



Invitation For Bid (IFB) TAC186C

Description: **COPIERS**

Issued: **May 16, 2003**

City of Tulsa,

Oklahoma

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THE CITY OF TULSA, OKLAHOMA

NOTICE OF INVITATION TO BID

NOTICE is hereby given that the CITY OF TULSA, OKLAHOMA will receive sealed bids for the following:

BID # **TAC186C**

DESCRIPTION: **COPIERS**

You are invited to submit a bid to supply the Goods and/or Services specified above. Bids must be made in accordance with the Forms and Instructions herein.

Bids must be received no later than **5:00 p.m. (CST) on June 4, 2003** at the **CITY CLERK'S OFFICE, 200 CIVIC CENTER, ROOM 109, TULSA, OKLAHOMA 74103**. Bids must be sealed and either mailed or delivered. No faxed or emailed bids will be considered. Original signatures are required on the attached forms.

IMPORTANT NOTE: Write the Bid Number, Bid Description as listed above, and Bid Opening Date on the lower left corner of the outside of your bid envelope. You must return the complete Bid Packet with your Bid.

Enclosed with this Bid Packet are the following Forms and Instructions:
Use this checklist to ensure you have properly completed all Forms. You must return the complete Bid Packet.

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- Summary Sheet
- Form #1: Bidder/Contractor Information Sheet. Must be completed.
- Form #2: Bid/Purchase Agreement. Must be signed and notarized **or your bid will be rejected.**
- Form #3: Interest Affidavit. Must be signed and notarized **or your bid will be rejected.**
- Form #4: Non-Collusion Affidavit. Must be signed and notarized **or your bid will be rejected.**
- Form #5: Affidavit of Claimant. Must be signed and notarized.
- Form #6: Acknowledgment of Receipt of Addenda/Amendments. Must be completed and signed.
- Form #7: Delivery and Pricing. Must be completed.
- Instructions, Terms and Conditions For Bidders
- Special Requirements (Offer Period; Insurance and Bonding; References)
- Technical Specifications

If you have questions or need additional information, contact the assigned Project Buyer, **Laura Blades**, at:
Telephone: (918) 596-7553
Fax: (918) 699-3156
Email: lblades@ci.tulsa.ok.us



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SUMMARY SHEET

Sealed Offer due by 5:00 PM (CST) on Wednesday:

June 4, 2003

Mail or deliver sealed Bids to:

City of Tulsa-City Clerk
200 Civic center, Room 109
Tulsa, Oklahoma 74103

PURCHASE NET

Invitation For Bid documents are available at:	1. Website: www.cityoftulsapurchasing.org 2. Fax-on-Demand: 918-596-1171 (Index of available documents) 3. Purchasing Office: City of Tulsa-Purchasing Division 200 Civic center Room 802 Tulsa, Oklahoma 74103 (Phone: 918-596-7563)
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Responses to this Invitation For Bid must be on these forms only. The ENTIRE Invitation For Bid packet must be returned or your bid may be REJECTED.

We require the following number of copies: 1- Original; 1- Purchasing copy; and 4 additional copies. Each copy must be labeled on the front sheet with 1" letters indicating which copy it is.

Project Buyer (City contact person):	Bidder's Notice of Intent to Submit a Bid and Questions Regarding Bids:	Issuing of Addendums or Amendments:
Laura Blades, Buyer Email: lblades@ci.tulsa.ok.us Fax: 918-699-3156 Phone: 918-596-7553	You should email the Project Buyer indicating your intent to bid. Indicate the IFB number on the subject line of the email. You will receive an email response back verifying your notice was received. Use the same procedure to request clarification of any point in the IFB.	Bidders who notify the City of their intent to bid will be sent notice of any addendum or amendments to the IFB, which will be made available in the same manner as the Invitation For Bid.

PREBID CONFERENCE:	NO	If yes, date, time, and location will be shown here:	
		Date:	Date:
	YES	Time:	Time:
		Location:	Location:
<p>If the Pre-bid is <u>mandatory</u>, two meeting options will be given. <u>You must attend at least one.</u></p> <p>If the Pre-Bid is <u>not mandatory</u>, only one meeting option will be given and attendance is not required.</p>			

BID OPENING - All bid openings are public and will take place at **8:30 a.m.** the day after bids are due:

Francis Campbell Council Meeting Room
 City Hall, 200 Civic Center, Plaza Level
 Tulsa, Oklahoma

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NIGP CODE(S): 700-56



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FORM #2 (Page 1 of 3)
BID/PURCHASE AGREEMENT

INSTRUCTIONS: This document **must** be properly signed and returned or your bid will be **rejected**. This form constitutes your offer and if accepted by the City of Tulsa will constitute the Purchase Agreement under which you are obligated to perform. Your signature on this document indicates you have read and understand these terms and agree to be bound to them.

THIS PURCHASE AGREEMENT is between the CITY OF TULSA, OKLAHOMA, a municipal corporation, 200 Civic Center, Tulsa, Oklahoma, 74103-3827 (the "City") and:

(Company name – **Must** be the **exact** legal name as shown in organizational documents (i.e., not a DBA) (the "Seller").

WITNESSETH:

WHEREAS, the City has approved certain specifications and advertised for or solicited bids on the following goods or services:

TAC 186C - COPIERS

(the "Goods and/or Services");

WHEREAS, Seller desires to provide such Goods and/or Services to City and this document constitutes Seller's offer to provide the Goods and/or Services specified below, and if executed by the City's Mayor will become the Purchase Agreement for such Goods and/or Services.

NOW, THEREFORE, for and in consideration of the terms, covenants and conditions hereinafter set forth, the parties hereto agree as follows:

- Purchase and Sale.** Seller agrees to sell City the Goods and/or Services set forth in Seller's Delivery and Pricing Form submitted with Seller's response to City's Invitation For Bid and incorporated herein ("Seller's Offer"). City agrees to pay Seller the price and amount in accordance with Seller's Delivery and Pricing Form, based on the quantity actually purchased, upon delivery of the Goods and/or Services to the City, the City's acceptance thereof, and upon Seller's submission and City's approval of a verified claim for the amount due. City shall not pay any late charges or fees.
- Irrevocable Offer.** Seller understands and acknowledges that its signature on this Agreement constitutes an irrevocable offer to provide the Goods and/or Services. There is no contract unless and until City's Mayor executes this Agreement accepting Seller's Offer. No City officer, employee or agent except the Mayor has the authority to award contracts or legally obligate the City to any contract. Any Goods and/or Services Seller provides to City before this Agreement is executed by City shall be at Seller's risk, and City shall have no obligation to pay for any such Goods and/or Services provided before this Agreement is executed by City.
- Documents Comprising the Agreement.** This Purchase Agreement includes the entire Invitation For Bid (i.e., the entire request for bid packet, which includes but is not limited to the (i) Affidavits, (ii) Instructions, Terms and Conditions For Bidders, (iii) Specifications, and (iv) any addenda or amendments, and (v) Seller's Offer, and such are incorporated herein as if set forth at length herein. In the event of conflicting or ambiguous language, the parties shall be governed first according to the Bid/Purchase Agreement, second according to the remainder of the documents comprising the Invitation for Bid, and third according to additional attachments submitted by Seller.
- Term.** The term of this Agreement shall be effective commencing on **July 1, 2003** and continuing to and including one year from **June 30, 2004**. City in its sole discretion may offer Seller an opportunity to renew this Agreement for an additional four (4) one (1) year term(s). Seller understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Goods and/or Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1st to June 30th) in which such Goods and/or Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.
- Warranties.** Seller expressly warrants that all Goods and/or Services covered in the Agreement will conform to the specifications attached and incorporated herein, and further warrants that the same shall be of good materials and workmanship and free from defects for either a minimum of one (1) year from the date of acceptance or installation by City, whichever is later, or for such period beyond one (1) year as the Seller may provide in its Offer. In no event shall Seller be allowed to disclaim or otherwise limit the express warranties set forth herein.
- Warranty Remedies.** City shall notify Seller if any of the Goods and/or Services fails to meet the warranties set forth above, and Seller shall promptly correct, repair or replace the same at Seller's sole expense. Notwithstanding the foregoing, if such Goods and/or Services shall be determined by City to be defective or non-conforming within the first thirty (30) days after the date of acceptance by City, then City at its option shall be entitled to a complete refund of the purchase price and, in the case of Goods, shall promptly return such Goods to Seller. Seller shall pay all expenses related to the return of such Goods to Seller.
- Seller Bears Risk.** The risk of loss or damage shall be borne by Seller at all times until the acceptance of the Goods, properly packed, by City.



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8. **No Indemnification by City.** Seller understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Seller harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Seller shall not limit its liability to City for actual loss or direct damages for any claim based on a material breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled.
9. **Indemnification by Seller.** Seller agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of every nature brought against them due to the use of patented appliances, products or processes provided by Seller hereunder. Seller shall pay all royalties and charges incident to such patents.
10. **No Insurance by City.** If City is leasing Goods herein, City shall not be required to obtain insurance for Seller's property. Seller shall be solely responsible for any insurance it deems necessary. City is self-insured for its own negligence, subject to the limits of the Governmental Tort Claims Act (51 O.S. § 151 et seq.).
11. **No Confidentiality.** Seller understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24.1 et seq.) and therefore cannot assure the confidentiality of contract terms or other information provided by Seller pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements thereunder.
12. **Non-Responsive Bids.** Seller understands and acknowledges that if it adds terms and conditions to its Offer that are contrary to the terms set forth herein that the bid may be rejected as non-responsive. Furthermore, if City accepts Seller's Offer and awards a contract herein, City shall not be bound to any exceptions, changes or additions made by Seller, and any conflicting terms and conditions added by Seller will be void and of no force and effect because the parties will be governed according to the document precedence set forth above.
13. **Compliance With Laws.** Seller shall take the necessary actions to ensure its facilities and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Seller is responsible for any costs of such compliance. Seller shall be responsible for complying with all applicable federal, state and local laws.
14. **Termination.** City, by written notice, may terminate this Agreement, in whole or in part, when such action is in the best interest of City. If this Agreement is so terminated, City shall be liable only for payment for Goods accepted and Services rendered prior to the effective date of termination.
15. **Price Changes.** The parties understand and agree that the variables in Seller's cost of performance may fluctuate, but any change in Seller's cost of performance will not alter its obligations under this Agreement, nor excuse performance or delay on Seller's part. If City offers a price escalation/de-escalation clause in its Invitation for Sealed Bid, Seller may be able to revise the prices for its Goods and/or Services pursuant to the terms of that provision, but City will consider those terms when determining the bid award.
16. **Right to Audit.** The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the Goods and/or Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Seller is required to retain all records related to this Agreement for the duration of the contract term and a period of three years following completion and/or termination of the contract. If an audit, litigation or other action involving such records begins before the end of the three year period, the records shall be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.
17. **Severability Provision.** If any term or provision herein is determined to be illegal or unenforceable, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible to be legal, valid and enforceable.
18. **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. City will not agree to binding arbitration of any disputes.
19. **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.
20. **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. This Agreement may only be modified or amended in writing and signed by both parties. Seller may not assign this Agreement without City's prior written consent. Seller shall not be entitled to any claim for extras of any kind or nature.
21. **The undersigned individual states that s/he has authority to bind Seller to this Agreement, that s/he has read and understands the terms of this Agreement, and that Seller agrees to be bound by this Agreement and its incorporated documents and Seller's Offer.**



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FORM #2 (Page 3 of 3) BID/PURCHASE AGREEMENT

IMPORTANT NOTE: This document must be signed by the proper person as set forth in Instructions, Terms and Conditions for Bidders, paragraph 4. FAILURE TO SUBMIT PROPERLY AUTHORIZED SIGNATURE MAY RESULT IN YOUR BID BEING REJECTED AS NONRESPONSIVE.

IN WITNESS WHEREOF, this Agreement has been executed in multiple copies on the dates set forth below to be effective during the period recited above.

Sign Here ► _____

ATTEST:

Printed Name: _____

Title: _____

Corporate Secretary

Date: _____

Company Name/Address [Please Print]

Address

City

State

Zip Code

() -
Telephone Number

() -
Fax Number

Email Address

**CITY OF TULSA, OKLAHOMA,
a municipal corporation,**

ATTEST:

By: _____
Mayor

City Clerk

Date: _____

APPROVED:

Assistant City Attorney



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FORM #3 (Page 1 of 1)

INTEREST AFFIDAVIT

STATE OF _____)
)ss.
 COUNTY OF _____)

I, _____, of lawful age, being first duly sworn, state that I am the agent authorized by Seller to submit the attached bid. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly owns a twenty-five percent (25%) interest or more in the bidder's business or such a percentage that constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa have less than a controlling interest, either direct or indirect, in Seller's business:

By: _____
 Signature

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

 Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State Where Notarized: _____

The Affidavit must be signed by an authorized agent and notarized



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FORM #4 (Page 1 of 1)

NON-COLLUSION AFFIDAVIT

(Required by Oklahoma law, 74 O.S. §85.22-85.25)

STATE OF _____)
)ss.
COUNTY OF _____)

I, _____, of lawful age, being first duly sworn, state that:
(Seller's Authorized Agent)

1. I am the authorized agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among 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. I am fully aware of the facts and circumstances surrounding the making of Seller's Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the Seller nor anyone subject to the Seller'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.

By: _____
Signature

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State Where Notarized: _____

The Affidavit must be signed by an authorized agent and notarized



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FORM #5 (Page 1 of 1)

AFFIDAVIT OF CLAIMANT

STATE OF _____)
) ss.
 COUNTY OF _____)

The undersigned person, of lawful age, being first duly sworn on oath, says that all invoices submitted pursuant to this Agreement with the City of Tulsa will be true and correct. Affiant further states that the work, services or materials furnished will be completed or supplied in accordance with the plans, specifications, orders, requests or contract with Supplier. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer, or employee of the City of Tulsa or of any public trust where the City of Tulsa is a beneficiary, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted.

By: _____
 Signature

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

 Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State Where Notarized: _____

The Affidavit must be signed by an authorized agent and notarized



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FORM 6 (PAGE 1 OF 1)

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS

I hereby acknowledge receipt of the following addenda or amendments, and understand that same are incorporated into the Invitation For Bid and will become a part of any resulting contract.

List Date and Title/Number of all addenda or amendments: (Write "None" if applicable).

Sign Here ►

Printed Name:

Title:

Date:



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FORM #7 (PAGE 1 OF __) DELIVERY AND PRICING

1. **Delivery.** If your Bid is accepted and a contract is executed, state the number of days you need to deliver the Goods and/or Services:

_____ Number of days for delivery.

If delivery is in stages, give the detail of what Goods and/or Services will be delivered at specific dates or milestones: _____

You must be able to deliver the Goods and/or Services as specified in your Bid. Failure to do so may result in City terminating your contract or canceling the Purchase Order, pursuing collection under any performance bond, as well as any other damages to which it may be entitled in law and in equity.

2. **Pricing.** You agree to sell City the following Goods and/or Services according to the fixed prices shown below. You must state the total cost necessary to provide all Goods and/or Services, including all shipping F.O.B. Tulsa, Oklahoma (prepaid freight), but excluding all federal excise and state sales taxes from which City is exempt.

Item	Description	QTY	Unit Cost	Extended Cost
	SEE ATTACHMENT A-H FOR PRICING			

3. **Annual Price Adjustment.** The prices bid for any Goods and/or Services shall not increase during the initial term of the contract. However, if you anticipate that you will not be able to maintain firm prices for any renewal period, a change in price is allowed if the following are met:

a) You must include a formula in your bid to calculate a price change at the time of renewal. The formula must be reasonable and capable of measurement.

State your formula: _____

and,

b) You must notify City, in writing, no later than 30 days before the initial contract period ends, or any renewal period ends, of your intent to exercise the price change formula in your bid. Failure to so notify City may result in City denying any price increases. In no event can the proposed price change exceed that possible under the formula in your bid. Your notice can be sent by certified mail, fax or email. If the Consumer Price Index ("CPI") is used for the price change formula, the CPI for the immediately preceding year will be used to calculate the total price change.



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INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDERS

THESE INSTRUCTIONS, TERMS AND CONDITIONS, AND ANY SPECIAL INSTRUCTIONS CONTAINED IN THE SPECIFICATIONS ARE A PART OF YOUR OFFER.

1. **PURCHASING AUTHORITY.** City issues this Invitation For Bid pursuant to Tulsa City Charter, Art. XII, §14 and Tulsa Revised Ordinances, Title 6, Ch. 4, the provisions of which are incorporated herein.
2. **EXAMINATION BY BIDDERS.** You must examine the specifications, drawings, schedules, special instructions and these Instructions, Terms and Conditions For Bidders prior to submitting any bid. Failure to examine such documents, or any errors made in the preparation of such bid, is at your own risk.
3. **BID SUBMISSION.** These bid forms must be prepared in the name of Bidder and properly executed by an authorized person, signed in ink and notarized, with full knowledge and acceptance of all provisions. Bids may not be changed or withdrawn after the deadline for submitting bids (the "Bid Submission Date"). A bid is an irrevocable offer and when accepted by City (as evidenced by City's execution of the Bid/Purchase Agreement) shall constitute a firm contract.
 - A. **BIDS MUST BE SUBMITTED ONLY ON THIS FORM AND SIGNED BY AN AUTHORIZED AGENT. THE ENTIRE INVITATION FOR BID PACKET MUST BE RETURNED AS RECEIVED INCLUDING ANY ATTACHMENTS NECESSARY TO COMPLETELY AND ACCURATELY RESPOND TO THE REQUEST. BIDS MUST BE IN STRICT CONFORMANCE WITH ALL INSTRUCTIONS, FORMS, AND SPECIFICATIONS CONTAINED IN THIS INVITATION FOR BID.**
 - B. Sealed bids may be either mailed or delivered, but must be received at:
City of Tulsa – Office of City Clerk
200 Civic Center, Room 109
Tulsa, Oklahoma 74103
 - C. Bids will be accepted at the above address from 8:00 a.m. to 5:00 p.m., Monday thru Friday except for City holidays. City is not responsible for the failure of bids to be received by the City Clerk's Office prior to the due date and time.
 - D. Late bids will be **rejected**. The Purchasing Agent, in his sole discretion, may make exceptions only for the following reasons:
 1. City Hall closed for business for part or all of the day on the date the response was due;
 2. If the City deems it appropriate due to large-scale disruptions in the transportation industry that may have prevented delivery as required.
 3. If documented weather conditions caused the late delivery. You must provide documentation of such weather to the satisfaction of the Purchasing Agent.
 - E. **City will not accept faxed bids;** nor will City accept bids faxed to the City Clerk, Purchasing, or any other City office or employee.
 - F. City is not responsible for any of your costs in preparing the bid response, attending a pre-bid conference, or any other costs you incur, regardless of whether the bid is submitted, accepted or rejected.
 - G. All bids must be securely sealed and plainly marked with the Bid Number, Bid Title, and Bid Opening Date on the lower left corner of the outside of the bid envelope. Your name and address must also be clearly indicated on the envelope.
 - H. If submitting multiple responses to the Invitation, each will be considered separately requiring each response to be complete and accurate. Each Option must be clearly marked as Option 1 of 3, Option 2 of 3, etc.
 - I. The number of copies you must submit is listed on the Summary Sheet in the front of the bid packet. However, at a minimum, there will be (1) an original, clearly labeled as such in 1" red letters on the bid packet cover page, and (2) a copy for City's Purchasing Division, clearly labeled as such in 1" red letters on the bid packet cover page. If binders are used, they must also be labeled.
 - J. Multiple boxes or envelopes are permissible, but must not weigh more than 50 pounds. Each box must be labeled as instructed herein and numbered (i.e., Box 1 of 3; Box 2 of 3). **The original must be in Box #1.**
 - K. The original and all copies (either paper or electronic) must be identical in all respects. Bids must be completed and submitted in ink or typewritten. Bids written in pencil will be rejected. Any corrections to the bids must be initialed in ink.
4. **SIGNATURES.** An agent who is authorized to legally bind the Bidder must sign all forms. For example:
 - Corporations** – the president, vice president, board chair or board vice chair can sign; others can sign if they have a (i) corporate resolution authorizing them and (ii) recent corporate secretary's certificate indicating the authority is still valid.
 - General Partnerships** – any partner can sign to bind all partners.
 - Limited Partnerships** – the general partner must sign.
 - Individuals** – no additional authorization is required, but signatures must still be witnessed and notarized.
 - Sole Proprietorship** – the owner can sign. Any other person can sign if s/he provides a recent Power of Attorney, signed by the owner, authorizing him/her to bind the sole proprietorship.



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Limited Liability Company (LLC) – The manager as named in the Operating Agreement can sign. Any person authorized by the Operating Agreement or a member can sign providing the person submits a copy of the authorization with a certificate of the members indicating the authorization is still valid.

5. **ADDENDA OR AMENDMENTS TO INVITATIONS FOR BID.** City may addend or amend its Invitation For Bid at any time before the Bid Submission Date, and any such addenda or amendments shall become a part of this Agreement. City will attempt to send a notification (by fax or email) of any addenda or amendments to those Bidders who have responded to the City's Project Buyer of their intent to respond to the Invitation For Bid. However, it is your responsibility to inquire about any addenda or amendments, which will be available from the City's Purchasing Division, its website, and fax-on-demand. You must acknowledge receipt of any addenda or amendments by signing and returning the Acknowledgment of Receipt of Addenda/Amendments form attached to this Invitation For Bid with your Bid. City may reject any Bid that fails to acknowledge any addenda or amendments.
6. **QUESTIONS REGARDING INVITATION FOR BID.** Questions regarding any portion of this Invitation For Bid must be submitted in writing (sent by mail, fax or email) to the Project Buyer indicated on the Summary Sheet herein. You should submit questions as early as possible and preferably before the Pre-Bid Meeting. City will attempt to respond in writing to all timely submitted questions, but cannot guarantee a response to any question received within 10 working days of the Bid Submission Date. Any oral responses to questions before the contract is awarded are not binding on City. At City's discretion, any information or clarification made to you may be communicated to other Bidders that notified City of their intent to bid if appropriate to ensure fairness in the process for all Bidders.
- You must not discuss questions regarding the Invitation For Bid with anyone other than the Project Buyer or other Purchasing Division staff or your bid may be disqualified, any contract recommendation or acceptance may be rescinded, or any contract may be terminated and delivered Goods returned at your expense and City refunded any payments made.
7. **ORAL STATEMENTS.** No oral statements by any person shall modify or otherwise affect the provisions of this Invitation For Bid and/or any resultant contract. All modifications, addenda or amendments must be made in writing by City's Purchasing Division.
8. **BID REJECTION OR WITHDRAWAL.**
- A. City may reject any or all bids, in whole or in part.
 - B. **A bid may be rejected if it contains additional terms, conditions, or agreements that modify the requirements of this Invitation For Bid or limits your liability to the City.**
 - C. A bid may be rejected if you are currently in default to City on any other contract or have an outstanding indebtedness of any kind to City.
 - D. City reserves the right to waive any formalities or minor irregularities, defects, or errors in bids.
 - E. You may withdraw your bid before the Bid Submission Date by appearing in person at the City Clerk's Office by an authorized agent. Otherwise, bids are irrevocable offers and may not be withdrawn until 90 days after the Bid Opening Date.
9. **BID RESULTS.** A tabulation of bids received will be made available on the City's Purchasing Division website and by fax-on-demand generally within 5 working days after the Bid Opening Date. After a contract award is recommended to the Mayor, a copy of the bid summary will be available in the City Clerk's Office. Bid results are not provided in response to telephone or email inquiries.
10. **CONTRACT AWARD.** If a contract is awarded, it will be to the Bidder that City determines is the lowest secure bidder meeting specifications. Such bid analysis will consider price and other factors, such as bidder qualifications and financial ability to perform the contract, as well as operating costs, delivery time, maintenance requirements, performance data, history of contract relations with City, and guarantees of materials and equipment, as applicable. A complete list of the factors that are considered is set forth in Tulsa Revised Ordinances, Title 6, Ch. 4, §406E. Unless otherwise noted, City reserves the right to award a contract by item, one or more groups of items, or all the items in the bid, whichever is in City's best interest.
11. **SPECIFICATIONS/DESCRIPTIVE TERMS/SUBSTITUTIONS.** Unless the term "no substitute" is used, the City's references to a brand name, manufacturer, make, or catalogue designation in describing an item in this Invitation For Bid does not restrict you to that brand or model, etc. The City may make such references to indicate the type, character, quality and/or performance equivalent of the item desired. However, you are required to furnish the exact item described in your bid unless a proposed substitution is clearly noted and described in the bid.

The parties recognize that technology may change during the period bids are solicited and subsequent contracts are performed. Therefore, City may at its option accept changes or substitutions to the specifications for Goods of equal or better capabilities at no additional cost to City. In the case of existing contracts, you shall give City 30 days advance notice in writing of any such proposed changes or substitutions. City shall determine whether such items are acceptable as well as any proposed substitute.

All Goods shall be new unless otherwise so stated in the bid. Any unsolicited alternate bid, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this bid, may be considered non-responsive and the bid rejected.



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12. **DELIVERY.** All prices quoted shall be based on delivery F.O.B. Tulsa, Oklahoma or to any other points as may be designated in the Specifications, with all charges prepaid to the actual point of delivery. Bids must show the number of days required for delivery under normal conditions.
13. **PRICES/DISCOUNTS.** Prices shall be stated in the units of quantity specified in the Invitation For Bid. In case of discrepancy in computing the bid amount, you guarantee unit prices to be correct and such unit prices will govern. Prices shall include transportation, delivery, packing and container charges, prepaid by you to the destination specified in the Specifications. Discounts for prompt payment will not be considered in bid evaluations, unless otherwise specified. However, offered discounts will be taken if payment is made within the discount period.
14. **TAXES.** City is exempt from federal excise and state sales taxes and such taxes shall not be included in the bid prices.
15. **PAYMENTS.** Invoices should be mailed to: City of Tulsa – Accounts Payable
200 Civic Center, Room 905
Tulsa, Oklahoma 74103
- Payment will be made Net 30 days after receipt of a properly submitted invoice or the City's acceptance of the Goods and/or Services, whichever is later, unless City decides to take advantage of any prompt payment discount included in the bid.
16. **NOTICE TO PROCEED/PURCHASE ORDER.** If City accepts your Offer and executes the Purchase Agreement, you shall not commence work until authorized to do so by the Purchasing Agent or his representative.
17. **DEFINITIONS.** Wherever used in this Invitation For Bid, the following terms shall have the following meaning:
- "Acceptance"** with respect to a bid shall mean the City's selection and award of a contract to the Bidder's/Seller's Bid.
- "Acceptance"** with respect to delivery of Goods and/or Services provided under a Bid/Purchase Agreement shall mean City's written acknowledgement that Seller has satisfactorily provided such Goods and/or Services as required.
- "Addenda" "Addendum" or "Amendment(s)"** shall mean a clarification, revision, addition, or deletion to this Invitation For Bid by City which shall become a part of the agreement between the parties.
- "Attachments" or "Additional Attachments"** shall mean all documents or items submitted by Bidder/Seller as part of its response to the Invitation For Bid that are not a part of the Invitation For Bid Packet.
- "Bid"** shall mean Bidder's offer to provide the requested Goods and/or Services.
- "Bid Submission Date"** shall mean the last date by which the City will accept bids for an Invitation For Bid.
- "Bidder"** shall mean a supplier or vendor that submits a bid for consideration by City in accordance with the Invitation For Bid.
- "City"** shall mean the City of Tulsa, Oklahoma.
- "Contractor"** shall mean the Bidder whose bid the City selected and awarded a contract.
- "Days"** shall mean calendar days unless specified otherwise.
- "Fax-on-Demand"** shall mean the City's facsimile number (918-596-1171) that Bidders can use to obtain documents or information.
- "Goods"** shall mean those designated items City solicited to purchase in its Invitation For Bid and that Bidder/Seller offered and agreed to provide City in response thereto.
- "Offer"** shall mean a Bidder's response to an Invitation For Bid or Invitation For Proposal. It may also be referred to as the Bid.
- "Primary Seller"** shall mean the Seller whose bid City selected as the principal supplier of the Goods and/or Services required under this Agreement.
- "Project Buyer"** shall mean the City's employee assigned to serve as the contact person for Bidders/Sellers responding to Invitations For Bid or completing contracts herein.
- "Purchasing Division or Office"** shall mean the City of Tulsa's Purchasing Division, located at 200 Civic Center, Room 802, Tulsa, Oklahoma 74103



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“**Secondary Seller**” shall mean the Seller whose bid City selected as a back-up supplier in the event the Primary Seller is unable to provide all the Goods and/or Services required.

“**Seller**” shall mean the Bidder whose bid City selected and awarded a contract.

“**Services**” shall mean those designated duties or labor City solicited to purchase in its Invitation For Bid and the Bidder/Seller offered and agreed to provide City in response thereto.

“**Solicitation**” shall mean an Invitation For Bid (IFB) or a Request For Proposal (RFP).

“**You**” or “**Your**” shall mean the Bidder responding to this Invitation For Bid or the Seller whose bid the City selected and awarded a contract.

“**Website**” shall mean the City of Tulsa’s website for the Purchasing Division: www.cityoftulsapurchasing.org.

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SPECIAL REQUIREMENTS

1. Irrevocable Offer Period. You understand and acknowledge that the offer submitted as your bid is firm and irrevocable from the Bid Submission Date until 90 days after the Bid Opening Date.

2. General Liability. You shall hold City harmless for any loss, damage or claims arising from or related to your performance of the Agreement herein. You must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement.

3. Liens. Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City. You agree 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 material furnished by you or your subcontractors under the scope of this Agreement.

4. Insurance. If checked "Yes," the following insurance is required: No: X Yes: _____

5. Bonding.

A. Bid Bond. If the box is checked "Yes," the following Bid Bond is required:

No: X Yes: _____ If yes, Bid Bond Amount: _____

B. Performance Bond. If the box is checked "Yes," the following Performance Bond is required:

No: _____ Yes: X If yes, Performance Bond Amount: \$20,000.00

If required, the Performance Bond must be submitted within 10 days after you are notified that City selected your Bid for contract award in the form of a Performance Bond, cash, certified or cashier's check in the amount indicated. If you fail to adequately perform your obligations set forth in this Agreement, City shall have the right to proceed against the Performance Bond for any damages it incurs as a result. If you are awarded a contract as a Secondary Seller, the Performance Bond requirement may be waived until performance is required under the contract.

6. References. If the box is checked "Yes," References are required:

No: _____ Yes: X If yes, number required by City: 3

1. Scope. You must furnish and supply the below listed Goods and/or Services in accordance with these additional terms, conditions and provisions set forth herein.

2. Warranty. You must furnish with your Bid copies of your warranty applicable to the Goods and/or Services being provided hereunder. You must expressly warrant that all Goods and/or Services being provided will conform to the Specifications and be of good materials and workmanship and free from defects for a period of _____ (must be a minimum of one year pursuant to Bid/Purchase Agreement, Paragraph 5) from the date of acceptance or installation by City, whichever is later.



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TECHNICAL SPECIFICATIONS

BACKGROUND:

The City of Tulsa (City) currently leases 168 copiers with all service, parts and supplies (except paper) included. These copiers are placed throughout the City and in outlying locations. Attachment "I" identifies the specific locations of current copiers. Also shown on Attachment "I" are locations which require 24 hour, 7 days a week service. As the needs of the City change, copiers are added, deleted, and/or additional accessories added.

The volume has averaged approximately 840,000 copies per month. The City does not guarantee these volumes.

GENERAL SPECIFICATIONS:

This contract will be awarded to one bidder only.

After the award of the bid, and before initial installation, the City reserves the right to select appropriate copiers and accessories for each location.

The City of Tulsa will have the option to add or remove copiers throughout the contract period. This includes Job Fairs that will require ten (10) or more additional units for short periods throughout the year. These are normally held on Saturdays, with copiers being placed late on Friday and removed Sunday or Monday. Any copiers not needed may be cancelled with two (2) days notice. The contract for all copiers and accessories added during the contract period will expire at the same time as the original contract. Vendor will install requested additional units within ten (10) working days.

Any exceptions to or deviations from the specifications set forth in this bid shall be clearly described in the bidder's proposal.

BIDDER SPECIFICATIONS:

1. Bidder must have been in the copier business, selling and servicing, in the Tulsa area (within a 25 mile radius) for a minimum of three (3) years in order to bid.
2. Bidder must have a minimum of one (1) active field service technician (not to include service managers/supervisors) per 100 copiers being serviced.
3. Use the attached Copier Bid Form for each model bid. The City will not accept a response that is not on the Copier Bid Forms. (Bidders are to make the necessary number of copiers from the provided form.)
4. Provide feature information on each model copier proposed for City use. The City reserves the right to choose the copier and features deemed appropriate for each location.
5. Provide the number of local (within a 25 mile radius of Tulsa) full time Field Service Technicians, the average number of copiers serviced, the hours they will be available and average response time.
6. Provide references where you currently have 50 or more similar copiers installed and are providing maintenance service in the Tulsa area.
 - a. Company Name
 - b. Telephone number
 - c. Contact person
 - d. Number of machines installed and serviced.
 - e. Number of years the company has used your copiers.
7. Bidders must complete the Copier Bid Form, Attachments A through G, for each copier model bid and Attachment H for service, parts and supplies.
8. What is the lead time you need to acquire the bid equipment for placement? _____



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PERFORMANCE SPECIFICATIONS:

- ✚ All copiers must be able to run label paper, letterhead, bond and envelopes.
- ✚ The copier in the City Clerk Office located on the street level has an XCP, Inc. EscroVend coin-op attachment. Any necessary wiring harnesses or reconfiguration from the coin-op attachment to the copier will be the responsibility of the successful bidder.
- ✚ Copiers must be able to copy black, red, brown and blue ink, NCR copies and other carbon copy originals.
- ✚ Copy quality of machines must be acceptable as determined by the City.
- ✚ All copiers are to have automatic lightness and darkness control with additional manual control.
- ✚ If fuse oil is required, it must be installed by bidder.
- ✚ Toner and developer must be the copier manufacturer's brand (new, not recycled).
- ✚ Copiers must not recycle toner.
- ✚ The successful bidder will have all copiers in place, key operators trained, and operating within forty-five (45) working days from the beginning of this contract.
- ✚ A trained service technician will install each copier to ensure proper functioning. A trainer will train operators before leaving the copier for operation. A minimum of two (2) additional training sessions will occur for each copier; one within two (2) weeks after initial training and another follow-up training within four (4) weeks. Additional training sessions will follow as needed.
- ✚ The successful bidder will provide the City immediately after installation of each copier the location, serial number/identification number, make and model of copier, beginning meter reading, and a list of all accessories.
- ✚ The City can require the successful bidder to replace a unit when:
 - a faster copier is required;
 - additional features are needed that require factory installed accessories;
 - parts become unavailable within two (2) days;
 - when service calls on the unit exceed four (4) calls a month for two (2) consecutive months.
- ✚ If purchased machine is deemed by both parties to be un-repairable, the City may, at their discretion, choose to either purchase or lease a new, used or remanufactured unit. The vendor agrees that any subsequent replacement will be covered under the maintenance agreement in force upon replacement date.

Replacements must be installed within 10 working days from notification.

Service response time (defined as the time between the placement of a call and the arrival of a service technician at the copier site) will be four (4) hours or fewer. Any machine that will be out of service for 24 hours or more will require the use of a loan machine.

Those locations listed on Attachment "I" designated as 24 hour services will require 24 hour, 7 days per week service, including holidays.

TECHNICAL SPECIFICATIONS:



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Copiers may be either used/reconditioned, remanufactured or new, as listed on the [Buyers Lab, Inc., Copier Specification Guide](http://www.buyerslab.com) web site at www.buyerslab.com.

REMANUFACTURED copiers will be newly remanufactured by the Original Equipment Manufacturer or the sold as Distributor listed on the Buyers Lab, Inc., Copier Specification Guide, (not by dealer or dealer organizations) with zero meter.

Each REMANUFACTURED copier must have a Certificate of Remanufacture furnished by the remanufacturer.

All copiers listed as RECONDITIONED may be reconditioned by the dealer.

All replacements necessary, due to reliability issues for copiers, will be replaced by new or remanufactured copiers during the first 90 days. After the first 90 days, NEW or REMANUFACTURED with zero meters will be used to replace new equipment. Remanufactured copiers will be replaced by remanufactured or new copiers through the contract. Additions will be at the City's determination.

The City will not be responsible for damage or loss of the bidder's equipment/copiers due to theft, flood, vandalism, fire, power surges, etc.

The City will be responsible for any equipment required subsequent to loss of original replacement equipment.

COPIER CATEGORIES:

10-15 copies per minute: See Attachment A

May be new, remanufactured, reconditioned or used copiers and will include: stand, reduction/enlargement, non moving top, one paper source (letter/legal), by-pass. Attachment "A" states the number of new copiers required in this category.

16-26 copies per minute: See Attachment B

Will be new, remanufactured, reconditioned or used./ Attachment B states the number of new copiers required in this category. Will include: reversing automatic document feeder, duplex (factory installed), 1,000 sheet large capacity paper source, 11" x 17" paper capability, 2 paper sources (built-in), by-pass tray, stand or console, reduction/enlargement, book mode, automatic paper and size selection. Will also include 10 or 20 bin sorter or stapling sorter as required. If digital equipment is specified, sorters and staplers will be replaced with finishers.

27-40 copies per minute: See Attachment C

Will be new, remanufactured, reconditioned or used. Attachment C states the number of new copiers required in this category. Will include: reversing automatic document feeder, duplex (factory installed), 1,000 large capacity paper source, 2 paper built-in paper sources, by-pass tray, stand or console, reduction/enlargement, automatic paper and size selection, and book mode. Will also include 10 or 20 bin sorter or stapling sorter as required. If digital equipment is specified, sorters and staplers will be replaced with finishers.

41-60 copies per minute: See Attachment D

Will be new, remanufactured, reconditioned or used. Attachment D states the number of new copiers required. Will include: reversing automatic document feeder, duplex (factory installed), 11" x 17" copy capability, 2,500 sheet large capacity paper source, 3 paper sources built-in, by-pass tray, stand or console, reduction/enlargement, automatic paper and size selection, and book mode. Will also include, 20 bin sorter or stapling sorter as required (sorter must be roll-up type). If digital equipment is specified, sorters and staplers will be replaced with finishers.

61-70 copies per minute: See Attachment E

Will be new, remanufactured, reconditioned or used. Attachment E states the number of new copiers required. Will include: reversing document feeder, duplex (factory installed) large 2,500 sheet paper source, 11" x 17" copy capability, 4 paper sources built-in copier, by-pass tray, console, reduction/enlargement, automatic paper and size selection, 20 bin stapling sorter (sorter must be roll-up type). If digital equipment is specified, sorters and staplers will be replaced with finishers.



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71-80 copies per minute: See Attachment F

Will be new, reconditioned, remanufactured or used and will include reversing document feeder, duplex (factory installed), 2,500 large capacity paper source, 4 built-in paper sources, by-pass tray, console, reduction/enlargement, automatic paper and size selection, 20 bin stapling sorter (sorter will be roll up type). Attachment F states the number of new copiers required in this category.

Note: All stapling sorters will be in-line stapling, If digital equipment is specified, sorters and staplers will be replaced with finishers.

AWARD OF BID:

Award of bid will be based on: (i) meeting of specifications listed in this bid document, (ii) total cost of lease, (iii) total cost of service, parts and supplies, (iv) formulas/scheduled for increases for years two (2) through five (5), and (v) ease of use of proposed equipment.

Bidder may be requested to demonstrate any or all models. Bidder may also be requested to place selected models in a City of Tulsa facility for one (1) day for use by various key operators. Failure to do so in a timely fashion may result in disqualification.

The bid shall be awarded to the firm whose proposal is responsive to the bid and is most advantageous to the City.



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ATTACHMENT A

COPIER BID FORM **10 to 15 Copies Per Minute Category**

Company Name _____

Make & Model of Machine _____

Copier Speed _____ (copies per minute)

Currently there are 29 copiers averaging 625 copies per month per copier.

MONTHLY COST-LEASE (EACH)

- New
- Remanufactured
- Reconditioned
- Used*

\$ _____
 \$ _____
 \$ _____
 \$ _____

COST-PURCHASE (EACH)

- New
- Remanufactured
- Reconditioned
- Used*

\$ _____
 \$ _____
 \$ _____
 \$ _____

Does this include: Stand, reduction/enlargement non moving top, one (1) paper source (letter or legal), and by pass?

YES NO

***These units must have less than 60,000 copies on the meter.**



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ATTACHMENT B

COPIER BID FORM 16 to 20 Copies Per Minute Category

Company Name _____

Make & Model of Machine _____

Copier Speed _____ (copies per minute)

Currently the City has 76 copiers in this category; 9 without sorters, 58 w/10 bin sorters and 9 w/20 bin sorters. The average monthly volume has been 2,500 copies per copier.

MONTHLY COST-LEASE (EACH)

Copier only	New	\$ _____
Copier only	Remanufactured	\$ _____
Copier only	Used*	\$ _____
Copier with 10 bin sorter	New	\$ _____
Copier with 10 bin sorter	Remanufactured	\$ _____
Copier with 10 bin sorter	Used*	\$ _____
Copier with 20 bin sorter	New	\$ _____
Copier with 20 bin sorter	Remanufactured	\$ _____
Copier with 20 bin sorter	Used*	\$ _____
Copier with 20 bin stapling sorter	New	\$ _____
Copier with 20 bin stapling sorter	Remanufactured	\$ _____
Copier with 20 bin stapling sorter	Used*	\$ _____

COST-PURCHASE (EACH)

Copier only	New	\$ _____
Copier only	Remanufactured	\$ _____
Copier only	Used*	\$ _____
Copier with 10 bin sorter	New	\$ _____
Copier with 10 bin sorter	Remanufactured	\$ _____
Copier with 10 bin sorter	Used*	\$ _____
Copier with 20 bin sorter	New	\$ _____
Copier with 20 bin sorter	Remanufactured	\$ _____
Copier with 20 bin sorter	Used*	\$ _____
Copier with 20 bin stapling sorter	New	\$ _____
Copier with 20 bin stapling sorter	Remanufactured	\$ _____
Copier with 20 bin stapling sorter	Used*	\$ _____

Does this copier include: RADF, duplex (factory installed), large capacity paper source, 11" x 17" capability, 2 paper sources built-in, by pass tray, stand or console, reduction/enlargement, and automatic paper and size selection?

YES NO

***These units must have less than 400,000 copies on the meter.**



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ATTACHMENT C

COPIER BID FORM 27 to 40 Copies Per Minute Category

Company Name _____

Make & Model of Machine _____

Copier Speed _____ (copies per minute)

Currently the City has 29 copiers in this category; 8 w/10 bin sorters, 15 w/20 bin sorters and 6 w/20 bin stapling sorters. The average monthly volume has been 5,600 copies per copier.

MONTHLY COST-LEASE (EACH)

Copier with 10 bin sorter	New	\$ _____
Copier with 10 bin sorter	Remanufactured	\$ _____
Copier with 10 bin sorter	Used*	\$ _____
Copier with 20 bin sorter	New	\$ _____
Copier with 20 bin sorter	Remanufactured	\$ _____
Copier with 20 bin sorter	Used*	\$ _____
Copier with 20 bin stapling sorter	New	\$ _____
Copier with 20 bin stapling sorter	Remanufactured	\$ _____
Copier with 20 bin stapling sorter	Used*	\$ _____

COST-PURCHASE (EACH)

Copier with 10 bin sorter	New	\$ _____
Copier with 10 bin sorter	Remanufactured	\$ _____
Copier with 10 bin sorter	Used*	\$ _____
Copier with 20 bin sorter	New	\$ _____
Copier with 20 bin sorter	Remanufactured	\$ _____
Copier with 20 bin sorter	Used*	\$ _____
Copier with 20 bin stapling sorter	New	\$ _____
Copier with 20 bin stapling sorter	Remanufactured	\$ _____
Copier with 20 bin stapling sorter	Used*	\$ _____

Does this copier include: RADF, duplex (factory installed), large capacity paper source, 11" x 17" capability, 2 paper sources built-in, by pass tray, stand or console, reduction/enlargement, and automatic paper and size selection?

YES NO

***These units must have less than 600,000 copies on the meter.**



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ATTACHMENT D

COPIER BID FORM **41 to 60 Copies Per Minute Category**

Company Name _____

Make & Model of Machine _____

Copier Speed _____ (copies per minute)

Currently the City has 22 copiers in this category; 1 w/20 bin sorters, and 21 w/20 bin sorters. The average monthly volume has been 11,000 copies per copier.

MONTHLY COST-LEASE (EACH)

Copier with 20 bin sorter	New	\$ _____
Copier with 20 bin sorter	Remanufactured	\$ _____
Copier with 20 bin sorter	Used*	\$ _____
Copier with 20 bin stapling sorter	New	\$ _____
Copier with 20 bin stapling sorter	Remanufactured	\$ _____
Copier with 20 bin stapling sorter	Used*	\$ _____

COST-PURCHASE (EACH)

Copier with 20 bin sorter	New	\$ _____
Copier with 20 bin sorter	Remanufactured	\$ _____
Copier with 20 bin sorter	Used*	\$ _____
Copier with 20 bin stapling sorter	New	\$ _____
Copier with 20 bin stapling sorter	Remanufactured	\$ _____
Copier with 20 bin stapling sorter	Used*	\$ _____

Does this copier include: RADF, duplex (factory installed), large capacity paper source, 11" x 17" capability, 3 paper sources built-in, by pass tray, stand or console, reduction/enlargement, and automatic paper and size selection?

YES NO

***These units must have less than 700,000 copies on the meter.**



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ATTACHMENT E

COPIER BID FORM **61 to 70 Copies Per Minute Category**

Company Name _____

Make & Model of Machine _____

Copier Speed _____ (copies per minute)

Currently the City has 15 copiers in this category; all with 20 bin stapling sorters. The average monthly volume has been 20,000 copies per copier.

MONTHLY COST-LEASE (EACH)

Copier with 20 bin stapling sorter	New	\$ _____
Copier with 20 bin stapling sorter	Remanufactured	\$ _____
Copier with 20 bin stapling sorter	Used*	\$ _____

COST-PURCHASE (EACH)

Copier with 20 bin stapling sorter	New	\$ _____
Copier with 20 bin stapling sorter	Remanufactured	\$ _____
Copier with 20 bin stapling sorter	Used*	\$ _____

Does this copier include: RADF, duplex (factory installed), large capacity paper source, 11" x 17" capability, 4 paper sources built-in, by pass tray, stand or console, reduction/enlargement, and automatic paper and size selection?

YES NO

***These units must have less than 1,000,000 copies on the meter.**



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ATTACHMENT F

COPIER BID FORM **71 to 80 Copies Per Minute Category**

Company Name _____

Make & Model of Machine _____

Copier Speed _____ (copies per minute)

Currently the City has 11 copiers in this category. The average monthly volume has been 40,000 copies per copier.

MONTHLY COST-LEASE (EACH)

Copier with 20 bin stapling sorter	New	\$ _____
Copier with 20 bin stapling sorter	Remanufactured	\$ _____
Copier with 20 bin stapling sorter	Used*	\$ _____

COST-PURCHASE (EACH)

Copier with 20 bin stapling sorter	New	\$ _____
Copier with 20 bin stapling sorter	Remanufactured	\$ _____
Copier with 20 bin stapling sorter	Used*	\$ _____

Does this copier include: RADF, duplex (factory installed), large capacity paper source, 11" x 17" capability, 4 paper sources built-in, by-pass tray, stand or console, reduction/enlargement, and automatic paper and size selection?

YES NO

***These units must have less than 1,200,000 copies on the meter.**



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ATTACHMENT G

COPIER BID FORM TEMPORARY COPIERS

Company Name _____

Make & Model of Machine _____

Copier Speed _____ (copies per minute)

Describe the terms. Daily, weekly, minimums, etc.

	COST
COPIER	\$ _____
ADF	\$ _____
RADF	\$ _____
AUTO-DUPLEX	\$ _____
PAPER BY-PASS	\$ _____
CONSOLE MODEL	\$ _____
STAND/TABLE	\$ _____
ENLARGEMENT/REDUCTION	\$ _____
11" X 17" CAPACITY	\$ _____
BOOK MODE	\$ _____
LARGE CAPACITY PAPER FEEDER	\$ _____
SORTER (10 bin)	\$ _____
ADDITIONAL PAPER TRAYS (each)	\$ _____
OTHER FEATURES/ACCESSORIES	\$ _____
 SERVICE AND SUPPLIES COST PER COPY	 \$ _____



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ATTACHMENT H

COPIER BID FORM SUPPLIES AND SERVICE

COST PER COPY

SUPPLIES AND SERVICE (excluding paper)

\$ _____

One cost per copy for all copier models will be bid. This cost should include all parts, supplies (except paper) and service including those copiers for 24 hour service, toner, developer, waste cartons, etc.

The history of these copies reflects a monthly volume of 840,500 copies per month. The future volume may be more or less. The City does not guarantee these volumes.

Whether the equipment is leased or owned, if the machines become inoperable or cannot be fixed, service vendor must provide "like" loaner equipment until either the machine is repaired or the end of the contract, whichever comes first.





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ATTACHMENT I

		COPIES PER MINUTE
COPIER LOCATIONS	Urban Development Department	
	CONTACT	
Urban Dev.-Real Estate-110 S. Hartford	596-2600 C. Davenport	81
Urban Dev.-Comm. Services-110 S. Hartford	596-9083 Deborah Mixon	81
110 S. Hartford (refile room)	Mary Brice, Lisa 2600	13
111 S. Greenwood	Carrie Gresham	25
T.A.A.A. – 110 S. Hartford	596-7688 Paula Brewer, Cheryl Lopez	60
C.O.T. Uban Dev. Job Training 110 N. Broadway (WIA)	Judy Newton, Rose LaPointe 358-3662	25
Job Training – 110 S. Hartford	596-7679 – J. Newton	81
Job Training – Pawhuska	287-2410 – J. Newton	32
Mayor's JT Prom Office	Judy Newton 358-3662	35
	Gilcrease Museum	
Gilcrease-Associaton-1400 Gilcrease Road	596-2700 Wanda	25
Gilcrease-Library – 1400 Gilcrease Road	596-2700 Wanda	25
Gilcrease-Registrar-1400 Gilcrease Road	596-2700 Wanda	25
Gilcrease-Administration-1400 Gilcrease Road	596-2700	25
	Park & Recreation	
Park-Dist. I, 1712 Charles Page	596-7871 J. Roberts, Desiree Davidson	25
Park-Mohawk Maint. Center 4508 E. Mohawk	596-4242 Richard David Johnson Dave Zucconi 527-0139	25
Park-4829 E. Mohawk	596-4160 or 629-6283 John Stocke	25
Park-Page Belcher – 6666 S. Union	591-4313 Arnie Kropp, Andrew Newell	25
Park-1710 Charles Page, upstairs	Max 7850	25
Park-707 S. Houston, Suite 201	596-2479 Beverly Patterson	60
Park-Zoo 5701 E. 36 th St. N.	Mariza Loechtenfelt 669-6262 Karn Cypert	25
Park-707 S. Houson, Suite 201	596-7861 Brandie Anglen, Karen Cypert	60
Park-Zoo Exhibits-5701 E. 36 th St. N.	669-6226 Robert Cook, Kathleen Buck	25
Park-Helmrich Center 5701 E. 36 th St. N.I	669-6219 Rusty Grimpe, Russle Gringle	25
Park-1710 Charles Page, Downstairs	Clarence Ruby 2116	25
Park-Dist. III, 5669 S. Garnett	252-Dave Benat, 5744 Vinnie Robinson	25
Park-Hicks-3440 S. Mingo	596-2490, 669-6355 L. Dolman	13
Park-Whiteside-k4009 S. Pittsburg	746-5040 L. Dolman	13
Park-Turner-3503 E. 5 th Pl.	669-6455Judy Carrol 6658	13



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COPIER LOCATIONS	Park & Recreation (cont'd)	COPIES PER MINUTE
Park-Central-1028 E. 6 th	596-1455 N Morgan	13
Park-Ziegler – 3903 W. 4 th ST.	596-1480 N Morgan	13
Park-McClure-7440 E. 7 th St.	669-6678 L Dolman	13
Park-Heller-5328 S. Wheeling	746-5065 N. Morgan	13
Park-Waterworks	669-6465 L Dolman	13
Park-Oxley Nature Cener-5701 E, 35	669-6644 Donna Horton, Eddie Reese "Oxley"	13
Park-Clark-11440 E. Admiral Pl.	596-6455 N Morgan	13
Park-Chamberlain-4940 N. Frankfort	596-4155 L Dolman, Jesse Carradine	13
Park-Reed-4233 S. Yukon	591-2490 L Dolman	13
Park-Springdale-2223 E. Pine	596-1475 N Morgan	13
Park-Henthorne – 4825 S. Quaker	746-5053 Pat 7851	13
Park-Woodward-1370 E. 24 th Pl.	Dave Wolf 746-5159	13
Park-Maxwell-5251 E. Newton	669-6662 N Morgan	13
Park-Lacy-2134 N. Madison Pl.	596-1470 L Dolman	13
Mayor's Office		
Mayor-City Hall, 11 th Floor	596-7411	45
Finance		
City Clerk-City Hall- Room 101	596-7607 Lorna Koloff, Dana Towers	25
Revenue Processing-City Hall, Room 108	596-7629 Matthew Reynolds, Matt Cooper	25
License Permits – City Hall, Room 106	596-7640 Sonya Birmingham	25
C.O.T. 200 Civic Center, Purchasing, 8 th Floor	596-7559 Ruth Matthews	55
Budget – City Hall, Room 1004	596-7577 Aaron Shepherd	45
City Clerk-City Hall, Room 904	596-7513 Dana Towers	45
Accounting-City Hall, Room 901	596-7232 Cathy O'Shields	45
Finance Administration-City Hall, Room 1001	596-7666 June Mack	28
Purchasing-Surplus Yard – 108 N. Trenton	596-7599-7548, Ralph Gragg	31
Human Rights		
Human Rights-707 S. Houston, Room 303	596-7691 Rod Wade, Darelene Hall 2461	25
Legal Department		
Legal-City Hall, Room 316	596-7717 Paula Metz, Debbie Stefanek	60
Legal-Library-City Hall, 2 nd Floor	596-7717 Paula Metz, Debbie Stefanek	25
Legal-City Hall, Room 316	596-7717 Paula Metz, Debbie Stefanek	25



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COPIER LOCATIONS	Human Resources Department	COPIES PER MINUTE
10926 E. Cameron Safety Training Center	Richard B. 610-5772, Jo Slayton	25
Personnel-Benefits 707 S. Houston, 4 th Floor	596-7424 Pam Rodriguez	32
Medical-1145 S. Utica	596-7075 Velda Watson, Beck Arrington	25
Personnel-Room 801 (By File room)	596-7442 C. Angela Jackson	32
Human Resources-City Hall 1 st Floor Emp.	Tai Boxley 596-7427	40
Human Resources-City Hall, Room 801 (by Walker's office)	596-7419 or 7427 Angela Jackson	45
Human Resources-Benefits 707 S. Houston	Carry Woodruff Fisher 8448	30
	Municipal Court	
Mun. Court-Admin. 600 Civic Center	596-7745 Beverly Jordan, Paul Covey	25
Judicial Services-600 Civic Center, 2 nd Floor	596-7794 Kevin Blair, Kristy Evans	25
Warrants-Probation-600 Civic Center, 2 nd Floor	596-7788 Myrna Daniels, Kevin Blair	25
Municipal Defender-600 Civic Center, 2 nd Floor	596-9393 Mary Robinson	25
Court Records-600 Civic Center, 2 nd Floor	596-7789 Tammy Osborne, Claudia Thompson	25
	Convention Center	
Public Events-100 Civic Center, 3 rd Floor	596-7162 Nina Johnson	25
Convention Center-100 Civic Center, Mezzanine	596-7178 P. Pearson	25
	Performing Arts Center	
Performing Arts Center-Ticket Office-3 rd Fl. 2 nd & Cinn.	596-7115-7122 Teri Maracle	25
Performing Arts Center-2 nd & Cinn.	596-7123 Mary Brice, Carol West	32
	Police Department	
TPD-Animal Shelter-3031 N. Erie	669-6278 Clark Rogers or 669-6276 Bob	25
TPD-Auto Theft-1326 E. Mohawk	669-6520 Stephanie Johnson	25
TPD-Academy-6066 E. 66 th St. N.	591-4545 Terri White, Melissa Ralls 591-4500	25
TPD-Booking-600 Civic Center, 1 st Floor	596-2811 Rashawnda Powell	25
PW-2317 S. Jackson #104, Water Design	596-9566 Stephanie Roberts	60
TPD-Lab-600 Civic Center, Room 108	596-9266 Jeanne Mark 9128	25
5963 E. 13 th , Suite 104	669-6860 Marcene Sewell, Officer Drobink 669-6867	60
TPD-Detective Div.600 Civic Center, 3 rd Floor	596-9366 Janice Millard, Roy Heim, Randy Lawmaster	32
TPD-Special Investigation	669-6068 Peggy Jones, Gary Meek	32
TPD-600 Civic Center, Room 305	596-2885 Connie Wallace, Jake Brown	32
TPD-UDSW-7515 Riverside	596-1100 Scott Rodgers, Richard Smith	25



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COPIER LOCATIONS	Police Department (cont'd)	COPIES PER MINUTE
TPD-Property Room 600 Civic Center, 1 st Floor	596-9359 Billy	25
TPD-Academy 6066 E. 66 th St. N.	591-4545 Terri White, Melissa Ralls 591-4500	25
TPD-Chief's Office – 600 Civic Center, 3 rd Floor	596-9328 Addressna Flowers, Barbara Smith	65
TPD-UDSW-7515 Riverside	596-1100 Scott Rodgers, Richard Smith	25
TPD-Property Room 600 Civic Center, 1 st Floor	596-9359 Billy	25
TPD-Academy-6066 E. 66 th St. N.	591-4545 Terri White, Melissa Ralls 501-4500	25
TPD-Chief's Office – 600 Civic Center, 3 rd Floor	596-8328 Addressna Flowers, Barbara Smith	65
TPD-UDSW-7515 Riverside	596-1100 Scott Rodgers, Richard Smith	81
David L Moss correctional center	596-9253 Kristy	25
TPD-UDE-10122 E. 11 th Street	669-6000 Kristy Hondros	81
TPD-Academy-6066 E. 66 th St. N.	591-4545 Terri White, Melissa Ralls 591-4500	81
TPD-UDN-3436 N. Delaware	591-4100 Bill; Forester	81
TPD-Records-600 Civic Center, Room 201	596-9282 D. Mayfield	81
Police Court Building	Kathy Ottinger 596-9133, Brett Bailey	55
TPD-Air Support-1200 W. 36 th St. N.	591-4080 Sgt. Mou;ton	13
TPD-UDN-3436 N. Delaware	591-4100 Bill Forester	13
TPD-Academy Firing Range-6066 E. 66 th St. N.	591-4540 Capt. Lawson, J.D. Curran	13
TPD-UDE-10122 E. 11 th Street	669-6000 Daisy Dolly	13
TPD-K-9 77000 E. 34 th ST. N.	591-4704 Rick Coleman	13
TPD-Academy 6066 E. 66 th ST. N.		
TPD-Records-600 Civic Center, Room 201		
	Fire Department	
Fire Academy-1760 Newblock Park Dr.	596-9411 Deborah	60
Fire Comm. & Systems-1712 S. Phoenix	596-9433 Dee Wanda Lewallen	25
Fire-1790 Newblock Part Dr.	596-1280 Rosemary Ford	25
Fire-1420 W. Charles Page Blvd.	596-1890 Jennie Teeper	25
Fire-411 S. Frankfort	596-9444 Jennifer Davied/Walters Wendy Feeley	32
	Telecommunications/IS	
Telecommunications-600 Civic Center, Room 105	596-7324 Janet Underwood	25
Telecommunications-E.M.F.-36 th ST. N. & Columbia	591-4227 Susan Knapp	40
Telecommunications-911 Bldg.-Plaza	596-9256 Rhonda Glover	32
Telecommunications-911 Bldg.	596-7776 C. Gant	25
I.S.D.-City Hall, Room 701	596-7485 Tobbye vm	25



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Office Services, B02	596-7583 Bruce Suttle	81
Telcommunications-911 Bldg.	596-9256 Rhonda Glover	81
	Public Works Department	
P.W.-4235 N. 93 rd E. Ave.-Underground Coll.	669-6115 6114 D. Kilgore Graham, Tommy Will call Wed.	55
P.W.-Garnett Plant-5605 S. Garnett	250-2464 Paulette Forde? **add	25
P.W. 2317 S. Jackson-N. Warehouse	596-9401 George Willson	25
Public Works-Lake Eucha	596-9924 Dwight Moore "fax"	25
Solid Waste-470 W. 23 rd St.	596-18758 Hazel Gast	25
P.W.-2445 S. Jackson	596-9853 Camia	25
P.W.-Northside Plant-5665 N. 105 th Ave.	591-4555 Betty Davis	25
P.W.-Stormwater Maint.-4502S. Galveston	591-4325 Lois Deppe	60
Code Enforcement-110 S. Hartford, 3 rd Floor	596-1097 Mary Brent, Carol Morris 1098	32
P.W.-2317 S. Jackson 1 st Floor	596-9484 Rynd Barnes, Cheryle Carter 7223	32
P.W. - 4235 N. 93 rd E. Ave.	669-6115 Valerie Ponds, Amy Graham	32
P.W. 2317 S. Jackson-2 nd floor-S. Bldg.	596-9877 Pat Hoffman	32
P.W.-Field Eng-490 W. 23 rd	596-9437 Sally	32
Public Works-Spavinaw	1-918-589-2460	25
P.W.-707 S. Houston-5 th floor	596-9501 Brenda Pierce	32
P.W.-Logistics-City Hall Room 528	596-9467 Sherry Harth	32
P.W. -Meter Maint.-2317 S. Jackson-behind N. Bldg.on N. end	596-9394 Lawton Brightwell	25
P.W.-Quality Assurance-4816 S. Elwood	591-4375 Ted Hunt, Karen Lollis	25
P.W.-2317 S. Jackson-2 nd floor- N. Bldg.	596-Jeannie Hatley, Mark Metzger 9505	60
P.W.-Stormwater-707 S. Houston- room 505	596-9594 Jerry Studebaker, Etta Stephens	60
P.W.-Inspections-City Hall-Room 405	596-1885 Pam Stout	60
P.W.-Flowline-2600 N. 193 rd E. Ave.	669-6430 Celicia Warren, Dean Nichols	25
P.W. 2317 S. Jackson, S. Bldg., 2 nd floor	Ellen Kreps, Brenda Wright 596-9508	25
P.W. Information-City Hall-0 Room 515	596-7271 Kim Meloy	60
P.W.-Traffic Eng.-City Hall-Room 633	596-9744 Earline Lewis, Mark Brown	60
P.W.-Admin-City Hall, Room 512	596-9608	60
P.W.-Utilities-City Hall, Room 401	596-9553 Pam Stout	2
P.W.-A.B. Jewell-18707 E. 21 st ST.	596-6472 Rhonda Rhodes Phil Demoret	25



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Public Works-2317 S. Jackson-N. Warehouse	596-9496 Dave Hill	25
P.W.-Transportation-450 W. 23 rd St.	596-9731 Sue Patterson	25
P.W. Traffic Eng.-440 W. 23 rd ST.	596-9766 Shelly Woods, Don Roberts	25
P.W.-Southside Treat. Plt.-5300 S. Elwood	596-4440 Naomi Crawford, Theresa Stutzman	25
P.W.-Fac. Maint.-106 W. Archer	596-1265 Diana Smith	25
Solid Waste-2100 S. Yukon-Scale House	Diane Perry Charles Shirk 1863	32
Bldg. Inspections-707 S. Houston, Suite 400	596-9660 Becky Giangreco, Traci Stout	32
P.W.-Utility Auth.-City Hall, Room 403	596-9621 S Sowell	25
P.W.-Mohawk Plant-3600 N. Mohawk	596-4025 Wanda Rotert, Stephanie Aryan, Joan Arthur	25
COT Public Works-110 S. Hartford, #300	596-1846 Becky Giangreco, Carol Morris	65
P.W.-Field Eng.-2317 S. Jackson-S. Warehouse	Larry Mullins 596-9519	32
P.W. Stormwater-2317 S. Jackson-3 rd Floor, S. Bldg.	596-9240 Vi Gunnells, Althea Kabrich	65
COT Public Works-110 S. Hartford, Room 110	596-1846 Becky Giangreco, Traci Stout	65
COT Public Works-Water SupplySystem-707 S. Houston, #401	596-9848 Shannon Beasley	25
P.W.-4502 S. Galveston	591-4325 Linda	16
P.W.-Haikey Creek-11602 E. 151 st ST.	Kevin Derrick	13
2317 S. Jackson, #1 Dist. System Warehouse	Don Paul 596-9792	13
P.W.-Street Maint.-5675 S. Garnett	252-0660 Doris Drosselmyer, Tim McCorkell	25
COT Public Works 707 S. Houston	Belinda Nichols 9884, George Hogan 1330	25
2317 S. Jackson, PW Field Engineering	Maureen Sickle 9404	35
2317 S. Jackson, South End Warehouse	Karen Thompson	25
	Equipment Management	
Equip. Mgmt.-480 W. 23 rd Street	596-1236 Don McGlory 9822	25
Equip. Mgmt.-110 S. Hartford, Rm. 117	596-9838 Carol Blaylock	25
Equip. Mgmt.-490 W. 23 rd St.	596-9722-23 Kevin Jones	25
Equip. Mgmt.-4234 N. Mingo	669-6131 Chris	13
Equip. Mgmt.-Fire & Body-1790 Newblock Park Dr.	596-1247 Willa Heitfeld	13
Equip, Mgmt.-Garage-1720 Newblock Park Dr., 1 st Fl.	596-9825 Scott Thomas	13
Equip. Mgmt.-5675 S. Garnett	252-9338 Phyllis Chambers	13



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	Internal Auditing	
Internal Auditing-717 S. Houston	596-7844 Robin	25
	City Council	
City Council-City Hall, 2 nd Floor	596-1966 Terri Hardin	81
	River Parks	
River Parks-717 S. Houston-Room 5k10	596-2003 Brenda Holt	32
	Metropolitan Transit Authority	
MTTA-510 S. Rockford, 1 st Floor	699-0238 Jamie Sweet	25
	Tulsa Emergency Management Agency	
E.O.C.-600 Civic Center, Basement	596-9899 Phyllis McElroy	32

