



## INVITATION FOR SEALED BID

**Bid 02-522**

**Description: APRON MOWER**

**Department: PARK & RECREATION DEPARTMENT**

**NIGP Commodity Code(s): 515-40-00-000-0**

**Total pages including this page is 13**

**NOTE: FAXING OF BID IS NOT ACCEPTABLE**

**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](http://www.cityoftulsapurchasing.org)**

**you must notify the buyer Darlene Donica of your intent to bid by e-mail [ddonica@ci.tulsa.ok.us](mailto: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:**    02-522

**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:    JANUARY 6, 2003

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

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**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

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Vendor Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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**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.**

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# BID 02-522

<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>
1	Apron Mower	\$ _____

Make & Model: \_\_\_\_\_

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

### Prices for optional equipment (if funds are available)

Mulching Kit \$ \_\_\_\_\_  
(with conversion hardware kit for easy installation)  
Six (6) spare cutting blades \$ \_\_\_\_\_  
Canopy for Operator \$ \_\_\_\_\_  
(Steel or fiberglass cover)  
Spare Tire/Rim (Mounted) \$ \_\_\_\_\_  
(One (1) front tire and rim and One (1) back tire mounted on rim, new, ready for use)

**For questions or more information please contact: Gary Burr @ 918-591-4160**

**BID 02-522**  
**APRON MOWER**  
**PARK & RECREATION DEPARTMENT**

**INTENT:**

It is the intent of this bid to secure, on a competitive basis, a source of supply for furnishing **Apron Mower** for the Parks & Recreation Department, City of Tulsa.

Inasmuch as some designs of equipment vary among different manufacturers, the City of Tulsa 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.

**PRICES:**

Prices bid shall be firm and based on new, unused, current production models.

**METHODS OF SAMPLING, INSPECTIONS & TESTS:**

1. After bid results are tabulated, the City of Tulsa Purchasing Division reserves the right to require samples of selected mowers for inspection and evaluation. Samples may be demonstrator models with equipment similar but not necessarily identical to that listed in this specification.
2. Unless otherwise specified in the contract or purchase order, the supplier shall be responsible for the performance of all inspection and test requirements necessary to insure compliance with requirements for this specification. This does not preclude subsequent inspection and testimony by the City of Tulsa to further determine conformance with specification requirements of quality standards of workmanship, material and construction techniques.

**DESCRIPTIVE LITERATURE, BROCHURES,  
SPECIFICATION SHEETS:**

Bidders must provide descriptive literature, brochures, and/or specifications sheets on the units bid. This information is to be part of your bid and included with your bid package. Failure to comply could result in rejection of your bid.

**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.

**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.

### **TECHNICAL SPECIFICATIONS**

#### **Power Unit:**

Engine:	Kubot liquid cooled diesel, 4 cylinder, 60 gross hp @ 2600 rpm, 122 cu. In, turbo diesel
Fuel Capacity:	21 gallon diesel
Traction Drive:	Full time bi-directional, 4 wheel drive hydrostatic transmission, hydrostatic motor each front wheel, rear axle powered by hydrostatic motor.
Tires/Wheels:	Front: 29 x 14-15, 6 ply ultra trac tread or better turf tires
Brakes:	Mechanically actuated, internal wet disc brake on input to each planetary drive. Braking through closed loop hydrostatic drive.
Steering:	Power steering with dedicated power source
Ground Speed:	Infinitely variable 0-8.6 mph forward, 4.3 mph in reverse, Standard 2 speed for transport.

**Controls:** Ignition switch, throttle, foot operated traction pedal, mow/transport selector switch, lockable individual brake pedals, park brake lock, deck lift levers, beverage holder, radio holder, 12 volt power outlet, storage compartment, unit raise/lower controls, cutting unit pto lever, parking brake lever, hydraulic cutting unit counterbalancing control.

**Gauges:** Hour meter fuel gauge, engine temperature gauge, indicator lights for glow plug, high coolant temperature, charge indicator, and low oil pressure. Shut down for high coolant temperature, low voltage indicator, high reservoir oil temp, low engine oil pressure, coolant level indicator with emergency shut off.

**Seat:** Two piece deluxe seat with armrests, adjustable backrest angle and suspension adjustable for operators weight.

### **Hydraulic System:**

High efficiency fixed displacement pump. Filtration and cooling of the full cutting circuit flow for cool running , long life. Flow control system maintains constant blade speed regardless of cutting load. Speed is adjustable for permit thatch clip length to ground speed while maintaining full engine power availability.

**Cutting Unit Lift:** Hydraulic lift system provides control for simultaneous lift control. Unit must have the option that will allow the unit to lift all cutting heads at once a short distance from the turf for turning cneter three units operate together, two units operate individually. Units automatically shut off when raised. Single acting lift cylinders with air bleed valve.

**Reservoir Oil Temp:** 11 gallon capacity or better with large diameter fill cap with stainless steel strainer. Sight glass level indicator, remote mounted 40- micron replaceable breather element. Water collector drain fitting. Oil level warning protection switch.

**Hydraulic Fittings:** Hydraulic system utilizes o-ring face seals at all connections.

**Hydraulic Filtration:** A single large spin-on hydraulic filter element. A filter change warning light is on the front console.

### **Cutting Units:**

Type of Cutter: Five 27 or 30" decks that are contour friendly. Each unit is rear discharge rotary units. Width of cut is overall 109" or better with an overlap of 6.5" and an overhand of 10.9" or better., bedknife with precision screw adjustment on ends of reel.

Cutting Unit Construction: 10 gauge steel constructed chambers with 12 gauge welded reinforcements. 11.5" square x .25 wall tube, with 7 gauge side supports. Spindle support 3/16" high strength steel and 10 gauge exterior channels; ductile iron spindle housings with 1.25" with 7 gauge side supports diameter spindle shafts and 2 greasable, tapered roller bearings.

Anti-scalp Features: 6" anti-scalp cups on each blade. On each dick, two 5" wide, .25" thick. Optional high height of cut blade with induction hardened alloy steel blades.

Height of Cut: .75" to 4" in .25" increments.

Blades: Standard angle sail, blade: 27"L x 2.5" W x .25" Thick

Wing/Outrigger Protection: Unit must be equipped with a protection device for outside decks or wings. Protection will include an impact absorption device for protecting the mower from serious harm.

Width of Cut: Overall 109" or better, with an overlap of 6.5" and an overhang of 10.9" or equal.

Mowing Rate: Minimum of 7.6 acres at 7 miles per hour.

**Overall Diminsions:**

Length:	145"
Width(in lowered position)	112.8"
Width(in raided position)	88.25 or less
Height with ROPS	85" or close
Wheel Base	67.54"
Track width, front:	88.25"
Track width, rear:	55.5"
Ground Clearance:	6"
Weight:	4273 (approx. lbs.)