabinets will be removed from the kitchen.
 - .0302 The island cabinets will be removed. However, the existing countertop should be preserved in anticipation of being re-used with the new island cabinets.
 - .0303 The wood and formica face and trim around the island cabinets will remain in place and used with the new cabinets.
- 2.04 FIRE STATION 5
 - .0401 All base cabinets, garbage disposal, and wall cabinets will be removed from the kitchen.
- 2.05 FIRE STATION 27
 - .0501 All base cabinets, garbage disposal, and wall cabinets will be removed from the kitchen.

3.0 NEW CABINETS FOR STATION 4

- 3.01 The kitchen layout at fire station 4 consists of several base and wall cabinets located on a single wall with a long island cabinet. All of the existing cabinets are to be replaced by new commercial grade stainless steel cabinets. The cabinets south of the stove will be enlarged if possible.
- 3.02 The sink is located near the center of the base cabinets of the cabinets located along the wall. The center of the existing sink is 80 inches from the north edge of the countertop.
- 3.03 The new sink will be built into the stainless steel countertop and will consist of three basins with the northern most basin provided with a garbage disposal.
- 3.04 Each sink basin will be approximately 13.5" wide, 16" long and 8" deep.
- 3.05 The sink will include two new Delta, or similar, single handle faucets, with spray attachments.
- 3.06 New stainless steel countertop with splashboard will be used over the top of the base cabinets.
- 3.07 The existing stainless steel wall covering between the wall and base cabinets should remain in place and used if possible. If is not possible to use the existing stainless steel covering, new stainless steel wall covering will be provided.
- 3.08 The new sink will be provided with a new garbage disposal, trap, and plumbing that is exposed within the base cabinet. The sink will use the existing water and sewer plumbing that is stubbed to the cabinet.
- 3.09 A stainless steel wall covering will be provided from floor to the underside of the range hood along the entire length of the existing range hood, approximately 82-1/4 inches.

- 3.10 The base cabinet located on the south side of the stove may be enlarged to a 36-inch base cabinet with a stainless steel countertop.
- 3.11 A stainless steel wall covering will be provided from floor to the underside of the wall cabinets behind the refrigerator
- 3.12 The wall cabinets on the north end nearest the refrigerator will include a built-in shelf for the installation of a microwave.
- 3.13 The underside of the wall cabinets will be provided with fluorescent lights.
- 3.14 New island style base cabinets will be provided to replace the existing island.
- 3.15 With the exception of the base cabinets used to support the sink, all base cabinets will include slide out drawers. If possible, the cabinet should have only one drawer. If there are multiple drawers, the drawers will be as wide as possible.
- 3.16 Photos and sketch of the layout. Drawings are NOT to scale.

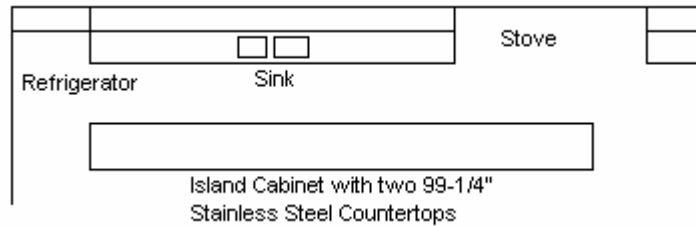


Figure 1 Station 4 Top View of Cabinets

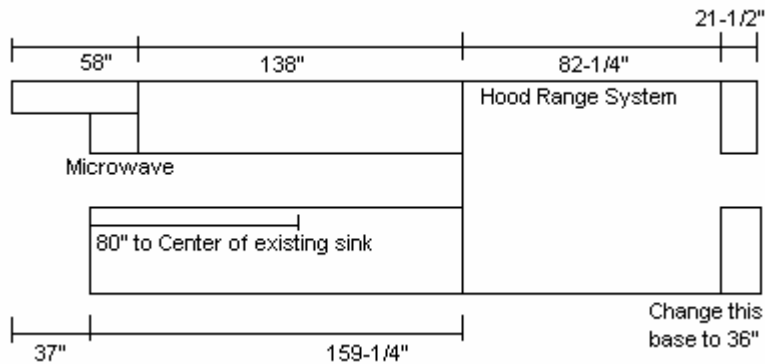


Figure 2 Station 4 Cabinets located along the east wall



Figure 3 Station 4

The refrigerator is on the north end of the cabinets. The desired microwave shelf will be in a position similar as shown. The wall cabinets above the refrigerator are 18" tall and the other wall cabinets are 30" tall. The third sink basin with disposal will be located on the north side, closest to the refrigerator, of the existing sinks. The space behind the refrigerator will be covered with stainless steel



Figure 4 Station 4



Figure 5 Station 4
The space behind the stove will be covered with stainless steel. The single base cabinet to the south of the stove should be changed from 21-1/2 inches to 36 inches. The hood range system will remain in place.



Figure 6 Station 4
The island cabinets will be replaced. The countertop should be re-used if possible.

4.0 NEW CABINETS FOR STATION 5

- 4.01 The kitchen cabinets will be completely removed and replaced by stainless steel cabinets. All of the existing cabinets will be replaced by new commercial grade stainless steel cabinets. New additional wall cabinets will be placed on the east wall of the kitchen area.
- 4.02 The north wall of the kitchen includes an icemaker that currently takes up 16-1/2" of the west edge of the west base cabinet. The existing countertop covers the top of the ice machine.
- 4.03 The north base cabinets will be designed to accommodate the ice machine, and a two-basin sink with disposal. It should be noted that the bottom portion of the west wall is provided with a tile finish that projects into the base cabinet space below the countertop. There may be a need for special trim to accommodate the base cabinets and ice machine.
- 4.04 The new countertop will include an integral stainless steel splashboard and a built-in two-basin sink. Each sink basin will be approximately 13.5" wide, 16" long, and 8" deep.
- 4.05 The new sink will include a new Delta, or similar, single handle faucet with spray attachment.
- 4.06 The sink will be provided with a new garbage disposal, trap, and plumbing that is exposed within the base cabinet. The sink will use the existing water and sewer plumbing that is stubbed into the cabinet.
- 4.07 Stainless steel wall covering will be provided to cover the space above the countertop and below the wall cabinets.
- 4.08 The existing wall cabinets are 36" with a 7-1/2" space located between the ceiling and the tops of the wall cabinets. The new cabinets will extend to the underside of the suspended ceiling.
- 4.09 The underside of the wall cabinets located on the north wall will be provided with fluorescent lights.
- 4.10 New cabinets will be installed on the east wall of the kitchen hallway above the existing shelf. There is no existing cabinet in this location.
- 4.11 The space behind and to the side of the kitchen stove will be covered by stainless steel.
- 4.12 New wall cabinets will be provided on the east wall of the kitchen area. The cabinets will be the same as those used on the north and south wall and will sized to fit the void space on the east wall. The void space is 69-1/4 inches.
- 4.13 Photos and sketch of the layout. Drawings are NOT to scale.

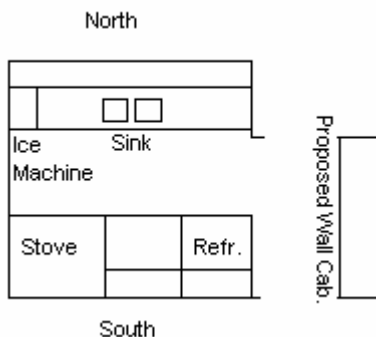


Figure 7

Station 5

Top View of Kitchen Cabinets

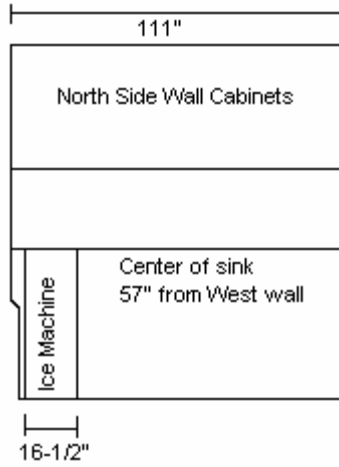


Figure 8 Fire Station 5 north cabinets

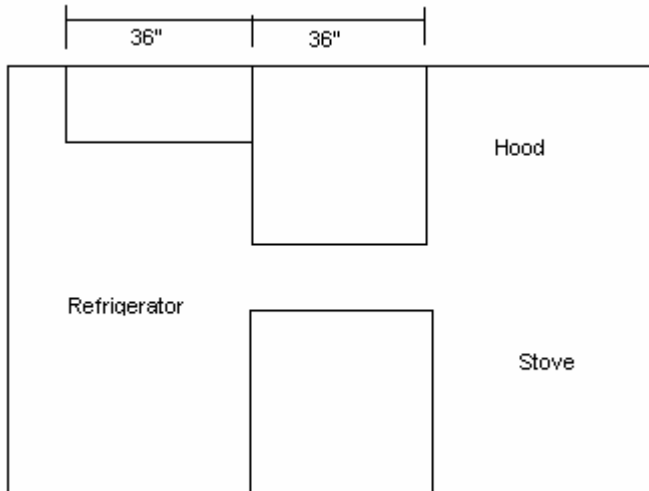


Figure 9 Fire Station 5 south cabinets



Figure 10 Station 5 View of the north wall of the kitchen



Figure 11 Station 5 View of the ice machine and its relationship to the base cabinets, west wall and countertop.



Figure 12 Station 5 View of the south wall of the kitchen



Figure 13 Station 5 View of the east wall. The proposed wall cabinets would extend down from the ceiling to a height just above the top of the pot on top of the coffee maker. The shelf would remain in place.

5.0 NEW CABINETS FOR STATION 27

- 4.01 The kitchen layout at fire station 27 consists of a series of base and wall cabinets located on the west wall of the kitchen and an island of base cabinets that separates the kitchen area from the dining area. With the exception of the cabinets above the existing range hood, all of the existing cabinets will be replaced by new commercial grade stainless steel cabinets. The cabinets above the range hood will remain in place until such time that the hood is replaced.
- 4.02 The sink is located in the middle of the base cabinets located along the west wall.
- 4.03 The new sink will be built into the stainless steel countertop in integrated splashboards.
- 4.04 The new sink will be a two-basin sink, located in the same general position as the current sink. Each basin will be approximately 13.5" wide, 16" long and 8" deep.
- 4.05 The sink will include a new Delta, or similar, single handle faucet with a spray attachment.
- 4.06 In addition to the new countertops for the base cabinets along the north wall, the island cabinet will be provided with a new stainless steel countertop.
- 4.07 The new sink will be provided with a new garbage disposal, trap, and plumbing that is exposed within the base cabinet. The sink will use the existing water and sewer plumbing that is stubbed to the cabinet.
- 4.08 The base cabinets along the north wall provide a total length of 117 inches, measured on top of the existing countertops.
- 4.09 The base cabinets serving as an island have a total length of 146 inches, measured on top of the existing countertops.
- 4.10 The exposed wall between the base and wall cabinets will be covered with stainless steel. The existing stainless steel will be used if possible.
- 4.11 The wall cabinets are located only on the west wall of the kitchen. On the south side, there are wall cabinets above the refrigerator for a distance of 39 inches. There are 117 inches of wall cabinets located directly above the base cabinets and an additional 60 inches of short wall cabinets above the existing range hood.
- 4.12 Stainless steel will be used to protect the exposed wall surfaces on the west and north sides of the stove.
- 4.13 The underside of the wall cabinets over the countertop will be provided with fluorescent lights.
- 4.14 Photos and sketch of the layout. Drawings are NOT to scale.

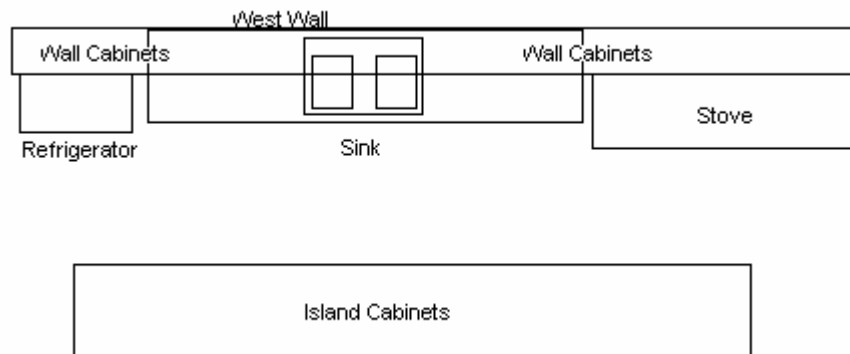


Figure 14 Station 27 Top view of kitchen



Figure 15 Station 27 View of the kitchen from the dining area



Figure 16 Station 27 View of the south corner of the west kitchen wall



Figure 17 Station 27 View of the west kitchen wall and the north corner



Figure 19 Station 27 View of the island cabinet

CONTRACTOR’S LIABILITY AND INSURANCE REQUIREMENTS:

General Liability: The City of Tulsa shall not be liable for any loss or damage sustained by the contractor. The contractor shall save the City of Tulsa whole and harmless from any and all claims of whatsoever nature growing out of or resulting from or in any way connected with the exercise of the privilege herein granted. Contractor will exercise every necessary precaution for the safety of the property and the protection of any and all persons and/or property located adjacent to or making passage through said property.

Liens: The contractor agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor and materials furnished by the Contractor or his subcontractors under the scope of this bid and from all laborer’s materialmen’s and mechanics’ liens upon the real property upon which the work is located or any property of the City of Tulsa.

Premiums: Premiums on all insurance policies shall be paid by the Contractor and shall be deemed included in his service agreement unless otherwise specified.

INSURANCE:

The contractor, and any subcontractors, shall carry and keep in force during the term of the contract policies of public liability insurance including any contractual liability assumed under the contract in the minimum amounts set forth below and workmen’s compensation and employer’s liability insurance in the amounts required by law. The contractor shall also furnish and owner’s protective policy in the same amounts with the City of Tulsa as the named assured by the same insurance company as the insurer of contractor’s liability coverage.

Personal Injury, each person	\$175,000
Property Damage, each person	\$25,000
Personal Injury and Property Damage Aggregate, each occurrence	\$1,000,000.00

The policy shall provide a clause stating that it cannot be cancelled by the insurer without the insurer first giving the City ten (10) days written notice of cancellation. The successful bidder shall furnish the City a certificate of insurance showing such coverage within ten (10) days following the acceptance of the bid by the City.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED:

- A. During the performance of this contract, the contractor agrees as follows:
 - 1. The contractor will not discriminate against any employees or applicant for employment because of race, religion, color, sex or national origin, except

where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause.

2. The contractor, in all solicitations or advertisements for employment placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- B. The contractor will include the provision of the foregoing paragraphs of this section in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

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. Bids must be submitted in ink or typewritten. Penciling will not be accepted.

PRICING:

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

DESCRIPTIVE LITERATURE, BROCHURES, SPECIFICATIONS SHEETS:

Bidders must provide descriptive literature, brochures and or specification sheets on product bidding. This information is to be part of your bid and included with your bid package. Failure to comply may result in rejection of your bid.

BIDDER'S PROPOSAL COLUMN:

Bidder shall complete **every** space in Section 2, Bidder's Proposal Column. The bidder shall give a complete description of the item being bid such as, sizes, capacities, dimensions, etc. Markings such as checks and blank spaces will be considered as non-responsive and reason for rejection. The word **comply** will be interpreted as meaning the **same** as specified.

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 shall be cause for rejection of the bid.

BIDDER AFFIDAVITS:

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

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 City of Tulsa employees unless such clarification or change is provided to bidders in written addendum form from the Purchasing Division.

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.