



INVITATION FOR SEALED BID

TAC 188C

Description: FORMS MANAGEMENT SERVICE

Department: OFFICE SERVICES

NIGP Commodity Code(s): 962-69-00-000-0

Total pages including this page is 19

NOTE: FAXING OF BIDS WILL NOT BE ACCEPTED

Important Instruction – Read Carefully:

If you have obtained these bid specifications from either of:

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

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

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

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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: May 23, 2002

BID NUMBER: TAC 188C

**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: May 6, 2002

Bid must be accompanied by bidder's bond, cashier's check or certified check in the amount of: \$1,000.00

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

Mandatory pre-bid conference (see page 18)

THE FOLLOWING SECTION MUST BE COMPLETED BY BIDDER

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

Payment terms _____ % _____ days.

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

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

MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID

FIRM NAME _____ by _____

STREET _____ TITLE _____

CITY STATE _____ ZIP CODE _____ PHONE NUMBER _____ DATE _____

GENERAL TERMS AND CONDITIONS OF SEALED 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.

INTEREST AFFIDAVIT

STATE OF _____ }
 } ss
COUNTY OF _____ }

_____, of lawful age, being first duly sworn, states that s(he) is the agent authorized by the bidder 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 in the bidder's business or such a percentage which constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa have some direct or indirect interest in the bidder's business:

By _____
(Signature)

(Title)

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

NOTARY PUBLIC SIGNATURE

My Commission Expires:

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

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

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



CONTRACTOR/BIDDER INFORMATION SHEET

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

Project No. or Description _____

Full Name of Bidder _____

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

Address _____

Telephone No. _____

FAX No. _____

Taxpayer Identification Number _____

Contact Person _____

Phone No. _____

Fax No. _____

E-mail address _____

Webpage Address _____

Price Sheet Summary

Vendor Name: _____ Signature: _____ Date: _____

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

TAC 188C

ANNUAL FEE FOR FORMS MANAGEMENT SERVICE, NOT TO EXCEED
\$ _____ ANNUALLY

ONE (1) YEAR RENEWAL OPTION AT THE ABOVE BID PRICE PLUS
\$ _____ %

TAC 188C

FORMS MANAGEMENT SERVICE

OFFICE SERVICES

PURPOSE:

The purpose of this contract is to provide:

- ◇ a paperwork improvement program by experienced forms engineers;
- ◇ reduced and controlled clerical expense by exposing for elimination unnecessary paperwork;
- ◇ designing and redesigning of the City's necessary paperwork to provide the most effective clerical and managerial forms, records and reports;
- ◇ production of certain forms used by the City as outlined in this contract;
- ◇ storage, inventory control and delivery of all forms used by the City;
- ◇ all with the very minimum of forms cost.

QUALIFICATION:

Only bids from companies that have been successfully engaged in providing all elements of this service to other similar-size organizations for a period of three (3) years or more will be considered. Therefore, the bidder is to include the following with your bid.

- ◇ a current audited financial statement;
- ◇ a detailed description of the principles and practices you would use with the City of Tulsa and has used with other clients to accomplish the objectives of forms design to reduce clerical and forms costs;
- ◇ a manual of accounting practice, defining accounting terms with descriptions and explanations of specific accounts to be used in the determination of costs and profit incurred from providing the service to the City;
- ◇ a list of clients with whom you had a contract to provide this service for three (3) years or more, listing;
 - ◇ company name;
 - ◇ name and title of official in clients company responsible for the Program.

These are required before the bidder will be provided samples of all forms along with estimated usage information.

FORMS MANAGEMENT SPECIFICATIONS:

The successful bidder, hereinafter known as “the Contractor”, agrees to provide certain forms management services to the City of Tulsa, Oklahoma, hereinafter known as “the City”.

The Forms Management Service Program encompasses functional controls, design, specifications, supplies of printed forms, storage, inventory control and distribution of forms. The prime objectives of this program are to reduce and control clerical expenses by:

- ◇ the elimination and prevention of unnecessary printed forms and reports;
- ◇ designing all necessary forms and reports by methods proven to produce effective clerical and managerial tools;
- ◇ and establishing efficient and economical methods of procuring, storing, controlling and distributing the City’s forms.

The following commissions, authorities, councils and agencies are considered to be a part of, or affiliated with, the City and are included under those specifications:

Tulsa International Airport
Tulsa Metropolitan Area Planning Commission
Indian Nations Council of Governments
Manpower Area Planning Council
Metropolitan Tulsa Transit Authority
Tulsa Area Agency on Aging
River Park Authority
Performing Arts Center
Gilcrease Museum
Emergency Medical Services Authority

No other commission, authority, council or agency can be added without prior agreement.

This program encompasses all City Departments and Agencies including Police and Fire.

FORMS CONTROL AND ENGINEERING:

The Contractor will establish and maintain a Numerical Forms file which defines each form being used by the City. The file will include information concerning each form's physical requirements, points of usage, clerical or design requirements and the relationship to other forms. The file will also contain a historical, record of design changes to each form, a data sheet covering the form's clerical and mechanical use, printing specifications, instructions from the City concerning its use, and samples of the most recent design. The information will be used in replenishing stock or contemplating changes in design or procedure.

The Contractor will establish and maintain a Forms Number Register and shall provide the City with a duplicate listing.

The Contractor will establish and maintain a Functional Forms File that will be used to expose and prevent duplication of forms and reports, and, in like manner, overlapping clerical effort. This file will enable the City to study all forms used in any procedure. Each form will be examined for what it is about (subject), for what it does (function), and grouped together in the same folder so that any form used by the City can be located even though the title and number are not known.

The Numerical Forms File and Functional Forms File will be maintained by the Contractor. Data from files will be available to personnel of the City at all reasonable times. These files shall be considered to be the property of the City.

The Contractor will provide the City with trained and experienced personnel based in Tulsa, Oklahoma, and will be available at all reasonable times. Personnel will provide forms design work for forms inventoried and distributed for the City, and will recommend the best designs possible to achieve the desired results, helping to hold to a minimum the clerical cost of using forms and the monetary cost of procuring them.

NOTE: Because of the technical nature inherent in computer forms, the Contractor will not provide forms design for continuous forms. However, personnel will be available for consultations and advise regarding the design of these forms, and working with the City's Information Services personnel, will prepare the necessary draft layouts.

No forms will be printed without the approval of the City. The Contractor will exercise due care to assure that not more than a one year supply will be printed, based on estimated annual usage. Forms will not be reprinted where changes are imminent. In all matters related to forms, the Contractor will follow the city's policies and procedures.

The design of all forms, type of construction, and the grade, color and weight of the paper stock will be subject to the approval of the City of Tulsa.

Progress in achieving the objectives of the service will be reported quarterly.

SUPPLYING FORMS:

A printed form is defined as “a printed document with blank spaces for the insertion of details or information”.

Supplies of new or revised forms furnished by the Contractor will normally be available for use within 12 working days after receipt of approved final drafts for flat forms (sheets, pads, etc.) and within 30 working days for most snap out sets or booked forms. Special papers and special carbons can extend these schedules. When stock of an old form is on hand and is to be used, the revised form will not be delivered until the stock of the old form is depleted.

All forms will be printed for the City, except items not to be manufactured by the Contractor as stated below.

The forms **NOT TO BE** printed by the Contractor:

1. Booked forms that are used in quantities of more than 500 books a year;
2. Serially number forms in sets of two or more that are padded when the annual usage exceeds 500 pads;
3. Carbon interleaved sets, or NCR paper sets, that are used in quantities of more than 15,000 sets a year, or that have cardstock as part of the set;
4. Printed flat sheets, 8-1/2" x 11" in size, used in quantities of more than 300,000 sheets a year, or the equivalent for other sizes;
5. Stock labels;
6. Notebooks, graph papers;
7. Stock office supply forms;
8. Charts and logs;
9. Forms furnished by governmental agencies;
10. Stock legal forms;
11. Blank paper, except as raw material for the forms the Contractor will print and furnish to the City;
12. Stock “copy” paper;

13. Multi-colored letterheads;
14. Blank and printed envelopes;
15. Continuous forms;
16. Business cards;
17. Ruled comment pads;
18. Engraved items;
19. Personalized routing slips and desk pads;
20. Imprinted forms;
21. Advertising and promotional materials;
22. Miscellaneous office supplies (carbon paper, report covers, notebooks, filing supplies, scratch pads, etc.);
23. Stock columnar pads and worksheets;
24. Postage for post cards and pre-stamped envelopes;
25. Price books, manuals and handbooks;
26. Internally used forms with annual usage of less than 100 sheets;

The Contractor will engineer, design and warehouse the forms described above, which the City will obtain from specialty suppliers. The City will pay for the cost of manufacture and delivery of these forms to the Contractor's warehouse for storage, control and distribution by the Contractor's personnel.

The Contractor will not provide the City with a reproduction service. Examples of reproduction type work are:

- ◇ temporary or non-repetitively used forms for a one-time project or where the project will be completed within 12 months;
- ◇ forms that are dated;
- ◇ non-form reports;
- ◇ memorandums;
- ◇ financial statements;
- ◇ schedules.

STORAGE, INVENTORY CONTROL AND DISTRIBUTION OF FORMS:

The Contractor will provide modern warehousing facilities in Tulsa for storing the City's forms and will provide an efficient inventory control and distribution service. Except for certain forms that should be stored at using locations, the warehousing, inventory control, and distribution services apply both to forms furnished by the Contractor and forms not furnished by them as described above.

DISTRIBUTION:

The Contractor will make delivery of forms as requested to the desk of the department at any present or future location where material is needed within Tulsa, Oklahoma. These deliveries will be handled routinely at a minimum of three (3) scheduled deliveries per week. Delivery of in-stock forms will be delivered on the first scheduled delivery after receipt of a requisition. Emergency requests will be handled as necessary. There will be daily mailing or shipment by express or freight of forms to the City offices in other locations.

STORAGE AND CONTROL:

All forms furnished by the Contractor or by others will be stored by the Contractor in sprinkled and semi-fire resistant (or better) storage facilities. The Contractor's responsibility over the stocks of forms owned by the City of Tulsa and placed in the Contractor's care, custody and control is unconditional.

Insurance will be carried by the Contractor on all material for 100% of its value. Certificate of insurance, showing the City as co-insured, will be required to be placed on file in the City's Auditor's office no later than ten (10) working days after the execution of the contract. Such insurance certificate shall show paid up insurance in an amount sufficient to satisfy the City Auditor that the City is fully protected from any loss which may occur to the forms under the control of the Contractor.

The purchase of specialty forms which the Contractor does not furnish will be shipped in care of the Contractor who will receive, inspect and place them in stock for the City. The Contractor will assume responsibility for inventory control of these specialty forms and will notify The City when the stocks reach minimum reorder points. The Contractor will furnish in whatever quantity requisitioned:

- ◇ all of the printed forms now used by the City;
- ◇ all new forms that the City may consider necessary to create.

The Contractor will not furnish any of the City's forms to anyone without the City's consent. The design of all forms warehoused and distributed by the Contractor for the City remains the property of the City. The Contractor will furnish the City with sample forms of all new productions.

The Contractor is responsible for forms inventory control ensuring adequate stock. Maximum and minimum stock levels will be established based on the City's usage. The

City will be notified when any form reaches the reorder level. The City will be responsible for replenishing the City supplied forms stored at the Contractor's warehouse upon receipt of a Low Stock Notice. Redesign or modification of forms will be considered at reorder points. However, redesign can be made at any time at the discretion of the City.

INVENTORIES:

The Contractor will purchase from the current City's Contractor existing forms in stock. The estimated value as of April 2002 is \$200,000. This estimate is not exact nor a maximum value, but is a guide to the successful bidder who must purchase the inventory on the date their service commences. It will be the successful bidders responsibility to transport existing forms inventory from the present Contractor's warehouse at no cost to the City.

At the end of this contract, future successful bidder will purchase the remaining stock at the Contractor's cost plus 10 percent.

COST OF THE SERVICE & INVOICING PROCEDURE:

The bid price will be the maximum amount the City will pay for the forms and services included in this bid for one year. The City will be invoiced monthly and will include:

- ◇ forms management services;
- ◇ printing cost (the original requisitions will be returned with printing cost identified for each form ordered);
- ◇ composition (identified by form number);
- ◇ warehousing;
- ◇ and forms engineering.

Monthly billing will be in a summary format dividing each invoice out by department/cost center number as supplied by the City. It is important to note that printing will be charged to the City on forms withdrawal from inventory and not at the time forms are printed.

CANCELLATION:

Either party may cancel the contract resulting from this bid by giving 60 days notice of such intent in writing. If the City initiates this action, it agrees to purchase forms on hand at Contractor's cost to produce plus 10 percent.

PERFORMANCE BOND AND CONTRACT:

The Contractor shall post with the City Clerk a performance bond in the amount of 100% of the maximum total bid.

NOTE: (1) It is understood that the City of Tulsa, as used in these specifications, does not include the City-County Health Department, nor the City-County Library System.

NOTE: (2) This bid and resulting contract is subject to appropriation of funds being made available by the local governing body. In no event shall it affect any other City of Tulsa funds in this or any other fiscal year.

The City has right to waive Performance Bond. If Performance Bond waived deduct \$_____ from base cost annually.

TERM OF CONTRACT:

Term of the contract will be one (1) year. The City reserves the right to renew the contract for two (2) additional one (1) year periods with the consent of both parties.

AUDIT:

The Contractor agrees to make his books pertaining to the contract available to the City of Tulsa Audit personnel during regular business hours.

STATISTICS:

The following statistics are based on a 12 month history, but because of the City's ever changing needs, are not to be construed as next year's maximums or minimums:

Forms now in the forms management program	1,298
New and revised forms design drafts:	83
Requisition lines delivered:	2,518
Sheets produced by current contractor:	3.8 million
Request for shelf counts:	223
Snapout sets:	166
Book forms:	52
Padded sets:	33

Square feet or warehouse space required ranged from 2,000 square to 3,200 square feet.

Deliveries were made to the following locations:

600 Civic Center
200 Civic Center
100 Civic Center
537 E. 36th Street North
2317 S. Jackson
411 S. Frankfort
7777 E. Apache
480 W. 23rd Street
490 W. 23rd Street
470 W. 23rd Street
3411 N. Columbia
4502 S. Galveston
10122 E. 11th Street
1400 Gilcrease Road
7515 S. Riverside Parkway
201 W. 5th Street
2nd & Cincinnati
707 S. Houston
110 S. Hartford
510 S. Rockford
21st & Utica
1120 W. 17th Street
111 N. Greenwood
2201 S. Jackson
2445 S. Jackson
4235 N. 93rd E. Avenue
1720 W. Newblock Park Drive
1790 W. Newblock Park Drive
1417 N. Lansing Avenue
4234 N. Mingo
3436 N. Delaware
4816 S. Elwood Avenue
18707 E. 21st Street
3031 N. Erie

In addition, each bidder is requested to submit a proposal for printing all of any part of this contract on recycled paper. This proposal should identify quantities to be printed on recycled paper and the additional cost. The paper cost percentage difference between virgin and recycled paper must be stated.

The City of Tulsa will have the option to accept the original bid on all virgin paper or the proposal using all or some recycled paper.

PRE-BID CONFERENCE:

Vendor's eligibility to bid is contingent on attending mandatory pre-bid conference on Tuesday, Wednesday, May 15, 2002 at 10:00 a.m., 200 Civic Center, Room 1103. If warranted, specifications may be altered after pre-bid conference.

AMERICANS WITH DISABILITIES ACT:

Bidder shall take the necessary actions to ensure its facilities and employment practices are in compliance with the applicable requirements of the Americans with Disabilities Act. Any costs of such compliance will be the sole responsibility of Bidder.

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.

BID BOND:

A certified or cashier's check or bidder's surety bond, in the sum of \$1,000.00 will be required from each bidder to be retained as liquidated damages in the event the successful bidder fails, neglects or refuses to enter into said contract and furnish the necessary bonds, insurance certificates, etc. as specified, within ten (10) days from and after the date the contract document is received from the City of Tulsa Legal Department.

BIDDER'S AFFIDAVIT:

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